



**SOMATIC
EXPERIENCING
COMMUNITY**
AOTEAROA | NEW ZEALAND

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Practitioner Directory: Registration Tips



INTRODUCTION

Thank you for registering on the Somatic Experiencing® Practitioner Directory in Aotearoa | New Zealand. We're excited to welcome you to our growing network of practitioners.

This guide will help you complete your practitioner registration on our website quickly and smoothly.

This document covers the following:

- Filling out the registration form
- What to expect once you've submitted the form
- Common mistakes to avoid
- How to get help with completing the form or offer feedback

Before you start

Please read the [registration terms and conditions](#) before you complete the application form.

To save time and avoid losing any work, we recommend drafting your bio offline, then pasting these details into the form. If you have everything ready, the process should only take 5 – 10 minutes.

Have these ready before you begin:

- Your preferred contact details (for public display)
- Your bio (a short overview of who you are and what you do)
- A clear headshot for your profile (in jpg format)
- Your SEP certificate or confirmation of enrolment in an SE training
- Confirmation of your assisting, session or case consult provider status (where appropriate)

FILLING OUT THE FORM

The table below provides information to help you fill out each field in the registration form. All fields need to be completed.

Field	Content
First + Last Name	The first and last names you want displayed on the site.
Account Email	The email address you want to use for administration purposes – this is where we'll contact you if we have any queries about your application and for future renewals
Phone	The phone number you want displayed on the site
Display Email	This email address will be displayed in your profile on the site. It can be different to your Account Email if you prefer.
Website Address	Your website URL
Username + Password	You'll use these details to log into the site if you want to amend any of your details – please keep the details safe so you'll be able to recall them in future.
Profile Picture	This photo will be displayed on the Find a Practitioner summary page and on your individual profile page. Please use a JPG file.
Physical Mailing Address	This is for administrative purposes only. Please provide a POSTAL address we can use should we need to contact you by mail at any stage. This will NOT be displayed on the site.
Region	The region where you practice – this will be displayed on the site and used as a filter on the form when people are searching for practitioners.
City	The city you're located in – this will be displayed on the Find a Practitioner summary page and on your individual profile page.
Available Online?	Indicate if you work online or not.
Taking New Clients?	Indicate if you're available for new clients.
Confirm you want your details included	You can still join this group of SE practitioners and enjoy registration benefits even if you don't want your details listed on the Directory.

Field	Content
Modalities Offered	The modalities you select here will appear in the filter on the Find a Practitioner summary page and on your individual profile page.
Client Type	The client types you select here will appear in the filter on the Find a Practitioner summary page and on your individual profile page.
Level	Select all the options that apply for you.
Qualification	Include any relevant qualifications or designations you want displayed on your individual profile page.
Modalities Proof	Upload your SEP certificate, confirmation of enrolment in an SE training and/or confirmation of your assisting, session and case consult provider status (where appropriate). We won't be seeking confirmation of certification in modalities other than SE and trust you will not list yourself in a modality for which you have not received appropriate training.
Spoken Languages	The languages you are fluent and able to work in.
Contact details	Describe how you want web visitors to contact you – this might be by phone, email, text, filling in a form or anything else that works for you. You can include links to contact forms or web pages if you like.
Full Bio	An overview of you and the work you do.
Terms and Conditions Confirmation	Confirm you've read the terms and conditions.

WHAT HAPPENS NEXT?

When you submit your form:

- There may be a longer delay than you expect before you see the confirmation message. Please have patience, there's lots of processing happening in the background.
- A confirmation message will pop up on screen.

- You'll receive a brief email to your Account Email confirming that your application has been submitted.

If you don't receive this email, you'll know there's been a problem with your form. Please make sure that you see a confirmation message on screen before asking for help.

Lawrence Prior will contact you for payment. Please be in touch with him at lprior@hotmail.co.nz if you haven't received your invoice within 48 hours.

Once your payment has been confirmed, Brenda Wille will make your profile live – please allow 48 hours from confirmation of payment. She will confirm when your profile is live.

AVOID THESE COMMON MISTAKES

To help your registration go smoothly, please watch out for these common issues:

- **Using the wrong email address**
Make sure your Display Email is the one you want clients to see, and your Account Email is the one you want to use for admin and renewals.
- **Missing supporting documentation**
Please upload your SE certificate, confirmation of enrolment in an SE training and/or evidence of your SE provider status where appropriate.
- **Poor quality profile picture**
Choose a clear, well-lit *current* headshot (JPG) so it displays well on the site.
- **Leaving one or more fields blank**
All fields need to be completed for the form to submit. If your form is not submitting, please scroll up and see which field(s) you might have missed.
- **Forgetting to confirm terms and conditions**
Without this box ticked, the form won't submit.

- **Not waiting long enough for your form to submit**
This can take a while – please be patient.
- **Not checking for the on-screen confirmation message**
If you don't see it and don't get the confirmation email, your form hasn't been received.
- **Poorly worded bio – too long / too short / too jargony**
Aim for a concise but complete overview to help clients quickly understand your work. This is a showcase for you – make the most of it!

FEEDBACK / GETTING HELP

Please contact Brenda on 0212137377 or brenda@bluechairwisdom.com if you need help with your profile or would like to offer feedback / suggestions about the registration process or community membership.