

How to: Successfully create your Certified Training Courses.

SIGN IN Using your email address and confidential password

DASHBOARD This is the page that opens after sign in. Go to TRAINING LISTINGClick 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.

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.

TO ENTER YOUR COURSE DETAILS

A screenshot of the 'COURSE PROVIDER DETAILS' form. The form has a green header bar with the title 'COURSE PROVIDER DETAILS' and an 'Add Course' button. Below the header, there are several input fields: 'Provider Name', 'Contact Name', 'Primary Tel:', 'Secondary Tel:', 'Email:', 'Website:', and 'Synopsis:'. To the left of the form, there is a sidebar with buttons: 'Publish', 'View Public Site', 'Provider', 'Courses', and 'Course Archive'. At the top of the page, there are tabs: 'Therapist', 'Certified Training', 'Events', and 'Adverts'.

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 many 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)

Therapist Certified Training Events Adverts

Publish View Public Site

Provider Courses Course Archive

COURSE PROVIDER DETAILS Add Course +

Provider Name:

Contact Name:

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

Email: Email Website: Website

Synopsis:

Therapist Certified Training Events Adverts

Publish View Public Site

Provider Courses Course Archive

ADD COURSE

Course Title: Heading

Therapy: All Qualification: Select

Start Date: Duration: eg: 1, 4, 10 Hours

Price (£): £ Type: Select

Contact Name: First & Surname Primary Tel: Tel / Mob

Primary Location: Street Address City Postcode

Main Image: No file selected.

Image Description:

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

NATURAL HEALTH COURSES IN NORTHERN IRELAND

COURSES PROVIDERS

Adrienne McAllister at Living Stress Free EFT
Adrienne McAllister
EFT Master Practitioner Training
Accredited by The Association of Meridian and Energy Therapies
Belfast

Certified Havening Techniques Training Ireland
Stephen Travers
Havening, also known as Amygdala Depotentiation Therapy (ADT) is going to change the face of therapy across the world. What used to take months to cure can now be done in minutes in most ca...
Dublin

College of Naturopathic Medicine
Lisa Mc Manus
Our Naturopathy Foundation Courses (Biomedicine and Naturopathy Study), form the basis of our training and provide CNM students with a firm grasp of Naturopathic therapies, which helps you decide ...
Belfast

Devata Holistic Centre
Lynn Turkington
Devata is home to Holistic School NI - offering GTI and Guild accredited courses in Massage & Holistic Therapies
http://www.holisticschoolni.co.uk
Portadown

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

NI Therapists Events Certified Training Listers Sign In

NI Therapists Events Certified Training Listers Sign In

AWARD WINNING ONLINE COMPLEMENTARY THERAPY DIRECTORY The Chartered Institute of Marketing IRELAND MARKETING EXCELLENCE AWARDS 2013 WINNER

CERTIFICATE SHIATSU

Certificate in Japanese Massage
Provided by Shiatsu College Dublin
www.shiatsu.ie - helena@shiatsu.ie

5 Sep 2015 10:00:00 1 Years £61950 Part Time

Ralph Square, Dublin, 0353 87 2613355

COURSE OVERVIEW & DETAILS

This is a stand-alone Certificate course in Shiatsu. It is the first stage of a three year programme that will allow you to become a fully qualified Shiatsu Practitioner. This year focuses on developing your awareness of the client's body with emphasis on using the traditional methods of the Japanese massage therapy called Shiatsu. It is a unique opportunity to achieve a qualification in Japanese massage techniques. The basis of this training comes from the teachings of Shiatsu and Japanese bodywork and an understanding of anatomy. Experiential Shiatsu - giving and receiving- is the core of the course. Each module has a distinct emphasis and theme. They are designed so that some modules can be taken individually. For a deeper, more integrated learning, we strongly advise you to consider several or all modules. Students must complete all modules and assessments in order to receive their certificate. By the end of this certificate year you will be

- Competent in offering a relaxing, rejuvenating shiatsu treatment to clients for optimum health
- Proficient in a range of Ki enhancing exercises that provide energy and body awareness and that support health and stamina.
- Familiar with the theories of Yin & Yang, Ki energy and the classical meridian system.

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. If you forget to publish all the information will be lost.
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.

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