



Welcome to the Denver Therapists Network! The intent of this document is to review the basics of navigating the website www.DenverTherapistsNetwork.com. This training is basically a “paper” version of the video. You might find it much easier to watch the video first and use this as a resource later.

By now I am assuming you have signed up and have a username and password to access the site. If by chance you have not signed up go to the following link to start the simple process - <http://denvertherapistsnetwork.com/about>

I will step through a lot of the basics of how to navigate the site, connect with other therapists, update your profile, find groups to join and other things like that. Feel free to jump around in this document and/or watch the accompanying video to really see how things are done.

Also please use the following forum thread to post any questions you might have and look for answers - [Training & Support Forum – Questions and Answers](#)

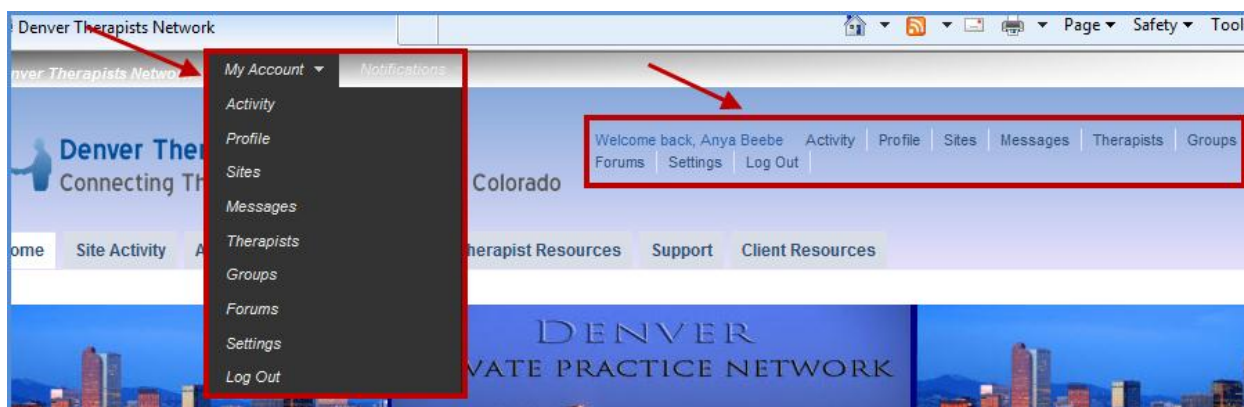
The Dashboard – Your Central Hub on the Site

1. The first thing you will do is login. Notice that if you see the logon box like in the screenshot below, that means you are NOT logged on and will need to do so before doing this training.





2. Once you are logged on the most important thing to make note of is the “**Dashboard**”. I will reference this many times in the training and documentation, so whenever I say dashboard I am referring to the various links along the top of the browser (shown below). You will notice there are two places you can do basically the same thing (on the left and the right). This is by design – to give you flexibility and multiple ways to accomplish various common tasks on the site.



In this area you can do things such as:

- Update your profile/photo.
- Change your email preferences (decide what you want emails sent to your inbox, and what you don't).
- Visit the groups you belong to.
- See the forums, or specifically topic threads in the forums that you have either started or replied to.

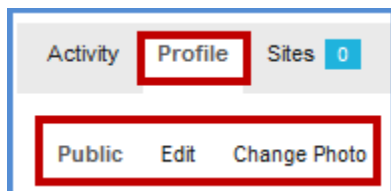
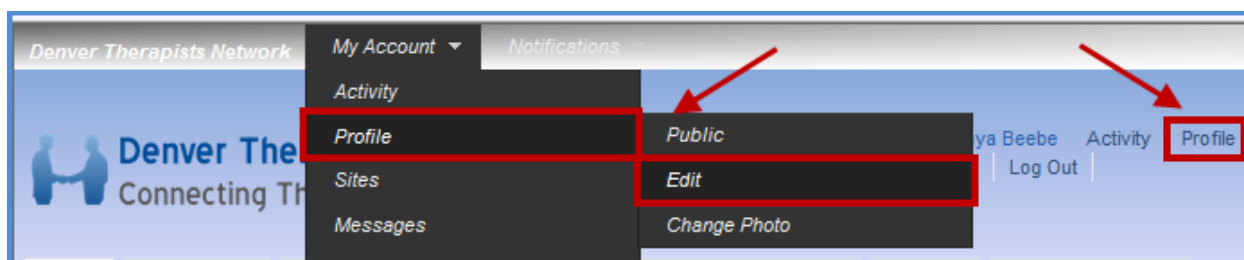


- View messages, create new messages. You have your own personal and private inbox on the site, kind of like Facebook.
- See what new notifications you have, such as “Therapist Connection” requests.

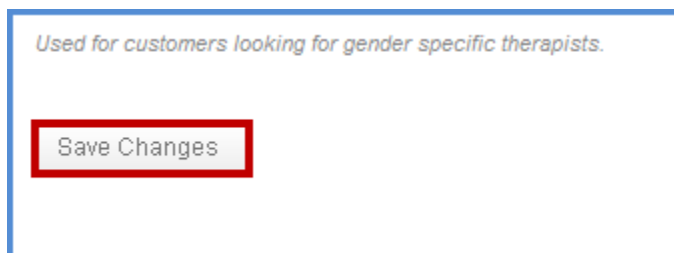
Below I will be reviewing how to accomplish these tasks.

