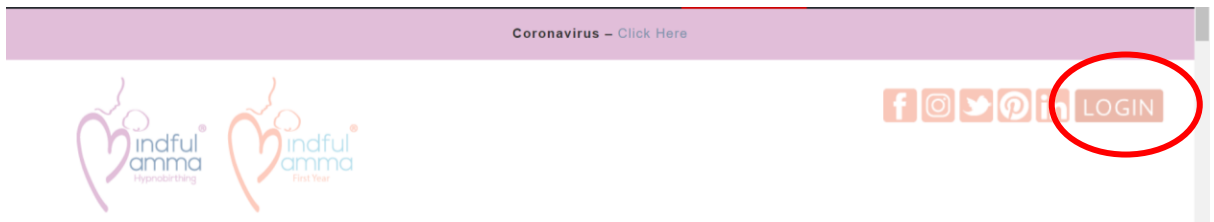


How to edit your Practitioner Profile

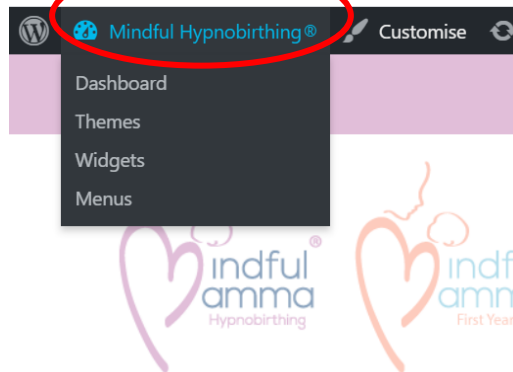
edit your practitioner profile

To update your practitioner profile, please follow the steps below. Please make sure your practitioner profile is up-to-date and has your contact details included.

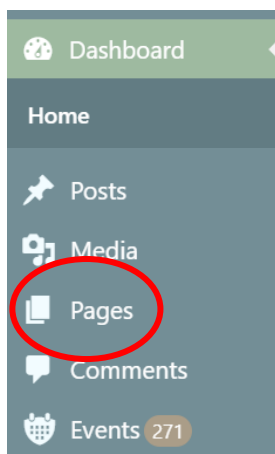
Login to the Mindful Mamma website



At the top you'll see a black bar: Click on Mindful Hypnobirthing®

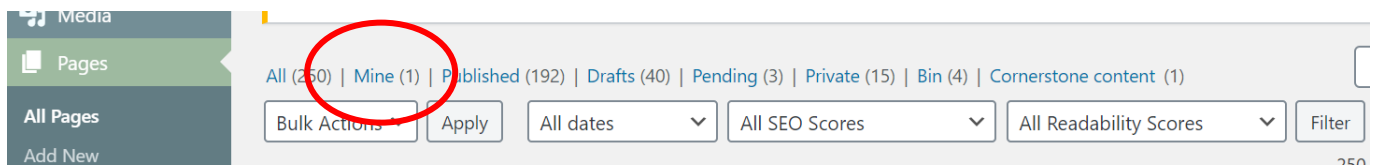


Which will open your dashboard. Select 'Pages'

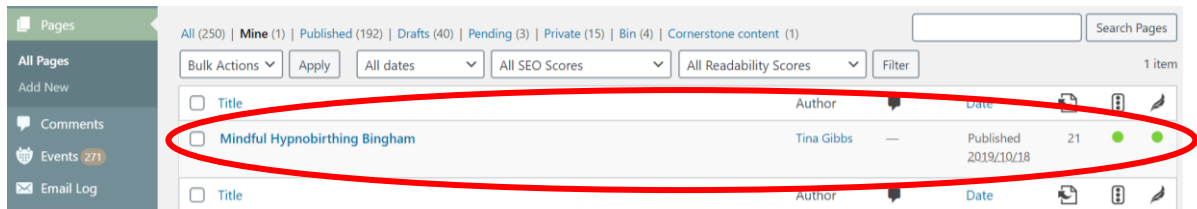


How to edit your Practitioner Profile

Click on 'Mine'

