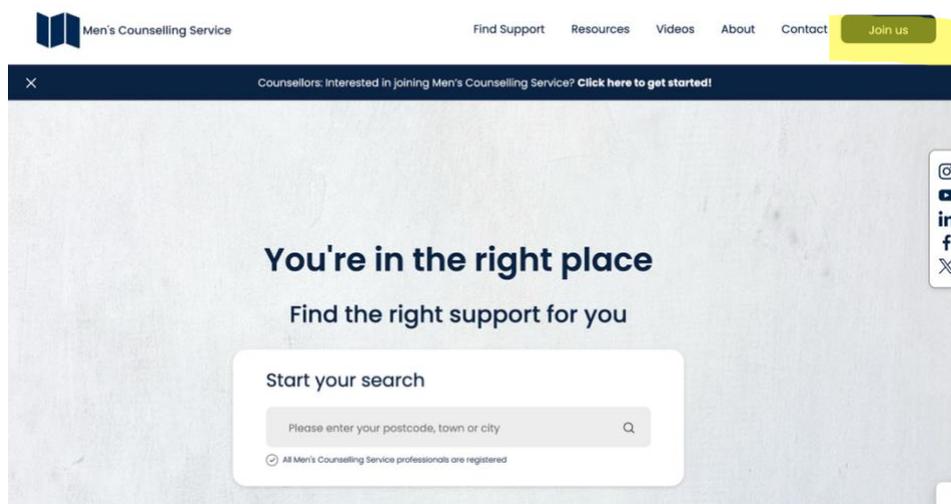


Counsellor Registration Guide

Thank you for joining Men's Counselling Service. The directory will only improve now our first draft is live, so please feel free to feedback to us at any time during the soft launch. Updates will take effect quarterly, as we look to ensure this service serves both you (our counsellors) and men (our clients) to the best of our ability.

The following document, is a step-by-step guide on how to set up your Men's Counselling Service Profile. Please **follow this step-by-step to ensure your profile is listed** at the earliest opportunity.

Step 1: Navigate to our Home Page www.mencounsellingservice.com



Step 2: Navigate to the Join Us Page

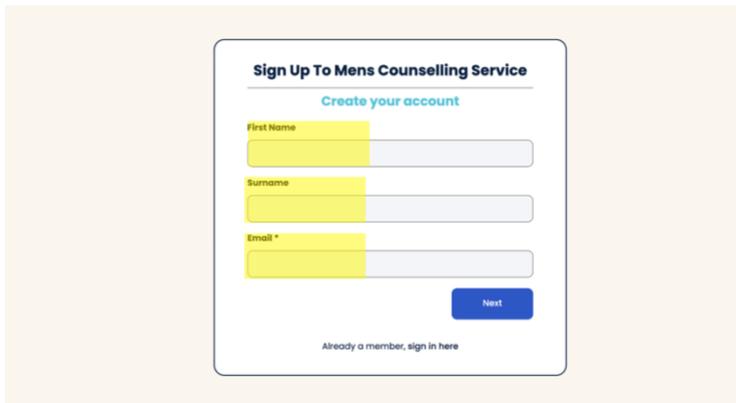
Scroll down and select either of the 'Join Us Today' buttons. You will not be charged until November 2025, and you can pause or cancel anytime (be this during the free period, or afterwards).

A screenshot of the 'Join Us Today' page. The page is divided into two main sections. On the left, under the heading 'Free Until November 2025', there is a list of six reasons why therapists choose the service: 'Instantly visible to men in your location seeking support', 'Flexible subscription, pause or cancel at anytime', 'We'll never set fees or take commissions', 'Personalised profile, highlighting exactly how you can help', 'We promote your work to new audiences', and 'Connect with peers, attend events, and CPD opportunities'. On the right, there are two subscription options. The top option is 'Yearly subscription £264', which is marked as 'Most Popular' and includes a 'Join us today' button. Below it is the 'Monthly subscription £24 per month' option, also with a 'Join us today' button. Social media icons are visible on the right side of the page.