Updating Your Profile

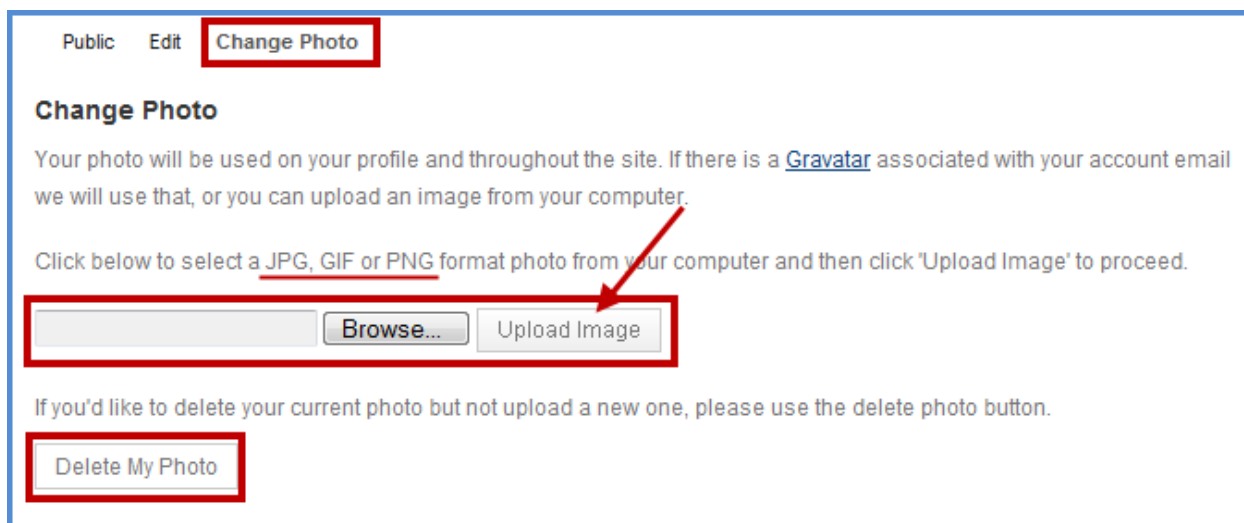
1. This is going to be the first thing you want to do when you get logged in. You want people to be able to find you in searches on the internet, as well as other therapists to be able to get enough information from your profile to know if they want to interact with you. Go to your **Dashboard** and you can either click on **My Account** → **Profile** → **Edit** or you can click on **Profile** on the right. If you click on the right you will then have to click on Edit below your name (see screenshots for both of these).



2. Once you have selected **Edit** you can update all the sections that apply. Note it might be useful to click the **Therapists** link on the menu to view other profiles for ideas. When you have finished editing click on **Save Changes** at the bottom of the page.



3. You should also upload a photo of yourself for the site. This can be done by clicking on **Change Photo**. Here you can browse for any photo you have on your computer and upload it to the site, but note that it must be a JPG, PNG or GIF. Once you browse for it click on the **Upload Image** Button.



Public Edit **Change Photo**

Change Photo

Your photo will be used on your profile and throughout the site. If there is a [Gravatar](#) associated with your account email we will use that, or you can upload an image from your computer.

Click below to select a JPG, GIF or PNG format photo from your computer and then click 'Upload Image' to proceed.

If you'd like to delete your current photo but not upload a new one, please use the delete photo button.

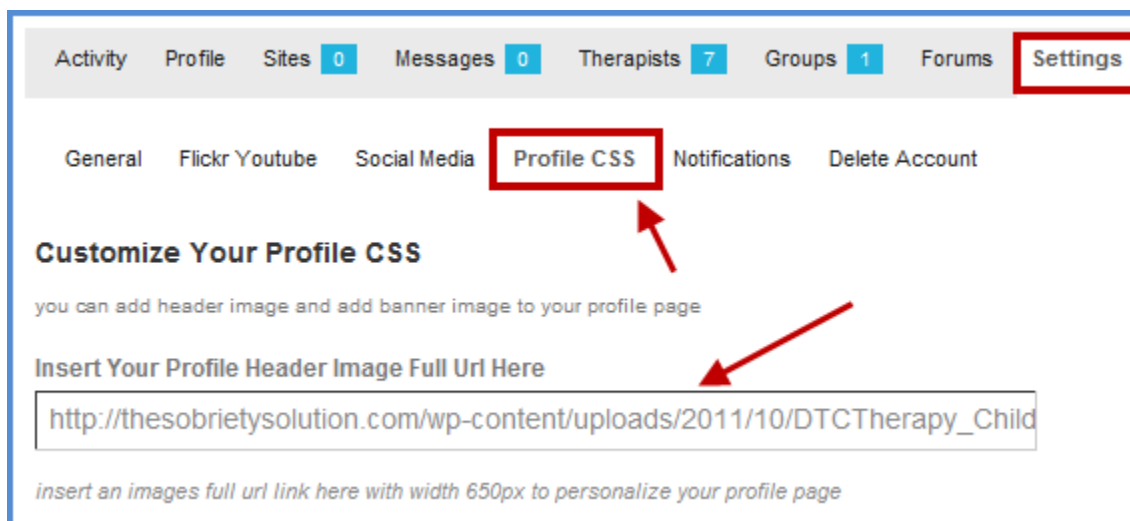
4. Once you have selected Upload Image you need to scroll down to **Crop Image**. This is done by moving the corners until you have the part of the photo you want as your image and then clicking on the **Crop Image** button.