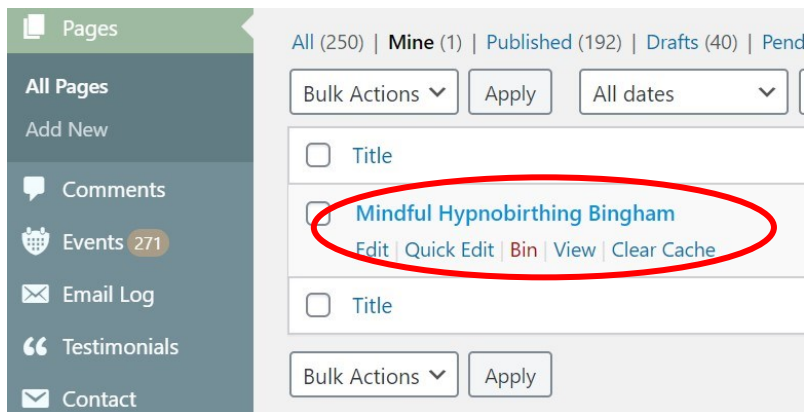


Then you can only see your pages:

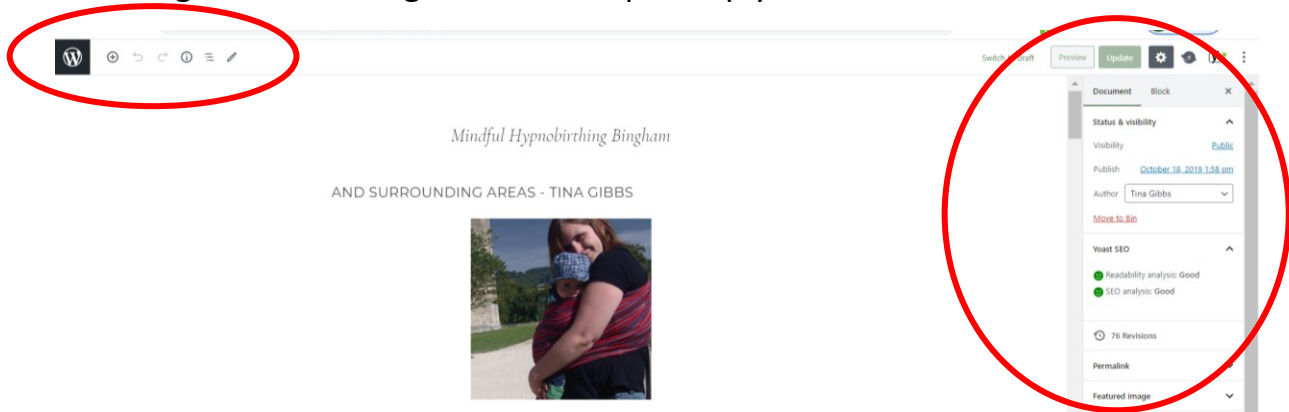


This is your overview. Here you can see the title of your page, the author (you) when it was first published and number of revisions. If both of your lights are green, that means your text is optimised for search engines and readability for people.

To edit, delete etc. your page hover over your page name to see the options or click on the page name/title:

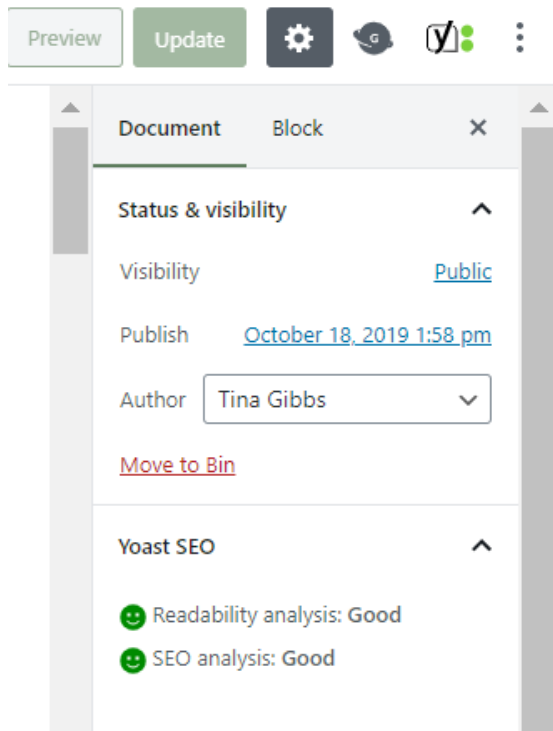


Selecting edit or clicking on the title opens up your editor:



How to edit your Practitioner Profile

You'll have your page settings on the right-hand side (click on the cog if they are not there). There you can choose preview, publish etc.