PLEASE TURN OVER

Step 3: Create your account

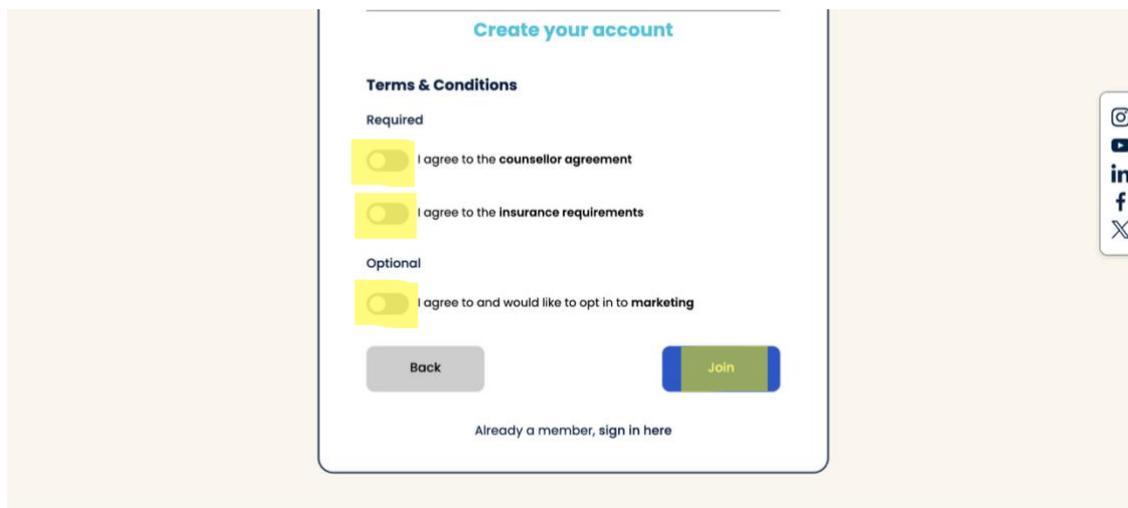
Enter your First Name, Surname, and Contact Email Address. This is the address you will see linked to your profile, so if you have a 'work email' please use this.



Click 'Next' and you will be asked to now create your password. Please store this safe.

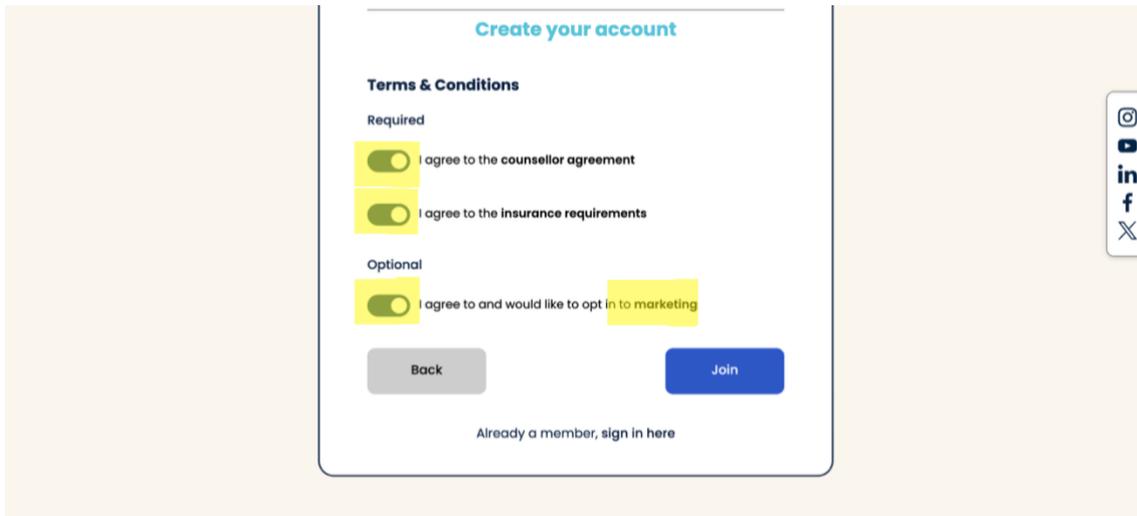
Step 4: Terms and Conditions

Please read and consent to the 'Counsellor Agreement' and 'Insurance Requirements'.



PLEASE TURN OVER

The 'Marketing' document is optional. We will be promoting counsellor articles and interviews (which are also optional) via our platform, social media channels, and through our network of partners. It's important you've selected to enable us to boost visibility to your profile via these means.