5. Once you have updated your profile and cropped your image you have other options to “spice” up your profile. These are advanced and most therapists will choose not to do this, but I still want to review it here. First, you can put a header image on top of your profile. To do so click on **Settings** → **Profile CSS** and then put a URL for a header image (see screenshots below). **Note:** This image must be hosted somewhere else, like Flickr, Picasso or other online photo repositories. Also the header should ideally be resized to be 650px wide, and probably no more than 200px tall (although the height is optional). Once you have uploaded scroll below and click on **Save Setting**. You can see an example below. If you have a header on your website this often can be resized and used in this fashion like the example below. Last, there are a couple spots below this header image where you could have ads and such. This is more advanced and requires some knowledge of basic HTML. I will not be reviewing that in this document.



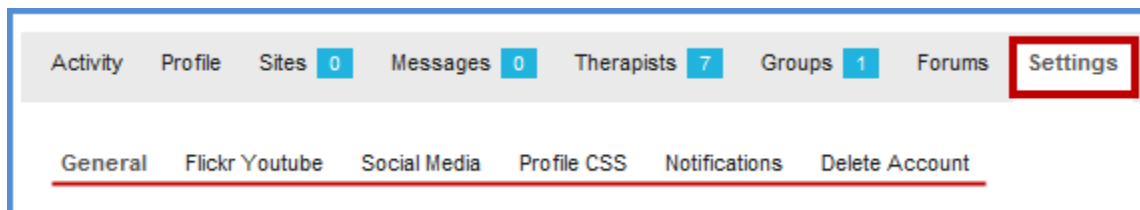


Configuring Your Site Settings (and extended profile)

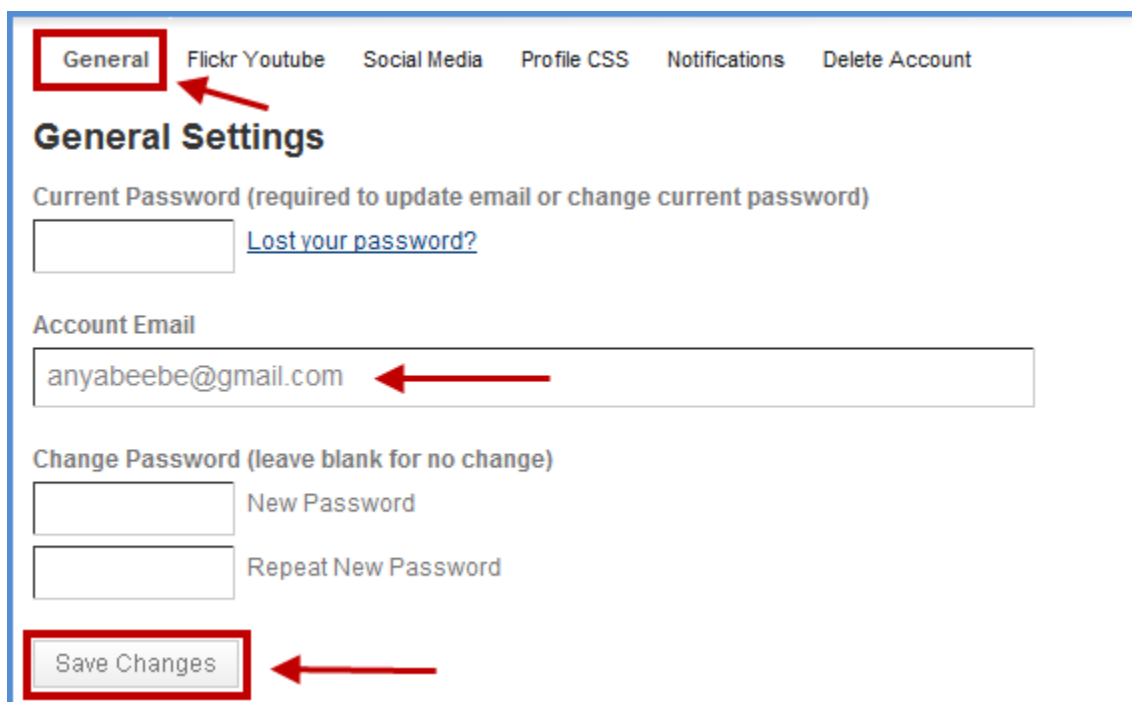
1. There are a variety of settings you are probably going to want to configure, or at least be aware of how to configure at some point. You can get to settings from the **Dashboard**, or once you



are on your profile you can just click on the settings button like above. Above I covered the **Profile CSS** option, below I will cover the rest.

