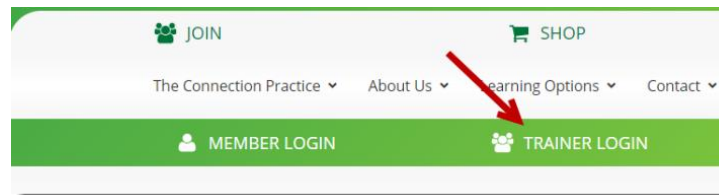




Posting Profile on the Website (for Coaches / Trainers)

On the Connection Practice website, you can post and update your own profile, enter a course offering, and access all coach/trainer materials.

Go to the Connection Practice website (<https://connectionpractice.org/>) and select <Trainer Login> at the top right. You will see a 5-minute video and the coach/trainer login.



The tutorial video describes in detail how to enter your profile information. In addition, the screen shot below shows where to upload your photo so it will show up as part of your profile.

The screenshot displays three sections of the profile editing interface:

- Business Card**: Includes a text box for a short description and a 'Save' button. A callout bubble points to the image upload area, stating: "This is a section for the profile image".
- Profile Gallery**: Includes a 'Save' button. A callout bubble points to the image upload area, stating: "This is for additional gallery picture(s)".
- Profile Description**: Includes a rich text editor with a 'Save' button.

We have already entered your name in the appropriate levels of certification, so it should go smoothly for you. If you have any difficulties, please email info@connectionpractice.org.

Once you have access to the Coach/Trainer Resources page, select <Manage Trainer Profile> under <General> on the top right of the page. Enter your profile information and upload your photo (refer back to the tutorial and screen shot if necessary). If you are from a country other than the United States, put the full name of your country in your description and your address.

General

- [Trainer Calendar](#)
- [Manage Trainer Profile](#)
- [Manage Trainer Account](#)
- [Add a Course to the Website](#)
- [Trainer Reference Manual](#)
- [Trainer Store](#)
- [Reserve Zoom Time](#)
- [Sign-In Sheet](#)
- [Apps](#)

Your profile will need to be activated on the website the first time so that it shows up under the correct categories. Therefore, when you have entered your profile information, send an email to info@connectionpractice.org and ask that your profile be activated on the website. You should see the information within 2-3 business days.

You should receive an email that your profile is live. Please check back to make sure that your information shows up the way you want it and under all appropriate categories. You do that by going to <Learning Options>, selecting <Find a Coach/Trainer>, and then looking for your profile in the various categories. Try using the search function on your name and on your location to ensure it is working. Once your information has been activated the first time, you can edit or update it at any point in the future.

If you have any difficulties, please email info@connectionpractice.org describing your challenge and providing your contact information.