The screenshot shows a 'Create your account' form with the following elements:

- Terms & Conditions**
- Required**
 - I agree to the counsellor agreement
 - I agree to the insurance requirements
- Optional**
 - I agree to and would like to opt in to marketing
- Buttons:** 'Back' (grey), 'Join' (blue)
- Text:** 'Already a member, sign in here' (yellow highlight)

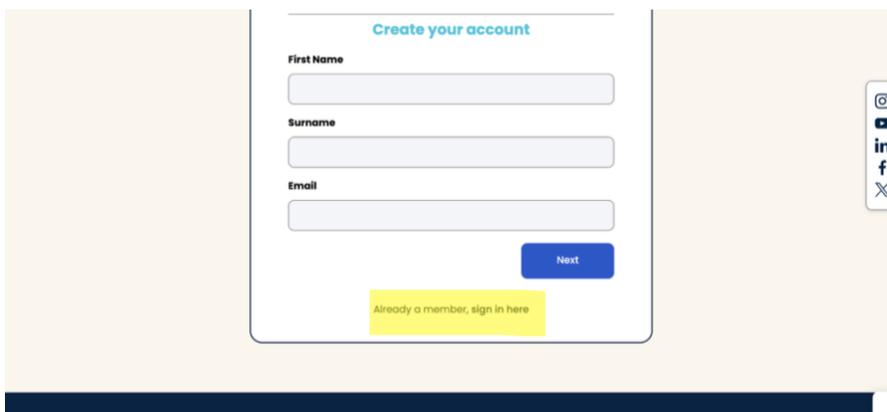
On the right side of the form, there are social media icons for Instagram, YouTube, LinkedIn, Facebook, and X.

Step 5: Account Verification Email

You will now receive an email to verify your account, this may take up to 60 minutes. Please check you junk / spam folder.

Step 6: Sign In

You can now sign into your account. Please see the **'Already a member, sign in here'** section at the bottom of the text box. Please do not complete the form 'First Name, Surname, Email'.



The screenshot shows a 'Create your account' form with the following elements:

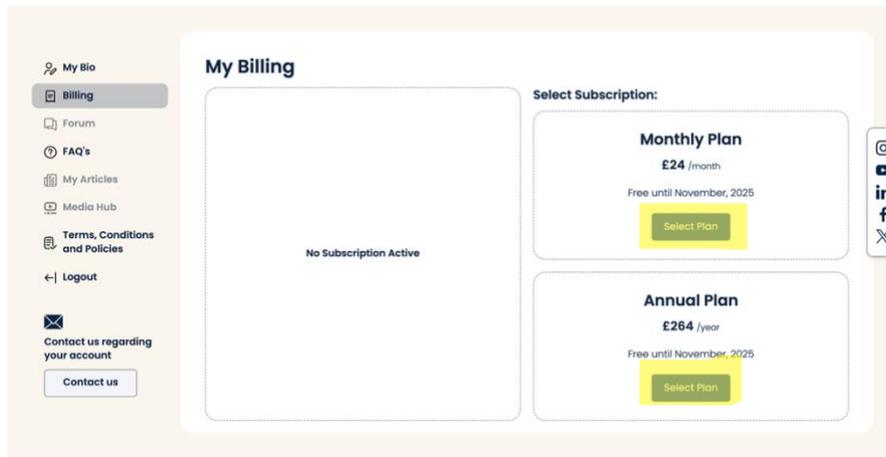
- Input Fields:** 'First Name', 'Surname', 'Email' (all grey)
- Buttons:** 'Next' (blue)
- Text:** 'Already a member, sign in here' (yellow highlight)

On the right side of the form, there are social media icons for Instagram, YouTube, LinkedIn, Facebook, and X.

PLEASE TURN OVER

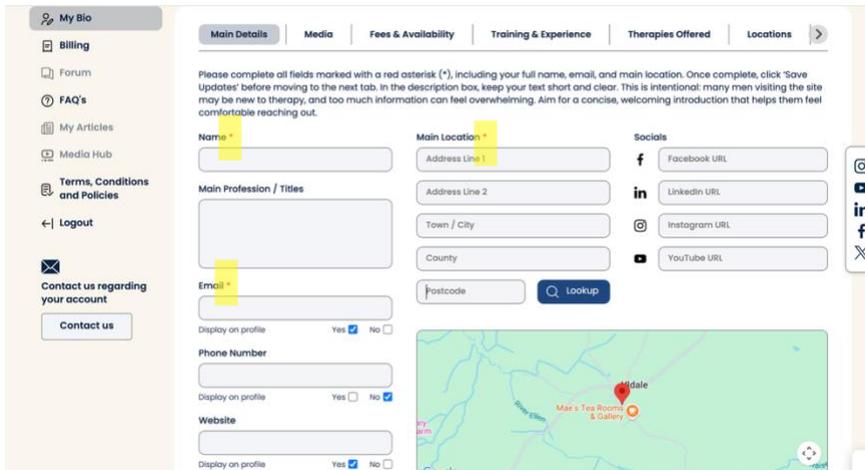
Step 7: Subscription

Please choose a subscription plan – no money will be taken until November 2025. You can't create your profile without setting up the subscription in advance, but you can pause or cancel this at anytime (during or after the free period).



