



## HOW TO UPDATE YOUR PUBLIC PROFILE



#### 1. EDIT PROFILE

#### Once logged in, click on 'Edit Profile' as shown below



#### 2. NAVIGATE TO 'PUBLIC PROFILE'

Click on 'Public Profile' tab as shown below



### 3. ADD PROFILE DETAILS

- ☑ Tick the checkbox if you offer Virtual/Phone consultations
- Add all information you would like publicly viewable
- I Select your Qualification/s from the dropdown menu
- (i) If your qualification is not listed, you can choose Natural Health Practitioner from the dropdown
- Select your Special Interests from the dropdown menu
- ✓ Tick the checkbox if you offer Functional Testing

$f_{MED}^{x}$	≡			□ Consult Mode Cart <sup>0</sup> FxMed Home Hi NZ12653 ✔			
Dashboard		✔ Tick checkbox if you provid	e Virtual/Phone consultations also				
FxDirect	~	Public Profile Name		Email Address			
Clinic Orders	~	FxMed Naturopath		naturopath@fxmed.co.nz			
Stock ETA		Clinic Address		Clinic Phone number			
Resources Hub		77 Austin Street, Onekaw	va, Napier, New Zealand	(07) XXX XXXX			
Announcements		Secondary Clinic Address (opti	onal)	Secondary Clinic Phone number (optional)			
Edit Profile				(027) XXX XXXX			
Logout		Choose your qualification/s		Special Interests			
☆ FxMed Home							
Functional Testing							
		☑ Tick checkbox if you provid	e functional testing				
Choose your qu	valificatio	on/s					
× Naturopath	n						
Medical Practi	tioner						
Natural Fertilit	u Educat	tor					
Natural Lealth							
Natural Healtr	Procline	Sher					
Naturopath							
Nurse/Midwife	è		Special Interests				
Nutritionist							
( ) men			× Cardiovascular Su	vpport ×			
			Adrenal Support				
			Cardiovascular Suppo	ort			
			Children's Health				
			Dermatology				
			Detoxification Support				
			Gastrointestinal Support				
			l l				

#### 4. PROFILE PICTURE

# Add a Profile Picture - this could be a headshot, logo or any imagery (square size will work best)

Profile Picture	Profile Picture				
Choose file Barne	FxMed_Logo_no-BKG.png Browse				
BEFORE mensions: 300 x 300	AFTER Dinensions: 300 x 300				

#### **5. INTRODUCTION & SOCIAL LINKS**

- Type in an Introduction about you/your clinic, you can add links and basic formatting here
- Copy and paste in any Social Links

<b><i>f</i></b> <sup><i>x</i></sup> <b>MED</b>	≡		Consult Mode	Cart	FxMed Home	Hi NZ12653 🗸			
Dashboard		Introduction							
FxDirect	~	About - add a short blurb in here to add to your profile.							
Clinic Orders	~	Paragraph <b>v B</b> $I$ $\boxminus$ $\blacksquare$ $\longleftrightarrow$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$ $\blacksquare$							
Stock ETA		Kia ora, I am the practice naturopath at FxMed, I am passionate	about My areas of exp	ertise are	. I work from e	tc, etc			
Resources Hub						<b>2</b>			
Announcements		P							
Edit Profile		Social Links							
Logout		Website Address	Facebook						
		www.fxmed.co.nz							
☆ FxMed Home		Twitter	Instagram						
		Youtube	Linkedin						
			https://linkedin.com	/companı	J/fxmed				

- 6. PUBLISH (UPDATE & PREVIEW)
- OR if you want to come back to finish your profile later, check 'Save my profile as draft to finish later'
- Click on Update
- Preview (to view what your profile looks like published)

□`Save my profile as draft to finish later

