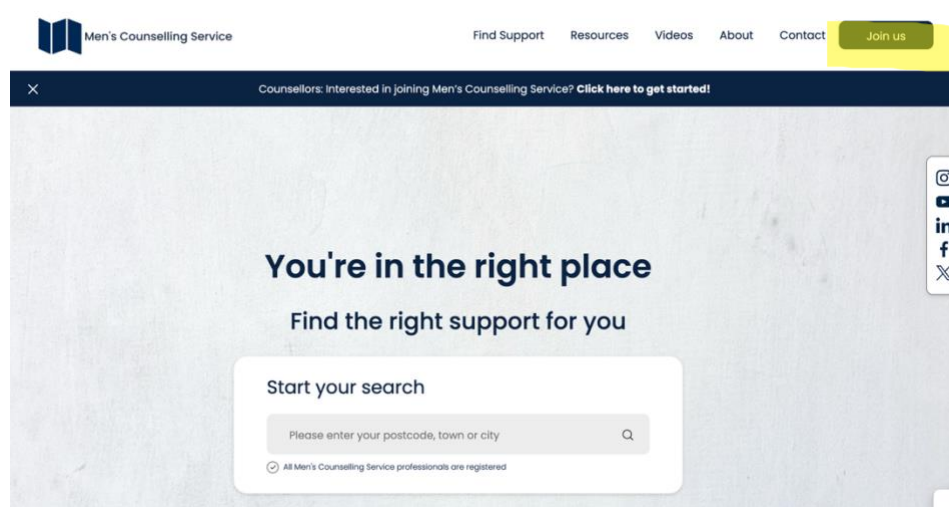


## Counsellor Registration Guide

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.

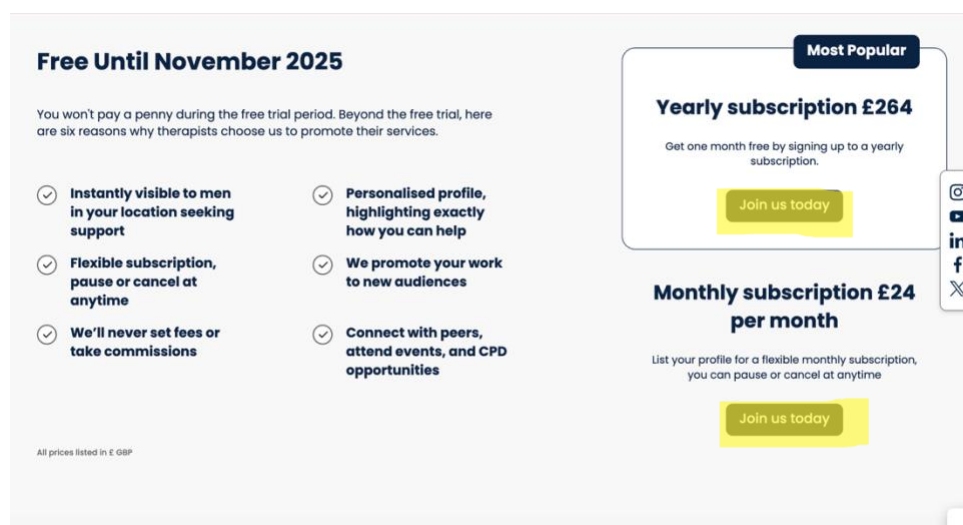
The following document, is a step-by-step guide on how to set up your Men's Counselling Service Profile. Please **follow this step-by-step to ensure your profile is listed** at the earliest opportunity.

**Step 1:** Navigate to our Home Page [www.mencounsellingservice.com](http://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).

