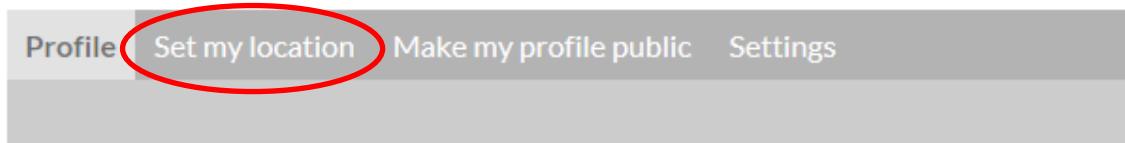


# Profile Page - Help Guide

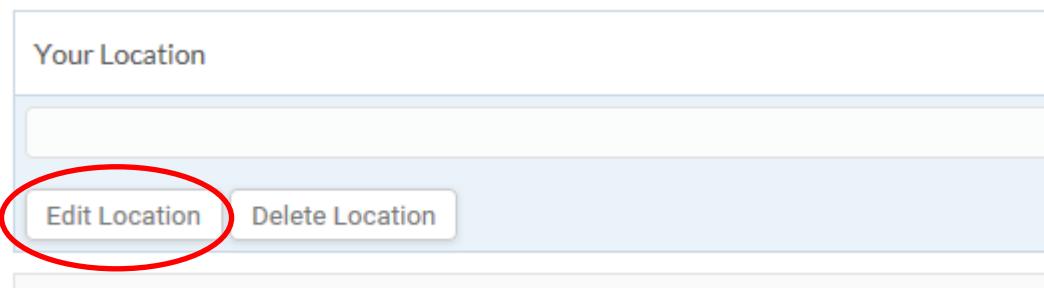
Now that you have successfully logged in to your profile there are two things we would like you to do. You do not have to do these but we are hoping that as many LLT qualified instructors as possible update their profile and make this public on both the Directory and Locator so we can offer a comprehensive directory service to our learners and service users alike.

## **1) Set your Location**

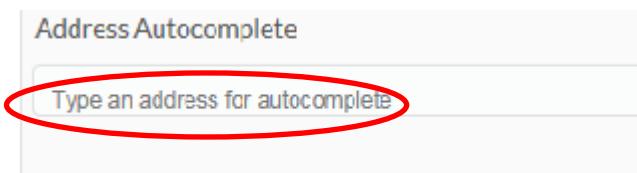
On the dark grey navigation bar at the bottom of your profile page you will see the set my location tab;



Once you click on this you can then select edit location;



This will then give you 2 options. You can either choose to autocomplete your address by simply starting to type in your address;



Or, you can input your address manually by completing the required address fields;

Enter your location manually

Address	
STREET	
APT/SUIT	
CITY	
STATE	
ZIPCODE	
COUNTRY	

Whichever way you choose to set your location, once this has been done you will see your address on the map;

Main St, Killin, Stirling FK21, UK

Edit Location Delete Location

Find your location on the map

Map Satellite

Address Autocomplete

Main St, Killin, Stirling FK21, UK

Once you have set your location remember to save it. You will see a message that says location saved once this has been done.

COUNTRY

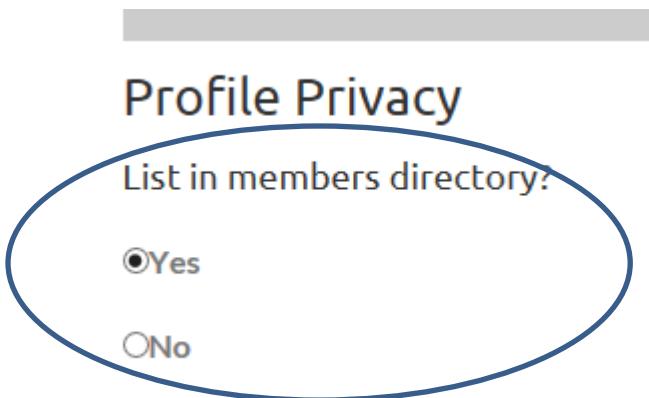
Save Location

## **2) Make your profile Public**

On the dark grey navigation bar at the bottom of your profile page you will see the make my profile public tab;



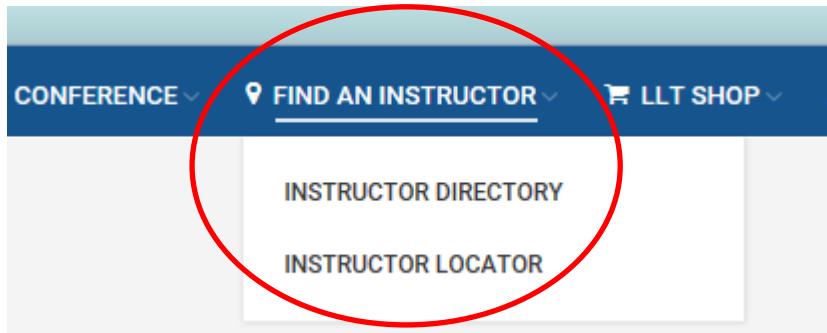
Once you click on this you can then select to make your profile visible by simply selecting yes. *Please note that if you do not want your profile to be visible to the public please make sure that no is selected.*



Once you have set your profile privacy setting remember to save it.