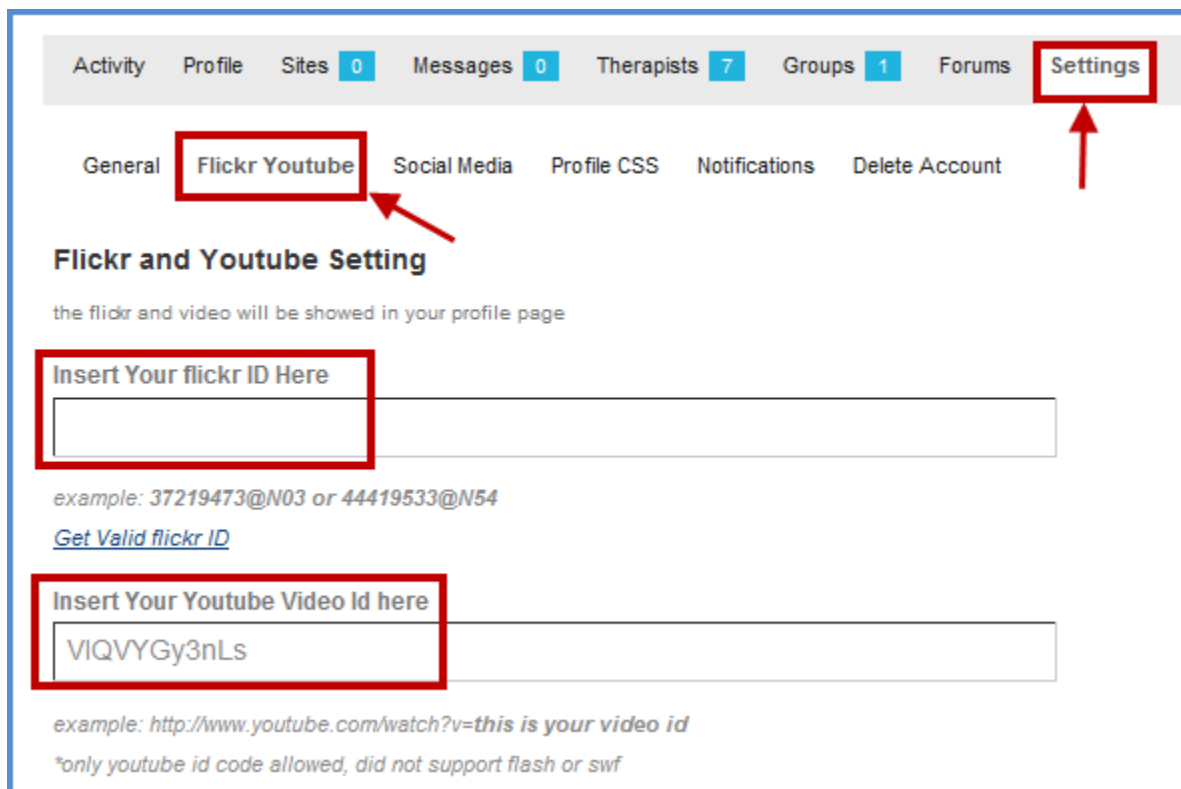
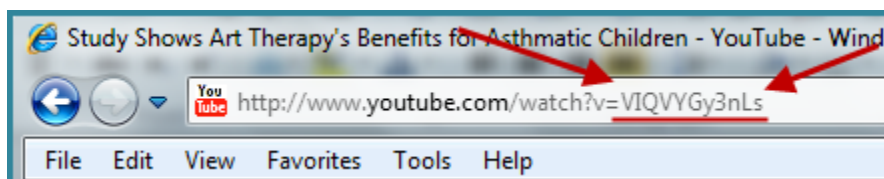


2. The **General** setting is where you change your password and email address. See below.



3. The next thing you may want to change is under the **Flickr/Youtube** link. This will add to the bottom of your profile page. The easiest thing to add is a Youtube video. It can be yours, or one that relates to your specialty. To add it you just need to grab the part of the URL that is the ID – see the screenshot. Also if you have a Flickr account you can add that and the photos will be added at the bottom of the page. I am only putting in here Youtube instructions, but Flickr is pretty straight forward as well. Simply find the Youtube video, go to the URL (see top screenshot), and copy the **Video ID** from the URL and put it in the **Youtube Video ID box**.





- The next section is **Social Media**. This is also an option, and I highly recommend if you are getting started you might want to just come back to this in a month or two. But there are some nice features here you can use, and some of them very easily. The most common are if you have a blog and it has a Feed (meaning you can sign up for RSS with it), then you can easily add that to your profile. NOTE, you must add the feed, not just the location of the blog. These are not the same. Then below that you can add your Facebook Profile, LinkedIn Profile and a bunch of others, if they apply. I would be sure to test these after you add them to make sure you added the right link. Just go to you profile (you can click on Profile under your name) and view the changes and click on any Social Media you added to make sure it worked.