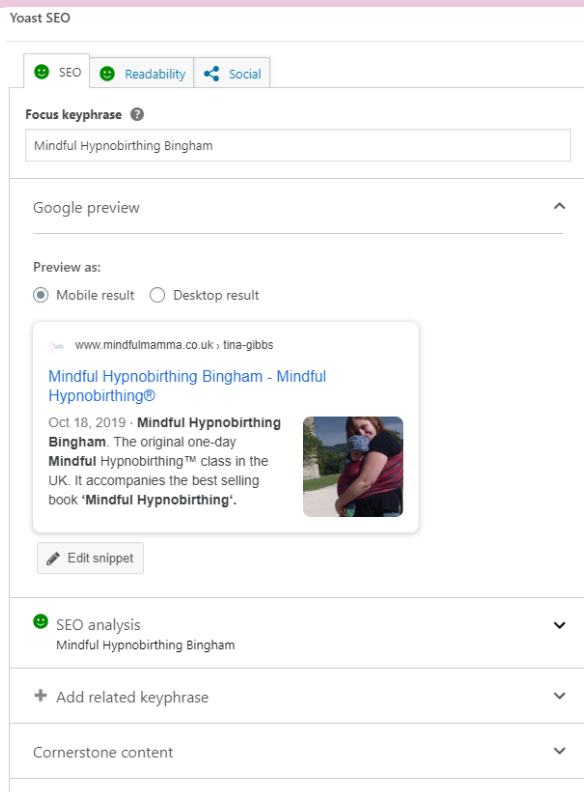
In the top left-hand corner, you have your block editing tools.



You'll type into the blocks just like a document. Most of it is pretty self-explanatory.

Down at the bottom you'll find your Yoast SEO tool which will help you to optimise your page for search engines and readers.

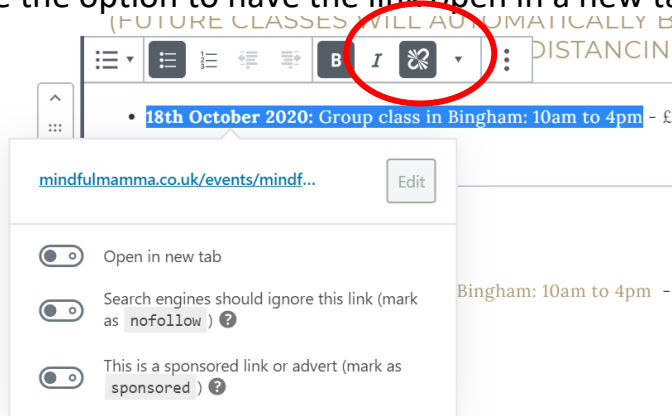
How to edit your Practitioner Profile



To add your events/classes/workshops to your profile page you'll have to add your event first, select its web address and the write something i.e.:

- Mindful Mamma Hypnobirthing Class with Tina – October

→ highlight it and select the link symbol, add the link. There you also have the option to have the link open in a new tab etc.



How to edit your Practitioner Profile

further support

For more help and insight into editing blocks, this link might be helpful:

<https://www.wpbeginner.com/beginners-guide/how-to-use-the-new-wordpress-block-editor/>

If you would like to create a site, or a logo or even materials have a look at Michele. She is well priced and has done some beautiful work. <https://www.primroseandbee.co.uk/>

The administrator

The support they offer is to the clients who book on our classes, to respond to client enquiries and post your class journals when needed. Keep track of your registration renewals and nades. Any other admin support can be arranged directly with Tina at discounted rates.

As we are all self-employed and work from home. We work sporadic hours but are always closed evenings and weekends.

Tina checks emails and bookings most days during the week. Her role is to add your clients to the membership area, respond to client-facing enquiries. She is not there to give technical support or admin to individual practitioners. If you need one on one individual support, such as setting up your profile page or events, you can pay for Tina's time to support you and this is a private arrangement between you and Tina. Tina's charges are £25 an hour. This is a private arrangement between you and Tina.

Sophie picks up enquiries and urgent messages daily from clients. Tuesdays are usually the day that she does more Mindful Mamma admin.

Sophie will also give individual supervision support on an hourly basis. If you need individual support this is charged at £50 an hour. Free support is given on the Facebook practitioners group.