Step 8: Main Details

You can now create your profile. Please complete all boxes with a **red ***, you will not be able to progress your application without doing this first. Please click **'Save Updates'** before leaving the page, or your changes will not be saved.

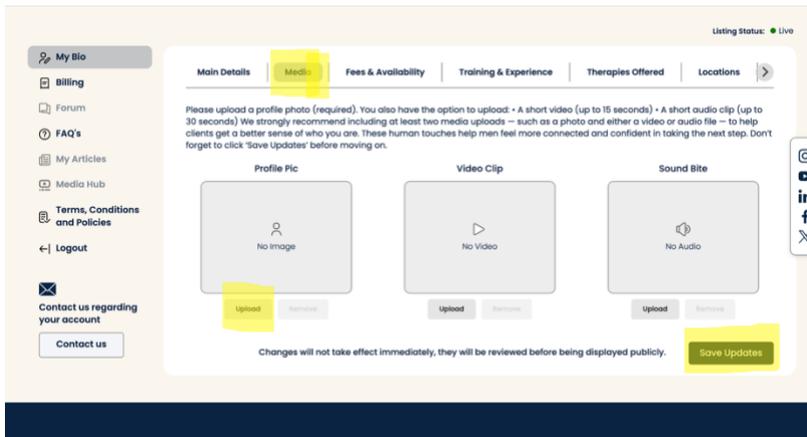


Scroll down this page to find the description box, this is also mandatory*. A preview of this will be shown on your profile preview to clients. In here, try to communicate how you can support men. Just another reminder, please click **'Save Updates'** before navigating to the media tab along the top.

PLEASE TURN OVER

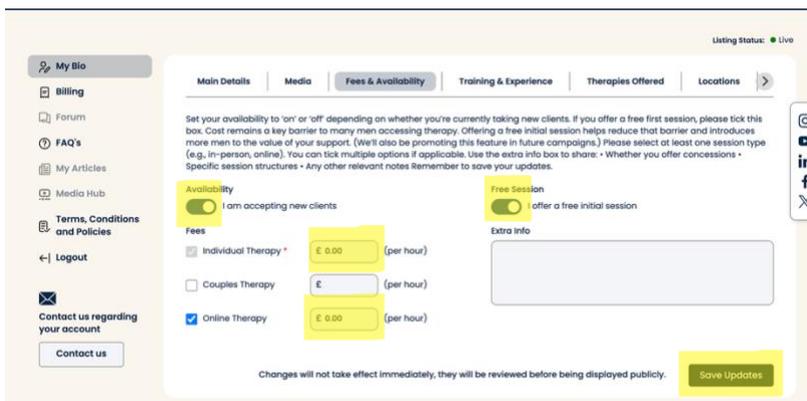
Step 9: Media tab

Profile pictures are mandatory, if you don't upload and save the image your profile will not be visible to potential clients. You have the option to add a short video or audio file to help clients learn more about you – demystifying this process for them further. Please click **'Save Updates'** before navigating to the Fees & Availability tab.



Step 10: Fees & Availability tab

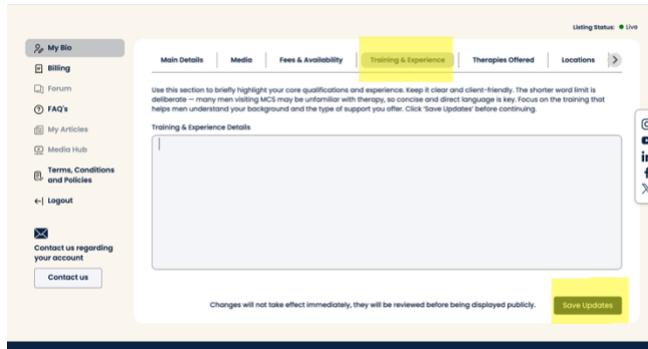
You must enter a fee to be listed, this helps clients search by budget. If you offer a free first session (something we encourage to get more men to try therapy and understand it's value) please toggle on the button. Please also set if you are available to accept new clients, and pictures are mandatory, if you don't forget to click **'Save Updates'** before navigating to the Training & Experience tab.