Activity Profile Sites **0** Messages **0** Therapists **7** Groups **1** Forums **Settings**

General Flickr Youtube **Social Media** Profile CSS Notifications Delete Account

Blog RSS Setting

the blog feed will be showed in your profile page

Insert Your Blog Feed URL Here

example: http://site.com/feed or http://feedburner.com/sitename

How Many Blog Feed Post You Want To Fetch

valid value around 1 to 25

Do You Want To Show Content On Your Feed

*if no, only title will be showed

Social Media Setting


Insert Social Media Profile URL Here *must have http://

Facebook Profile

Twitter Profile

LinkedIn Profile

My Social Media



An example of two social media additions to a profile

My Blog Feeds

[RSS Feed→](#)

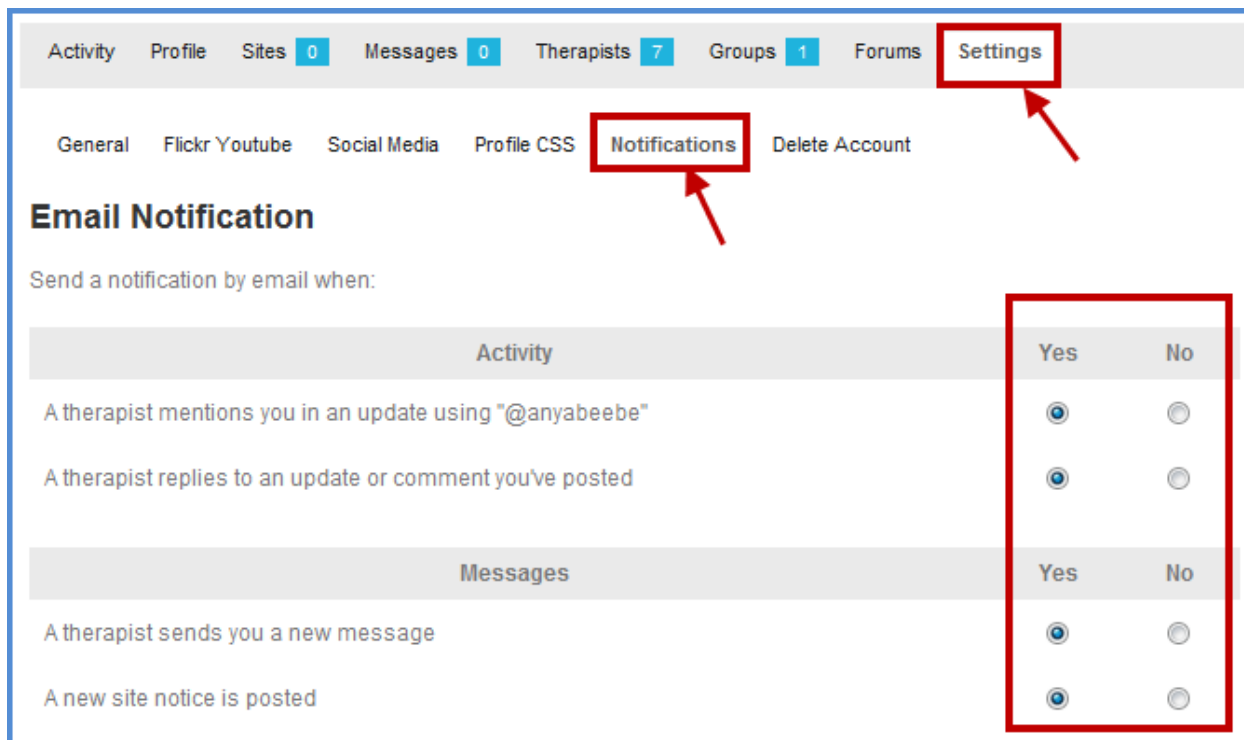
[Art Therapy Research Article, by Anya Beebe](#)

posted by admin

Study Demonstrates Art Therapy's Effectiveness in Pediatric Asthma 14 It can be a terrifying experience when an asthma attack closes down a child'...



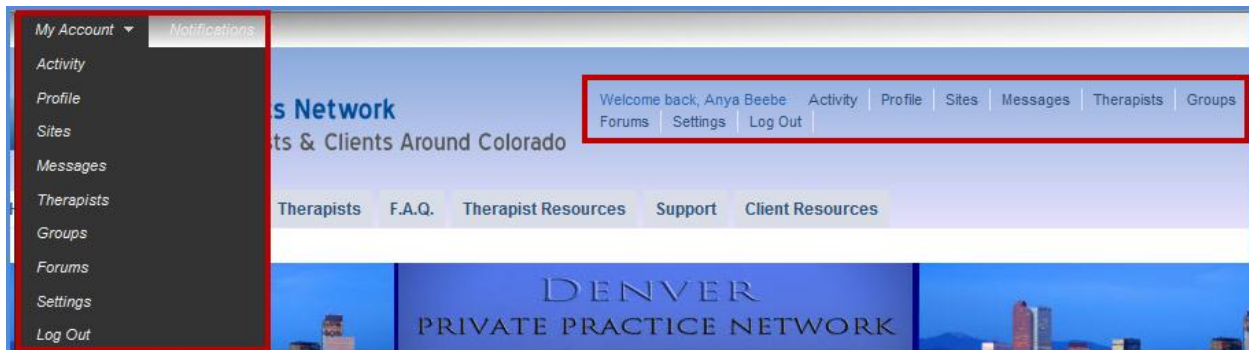
5. The last settings section is **Notifications**. This is a very useful section because you can change all your notification settings – that is what is emailed to your account and what isn't. My advice is leave this set to default for a few days, or even a few weeks, and see what really works. What you like getting notified on, and what you don't, and then make the change. Also there are more granular notification settings you can edit for the main group for the site, which we will review later. The most important thing is to know this exists, because at some point you will likely want to make some changes. Just change the **Yes** or **No** selection and click on **Save**.