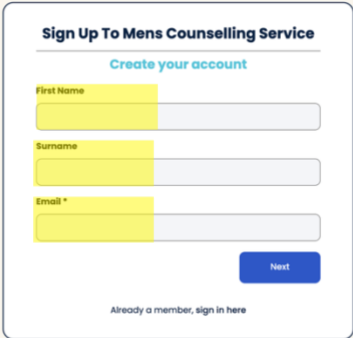


**PLEASE TURN OVER**



### Step 3: Create your account

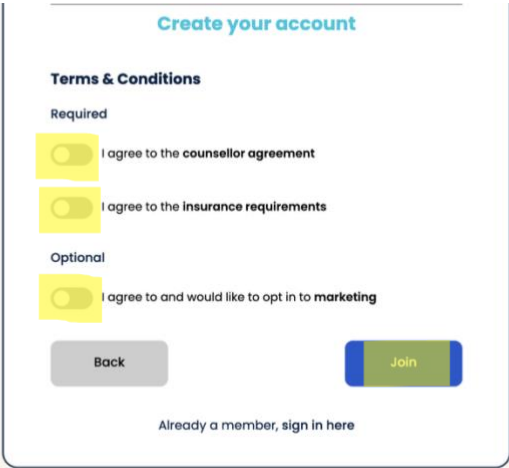
Enter your First Name, Surname, and Contact Email Address. This is the address you will see linked to your profile, so if you have a 'work email' please use this.



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. At the top, it says 'Create your account' in blue. Below that is a section titled 'Terms & Conditions'. Under 'Required', there are two toggle switches, both turned on. The first says 'I agree to the counsellor agreement' and the second says 'I agree to the insurance requirements'. Under 'Optional', there is one toggle switch, also turned on, which says 'I agree to and would like to opt in to marketing'. At the bottom of the form, there are two buttons: a grey 'Back' button and a blue 'Join' button. Below the buttons, it says 'Already a member, sign in here'. On the right side of the form, there is a vertical stack of social media icons: Instagram, YouTube, LinkedIn, Facebook, and Twitter.

### 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'.

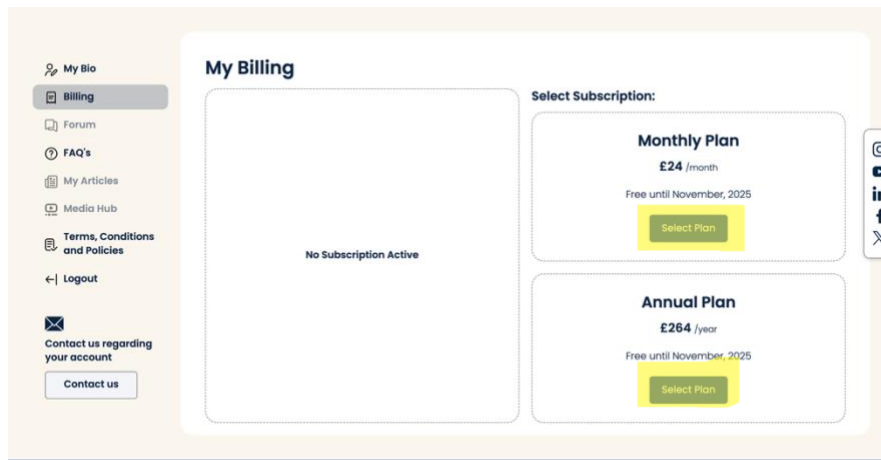
The screenshot shows the same 'Create your account' form, but now with input fields. There are three input fields: 'First Name', 'Surname', and 'Email'. Below the 'Email' field is a blue 'Next' button. At the bottom of the form, there is a yellow box that says 'Already a member, sign in here'. The social media icons are still on the right side.

**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.

The screenshot shows the 'Media' tab of a user profile. The left sidebar contains links for 'My Bio', 'Billing', 'Forum', 'FAQ's', 'My Articles', 'Media Hub', 'Terms, Conditions and Policies', and 'Logout'. The main content area has tabs for 'Main Details', 'Media' (highlighted), 'Fees & Availability', 'Training & Experience', 'Therapies Offered', and 'Locations'. A 'Listing Status: Live' indicator is in the top right. The 'Media' section includes instructions to upload a profile photo, video, or audio clip. There are three upload areas: 'Profile Pic' (with a yellow 'Upload' button), 'Video Clip', and 'Sound Bite'. A 'Save Updates' button is at the bottom right. A disclaimer states: 'Changes will not take effect immediately, they will be reviewed before being displayed publicly.'

