Natural Therapies directory NI
naturaltherapiesdirectoryni.com

How to:
Successfully create your Certified Training Courses.

Training Listing

- View
- Provider
- Courses

INACTIVE

Attract students & spread the passion for complementary health.

SIGN IN Using your email address and confidential password

DASHBOARD   This is the page that opens after sign in. Go to TRAINING LISTING ....Click the grey button to activate your listings. The red bar changes to green. Then click 'Provider'

A NEW PROVIDER PAGE opens up and here you enter all the information about your business. This information is important as it presents your training organisation to potential students.

Synopsis (200 characters) – This is a short description of the key features of your organisation. This will appear in the main provider listing and should be written in a way that encourages the reader to click through for more information.
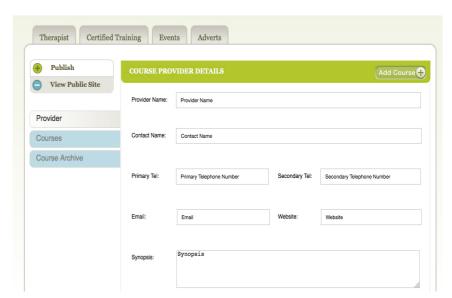
| Therapist | Certified Training | Events | Adverts |

COURSE PROVIDER DETAILS   Add Course

- Publish
- View Public Site

Provider
Courses
Course Archive

Provider Name:	Provider Name
Contact Name:	Contact Name

| Primary Tel: | Primary Telephone Number | Secondary Tel: | Secondary Telephone Number |

| Email: | Email | Website: | Website |

Synopsis: Synopsis

Image : This is the feature image that appears on your certified training provider listing. It can be your logo or other picture that draws attention to your business.

NOTE : The ideal size is 233pixels wide x 150 pixels high with a resolution of 72dpi. Maximum image size is 2 MB. Images larger than this will not show. (If you have difficulties please contact us and we will help you.)

Image Description – Enter descriptive keywords about your organisation.

When you have entered all your details press **PUBLISH** before moving on.   If you forget to publish all the information will be lost .

IMPORTANT NOTE: Please ensure that you have copyright for the use of any images used in your event listing or published anywhere on the website.

T0 ENTER YOUR COURSE DETAILS

ON THE RIGHT OF THE GREEN BAR AT THE TOP OF THE PAGE YOU WILL SEE 'Add Course' click the + and a new page will open up. Here you can enter all your course details.

You can add as may courses as you wish – just click add course each time

A NEW COURSE PAGE opens up and here you enter all the information about your course

There are sections for 'course overview', any course entry requirements, testimonials and additional information.

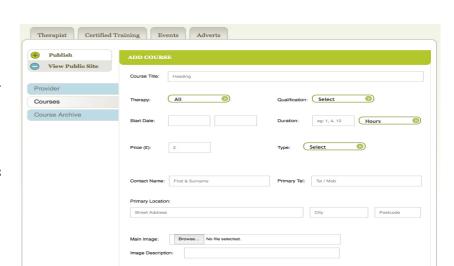You can also add a. pdf attachment such as an enrolment form or other information.

When you have entered all your details press **PUBLISH** before moving on. If you forget to publish all the information will be lost .

Image : This is the feature image that appears on your course listing. It can be different to the image that appears on your provider listing. A picture that draws attention to your course.

NOTE : The ideal size is 233pixels wide x 150 pixels high with a resolution of 72dpi. Maximum image size is 2 MB. Images larger than this will not show. (If you have difficulties please contact us and we will help you.)

Certified Training continued.

Image Description – Enter descriptive keywords about your Course.

Note: This will help search engines like Google find your event listing eg. Yoga workshop Belfast, stress release Lisburn, your practice name, the event's name and add the word logo or image (which ever applies)

IMPORTANT NOTE: Please ensure that you have copyright for the use of any images used in your event listing or published anywhere on the website.

This is how your provider details will appear in the listing (this is where your synopsis appears).

When you click on a provider, this page opens up showing all the courses this provider offers.

Certified Training continued.

This is how your course looks to the public.

COURSE ARCHIVE
Once courses are over they move from the live site to 'Course Archive'. Here you can edit the course and re-use in the future. Simply edit and publish.

THE COURSE LISTING PROCESS

1.   When you have created your PROVIDER section simply press the **'Publish'** button. Your details are saved and goes live onto the provider section of the directory.

2.   When you have created your course listing just click the **'Publish '** button. Your course will now be uploaded . Note- you must press the **'Publish'** button for your course to appear live on the directory. <u>If you forget to publish all the information will be lost.</u>

3.   When courses pass their end date they are not live any more do not show on the directory.
      They transfer to a folder called **'Course Archive'** where they stay so they can be edited and re-used if desired.

4.   Courses can be deleted when necessary.

IMPORTANT NOTE: Please ensure that you have copyright for the use of any images used in your event listing or published anywhere on the website.