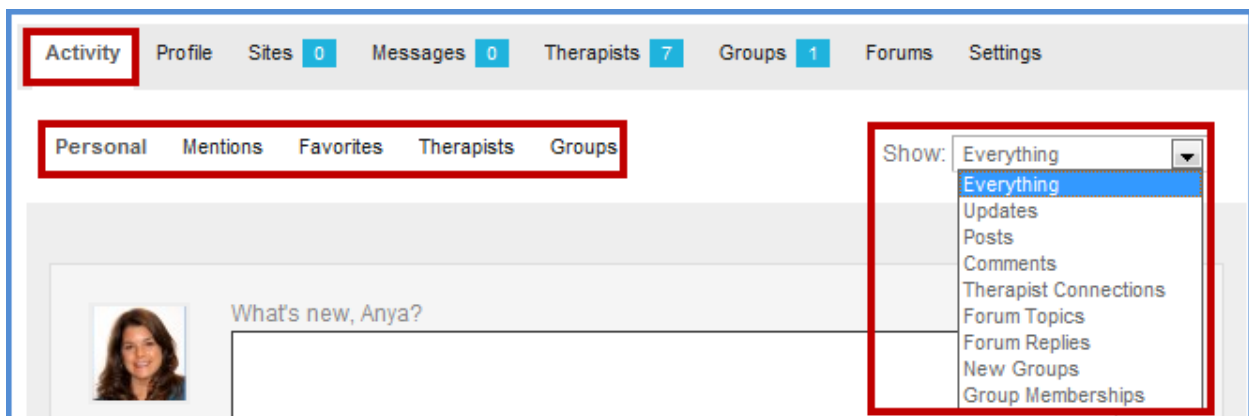
Navigating and Using the Rest of the Dashboard

1. Now let's take a look at what else you might want to do from the dashboard. Recall that along the top of the browser you can access links to the left and right that basically do the same thing, although on the left there are some extra options to go directly to. Refer back to this screenshot for the remainder of this section.





2. First, let's look at **Activity**. Think of activity like the Wall in Facebook (if you are familiar with that). It really shows everything going on that you have access to. You can go here to quickly see what is going on in the site, including group activity that you belong to. You can edit what you want to see as well, in case you just want to see Forum topics. Last, but certainly not least, you can post general comments. Such as what you are reading, doing, current articles in your specialty or really whatever you feel like sharing.

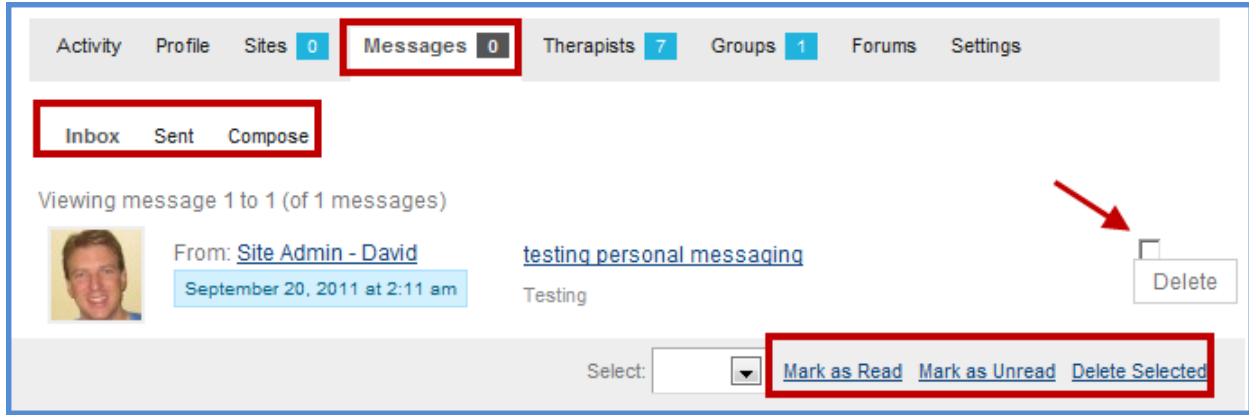


3. I would recommend coming back to this as you use the site more. And play with the various filters as shown in the screenshot, as you might find this to be a preferable way to keep up on the activity on the site. But you don't want to miss the training on using **Groups and Forums**. This is KEY to making the best use of the site and your time.
4. **Sites** – Currently this is NOT implemented. Eventually you will be able to host your own blog on this site, but at this time we have not turned on this functionality.
5. A great feature with this site is you have your own mailbox on it for communication with members on the site. Note this cannot be used to email external of the website, but it is a

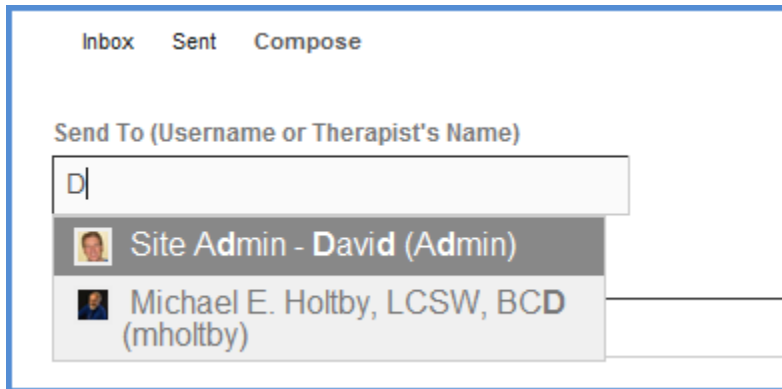




valuable PRIVATE communication tool. For the most part it is intuitive, but note the checkbox to the right of messages if you want to mark them read, delete them, etc.