PLEASE TURN OVER

Step 11: Training & Experience tab

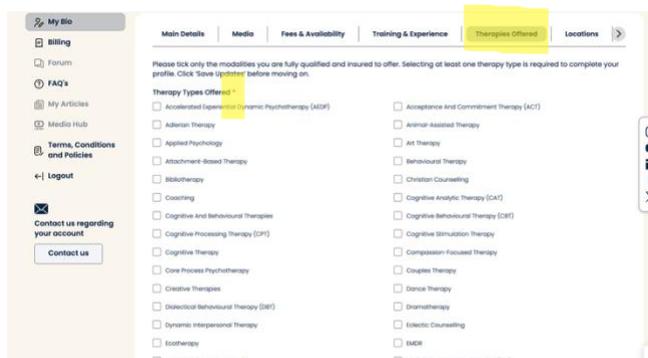
Please complete this section, and click **'Save Updates'** before navigating to the Therapies Offered tab.



The screenshot shows the 'Training & Experience' tab selected in the profile editor. The main content area is a large empty text box for entering qualifications and experience. A 'Save Updates' button is visible at the bottom right. A sidebar on the left contains navigation links like 'My Bio', 'Billing', 'Forum', 'FAQs', 'My Articles', 'Media Hub', 'Terms, Conditions and Policies', and 'Logout'. A 'Contact us' button is also present in the sidebar.

Step 12: Therapies Offered tab

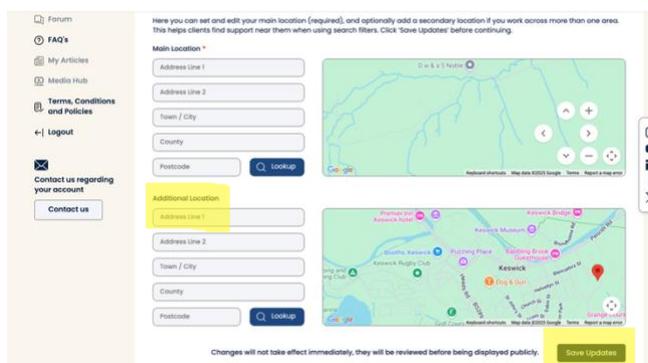
Please note a minimum of one therapy offered, to help clients search by specific modality. Please only select modalities you are qualified and insured to practice. Click **'Save Updates'** before navigating to the Locations tab.



The screenshot shows the 'Therapies Offered' tab selected. It features a list of therapy modalities with checkboxes for selection. The list includes Accelerated Experiential Gestalt Psychotherapy (AEGP), Adlerian Therapy, Applied Psychology, Attachment-Based Therapy, Bibliotherapy, Coaching, Cognitive and Behavioural Therapies, Cognitive Processing Therapy (CPT), Cognitive Therapy, Core Process Psychotherapy, Creative Therapies, Dialectical Behavioural Therapy (DBT), Dynamic Interpersonal Therapy, Ecotherapy, Emotion-Focused Therapy, Acceptance and Commitment Therapy (ACT), Animal-Assisted Therapy, Art Therapy, Behavioural Therapy, Christian Counselling, Cognitive Analytic Therapy (CAT), Cognitive Behavioural Therapy (CBT), Cognitive Stimulation Therapy, Compassion-Focused Therapy, Couples Therapy, Dance Therapy, Dramatherapy, Evidential Counselling, EMDR, and Emotional Freedom Technique (EFT). A 'Save Updates' button is at the bottom right.

Step 13: Locations tab

You can add a secondary location via this tab. Please only select locations you can serve. At present, we can only list two locations per profile. Click **'Save Updates'** before navigating to the Specialisms tab.