### Step 10: Fees & Availability tab

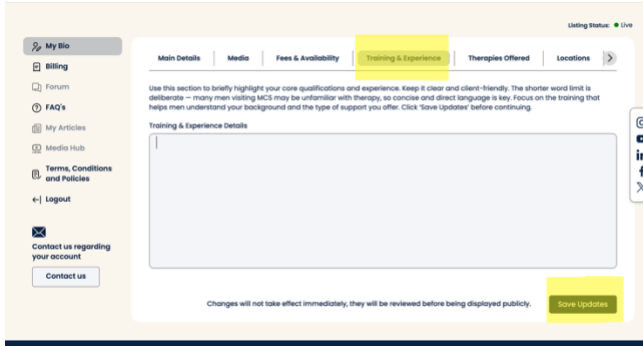
You must enter a fee to be listed, this helps clients search by budget. If you offer a free first session (something we encourage to get more men to try therapy and understand it's value) please toggle on the button. Please also set if you are available to accept new clients, and pictures are mandatory,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

The screenshot shows the 'Fees & Availability' tab of a user profile. The left sidebar is the same as in the previous screenshot. The main content area has tabs for 'Main Details', 'Media', 'Fees & Availability' (highlighted), 'Training & Experience', 'Therapies Offered', and 'Locations'. A 'Listing Status: Live' indicator is in the top right. The 'Fees & Availability' section includes instructions on setting availability and fees. There are two toggle switches: 'Availability' (set to 'on') and 'Free Session' (set to 'off'). Below these are fee settings for 'Individual Therapy', 'Couples Therapy', and 'Online Therapy', each with a yellow input field showing '£ 0.00 (per hour)'. An 'Extra Info' text area is also present. A 'Save Updates' button is at the bottom right. A disclaimer states: 'Changes will not take effect immediately, they will be reviewed before being displayed publicly.'

## PLEASE TURN OVER

### Step 11: Training & Experience tab

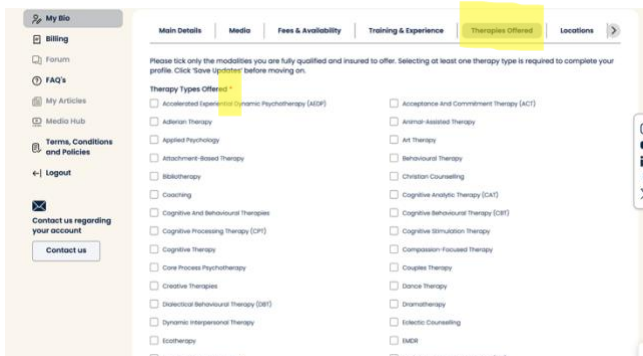
Please complete this section, and click **'Save Updates'** before navigating to the Therapies Offered tab.



The screenshot shows the 'Training & Experience' tab selected in the profile navigation menu. The main content area contains a large text box for entering training details. A note at the bottom states: 'Changes will not take effect immediately, they will be reviewed before being displayed publicly.' A yellow 'Save Updates' button is located at the bottom right.

### 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 displays a list of therapy types with checkboxes for selection. The list includes: Accelerated Experiential Dynamic Psychotherapy (AEDP), 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, Eclectic Counselling, EMDR, and Sensational Freedom Techniques (SFT). A yellow '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 features two sections: 'Main Location' and 'Additional Location'. Each section includes input fields for Address Line 1, Address Line 2, Town / City, County, and Postcode, along with a 'Lookup' button. To the right of each section is a map. A note at the top states: 'Here you can set and edit your main location (required), and optionally add a secondary location if you work across more than one area. This helps clients find support near them when using search filters. Click 'Save Updates' before continuing.' A yellow '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 the 'Specialisms' tab of a profile editor. On the left is a sidebar with navigation links: My Bio, Billing, Forum, FAQ's, My Articles, Media Hub, Terms, Conditions and Policies, Logout, and a contact link. The main area has a top navigation bar with tabs: Media, Fees & Availability, Training & Experience, Therapies Offered, Locations, and Specialisms (which is highlighted). Below the tabs, there is instructional text about using real-world search terms. A large text box labeled 'Your Specialisms' is provided for input. At the bottom, a message states that changes will be reviewed before being displayed publicly, and a 'Save Updates' button is visible. On the right side of the main area, there are social media icons for Instagram, YouTube, LinkedIn, Facebook, and Twitter. The top right corner shows a 'Listing Status: Live' indicator.

### Step 15: Identity Verification Process

Upon creating your account, please email [contact@menscounsellingservice.com](mailto: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.**