6. When you compose a new message there are two ways that will be easiest. First, if you are connected with that therapist, just start typing their name and it will auto fill with matches – see below.

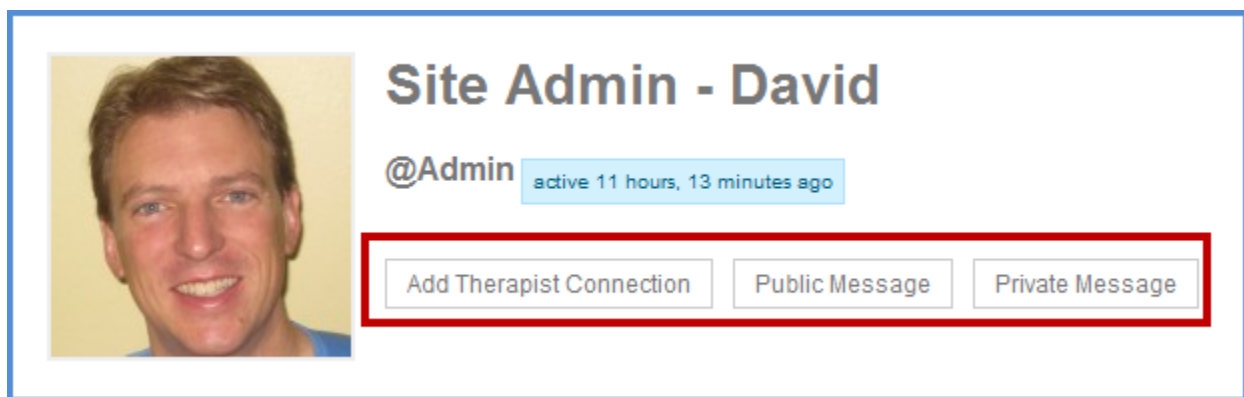


7. But if you are not connected it is far easier to find that user and click on **Private Message**. To do this go to the menu header labeled “**Therapists**” and then search for the therapist.





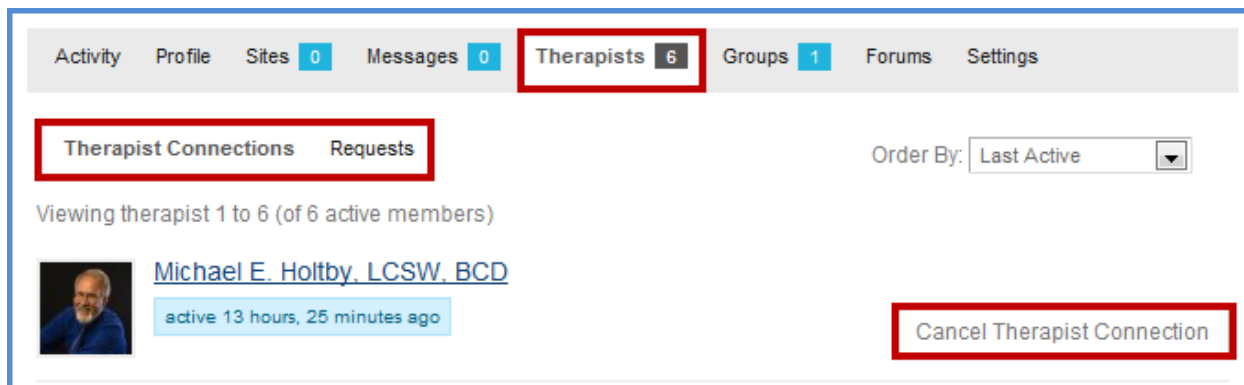
8. Then when you find them click on their name and then you can select from 3 options. **First**, you can “**Add Therapist Connection**”. We will cover more about this shortly. **Second**, you can “**Public Message**” them. This is an interesting feature, and if you have used Twitter you will immediately recognize it. What it does is puts in their username into a public message that gets written in the activity stream (that I showed you earlier) that also lets the user know that you mentioned them. This can be VERY handy. For example, let’s say you believe someone might be able to help you answer a question, yet you still want to post it to everyone. You can write a message, but then have their username, i.e. @admin, in the post and then they will be emailed that. **Third**, you can “**Private Message**” them.



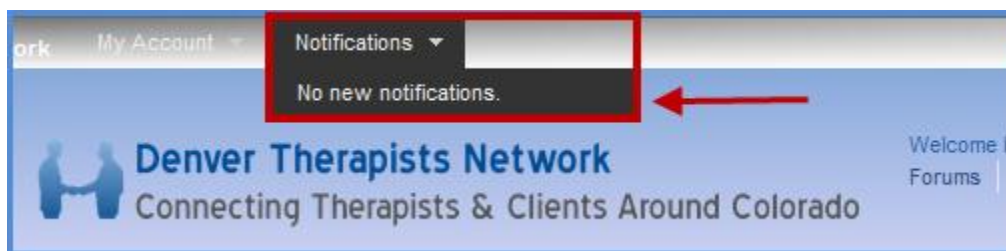
9. The next section is **Therapists** and **Therapist Connections**. These are kind of like friends on facebook, but you don’t have to be connected with a therapist to interact with them. Really connections are going to want to be used for two main reasons. **One**, for people you are private messaging frequently. **Two**, for people that might have similar specialties, locations or that you want to interact with more. For example, if you recall back to the Activity Stream, you can



select to just see what your connections are saying. This can be a very useful filter. You can easily **Cancel Therapist Connection**, as well as add them (as you saw earlier in this training document).