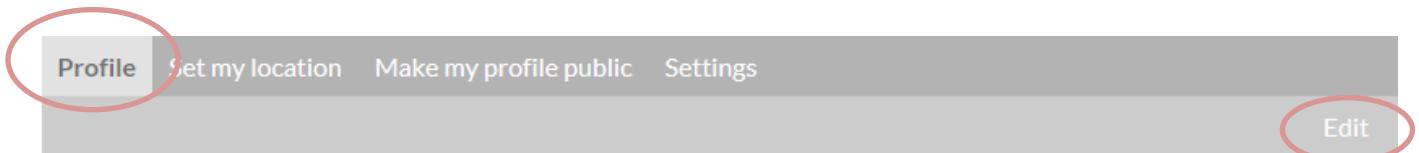


**Once you have set your location and made your profile public your profile can now be found in both the Instructor Directory and Instructor Locator.**



## Editing your Profile

To start editing your profile page first select the profile tab in the dark grey navigation bar, followed by edit in the light grey navigation bar.



The first section you will see is the User Bio, in this section you can add a bio about yourself, information on current classes you are running and any other relevant qualifications you may have.

**Editing 'User Bio' Profile Group**

User Bio    Public Contact Details    Attributes

Name (required)

Later Life Training

This field can be seen by: Everyone

Bio

Later Life Training has provided specialist, safe and effective exercise training for health and leisure professionals w  
  
p

This field can be seen by: Everyone

Current classes

Current classes currently running are...

**Remember to click save once you have entered all your information.**

Then if you click on the Public Contact Details tab you can enter the contact details you wish to make public on the directories. ***Remember that if you do not provide any contact information people will not be able to contact you!***

### Editing 'Public Contact Details' Profile Group

User Bio   **Public Contact Details**   Attributes

Email

info@laterlifetraining.co.uk

This field can be seen by: Everyone

Postal address



Main Street,  
Killin,  
Perthshire,  
FK21

p

This field can be seen by: Everyone

Telephone

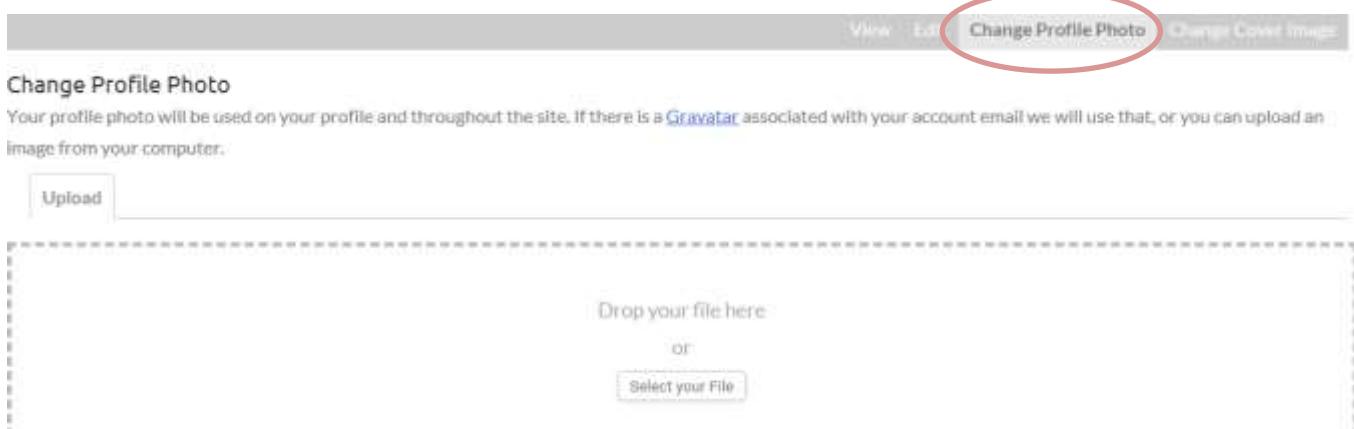
01234 567890

This field can be seen by: Everyone

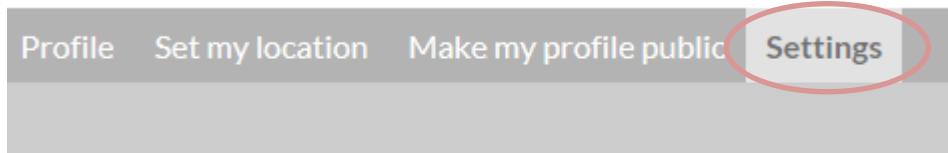
**Save Changes**

**Remember to save your changes.**

If you would like to add or change your profile photo select Change Profile Photo which can be found on the light grey navigation bar.



Lastly, if you ever need to change your profile password (your username will never change) select settings from the dark grey navigation bar then enter your new password details.



#### Change Password (leave blank for no change)

The screenshot shows a form for changing a password. It includes two input fields: 'New Password' and 'Repeat New Password'. Below the fields is a 'Save Changes' button, which is circled in red.

**Remember to save your changes.**