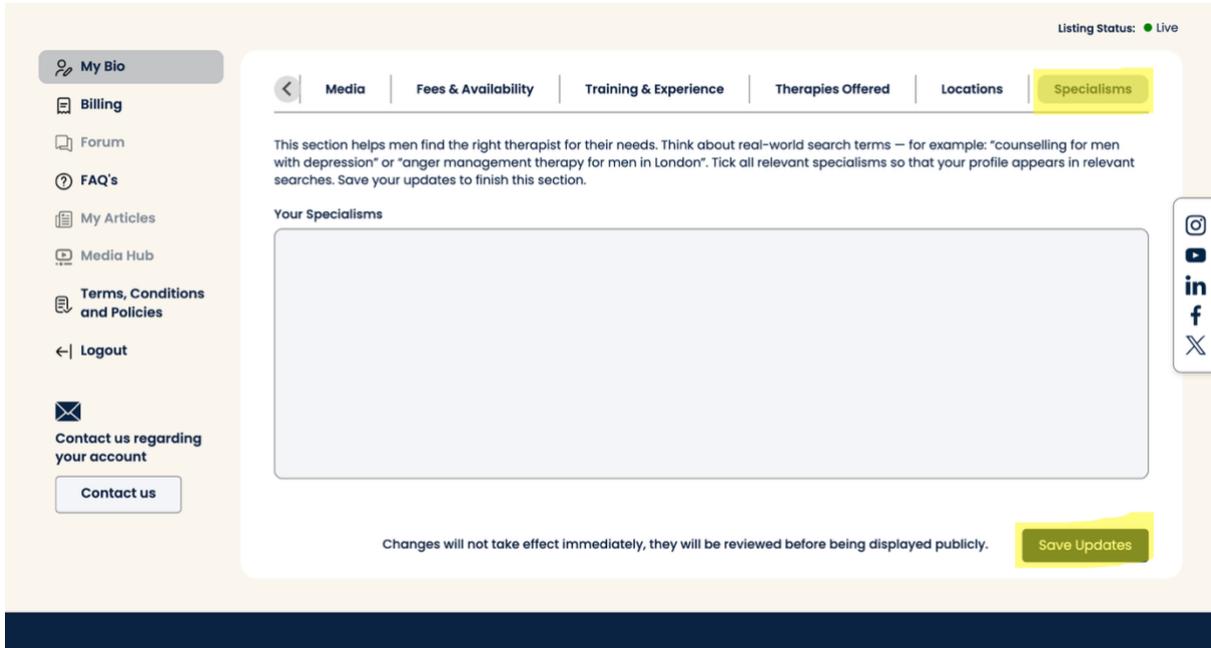


The screenshot shows the 'Locations' tab selected. It contains two location entry forms. The 'Main Location' form has fields for Address Line 1, Address Line 2, Town / City, County, and Postcode, with a 'Lookup' button. The 'Additional Location' form has similar fields. Both forms are accompanied by map visualizations. A 'Save Updates' button is at the bottom right.

PLEASE TURN OVER

Step 14: Locations tab

In this section note your specialisms, write for men and keep in mind 'real-world search terms'. This will help your profile be more visible on search engines. Click **'Save Updates'**.



The screenshot shows a user profile editor interface. On the left is a navigation menu with options: My Bio, Billing, Forum, FAQ's, My Articles, Media Hub, Terms, Conditions and Policies, Logout, and a contact button. The main content area has a breadcrumb trail: Media | Fees & Availability | Training & Experience | Therapies Offered | Locations | Specialisms. Below the breadcrumb, there is a text box with instructions: "This section helps men find the right therapist for their needs. Think about real-world search terms – for example: 'counselling for men with depression' or 'anger management therapy for men in London'. Tick all relevant specialisms so that your profile appears in relevant searches. Save your updates to finish this section." Below this is a large empty text area labeled "Your Specialisms". At the bottom right of the main area is a yellow "Save Updates" button. A status indicator in the top right corner shows "Listing Status: Live". Social media icons for Instagram, YouTube, LinkedIn, Facebook, and Twitter are on the right side.

Step 15: Identity Verification Process

Upon creating your account, please email contact@menscounsellingservice.com including a copy of your professional membership certificate and your primary phone number. This step is essential for verifying your identity and professional standing.

Important notes:

- Profiles normally take 24 – 72 hours to show on Men's Counselling Service Directory following ID checks, subject to the volume of enquiries. Sometimes we request additional information, or the service maybe busier with applications than usual (for example, during soft launch).
- You will receive a confirmation email when your profile is listed.
- You can log back in at anytime via the 'Already a member, sign in here' button on the Join Us page for now. You can make changes or check the status of your profile by the 'listing status' shown in the top right-hand side of the page.
- We are very open to feedback, suggestions, ideas, and improvements. So please reach out to us at any time.

Welcome to the team!

END.