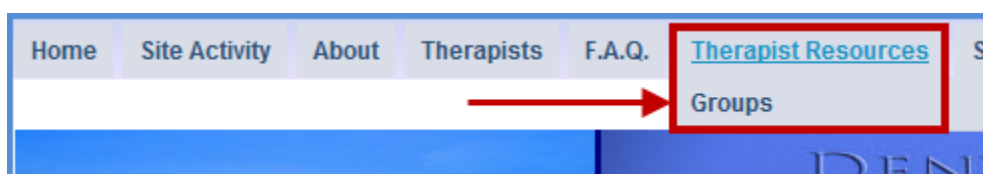
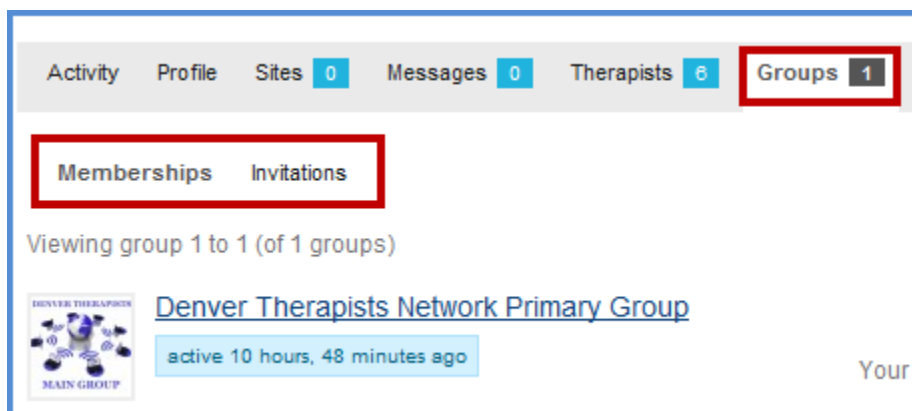


10. **Notifications** is another section you will see in the dashboard, but note this is only in one location. This is where you will see information like therapist connection requests, new personal messages, etc.

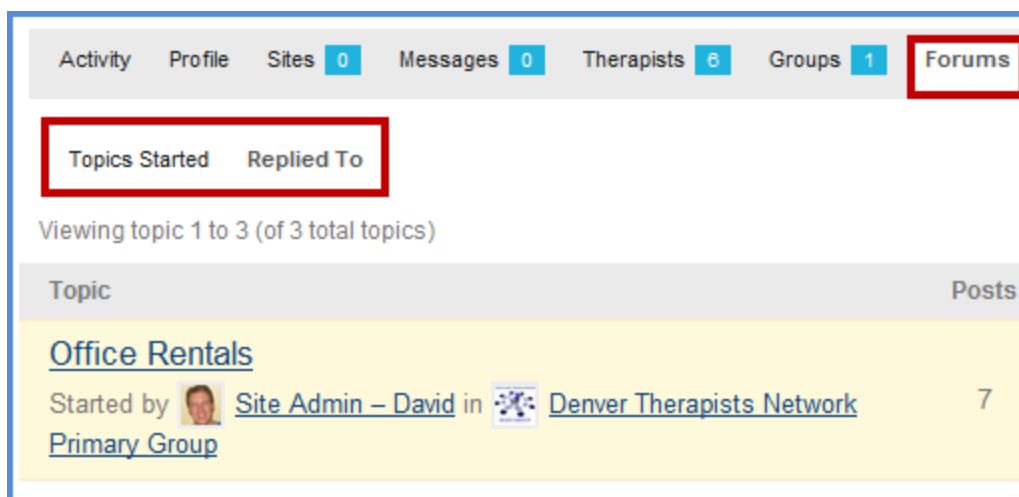


11. **Groups** is the next selection in the Dashboard. When you select this you see groups that you belong to – you DO NOT see groups you don't belong to. On that selection you can view your memberships and invitations. I will cover Groups in depth in the next training section. If you want to see all groups click on the menu **Therapists Resources → Groups**. See screenshot.





12. The last section in the Dashboard is **Forums**. You can see “**Topics Started**” and “**Replied To**” from this section. It is important to note you cannot see all threads, only the ones you have started or replied to. This can be very useful to quickly review important topics, but in the next section I go over Groups and Forums in detail and how to use them.



13. That covers the dashboard, but I wanted to clarify one last thing about the way this site is configured. **Forums ONLY exist within groups, and there is one forum per group.** So at this point you might be wondering more about forums and groups, in which case you will want to move on to the next training.





If you have any questions feel free to use the forum. Please refer to the following thread to find or post any questions.

[Training & Support Forum – Questions and Answers](#)

