MANAGING YOUR ADAA FIND YOUR THERAPIST (FYT) PROFILE

www.findyourtherapist.adaa.org

QUESTIONS?
EMAIL MEMBERSHIP@ADAA.ORG
In line with our mission, the updated Find Your Therapist Directory connects ADAA members with those looking for mental health care. The enhanced platform also allows our members to promote their practice and make referrals through a personalized directory listing.

**This guide includes the steps for updating and managing your listing.**

**Managing your directory profile is very important as a robust profile listing will help ensure a higher click through rate for users seeking a therapist.**

Questions? Please contact ADAA at membership@adaa.org.
Introduction to the Homepage

This is the Directory home page.

Here you can see the directory search, search results (list of members/profiles), and sidebar.

This search includes a Zip Code search which can be filtered by distance.

Looking for a referral? Search here!
Introduction to the Homepage

Each member’s account displays an avatar/headshot (which must be uploaded in your account), name, degree(s) & organization. This results list is in alphabetical order but can be sorted differently by clicking the sort by dropdown.
Logging In

The login button is in the top right corner of the page.

Directory URL: https://findyourtherapist.adaa.org
Logging In

USERNAME: YOUR USERNAME IS THE SAME AS YOUR ADAA MEMBERSHIP.

IF YOU DO NOT REMEMBER YOUR ADAA MEMBER USERNAME, PLEASE CONTACT MEMBERSHIP@ADAA.ORG.

FIRST TIME LOGGING IN: CLICK ON FORGOT TO RECEIVE AN EMAIL TO UPDATE YOUR PASSWORD.

DIRECTORY URL: HTTPS://FINDYOURTHERAPIST.ADAA.ORG
Your Headshot

Please be sure to upload a JPG or PNG headshot.

Headshot preferred dimensions should be square (200x200 px)
Your Directory Profile

DROPDOWN
Click on your avatar on the top right to access the account dropdown.

VIEW PROFILE & MORE
Here you can click on the “View” button to go to the edit mode of your Directory profile.

You can also go to Directory Home, My Preferences, and Sign Out.
Welcome to the edit mode of your directory profile. Here you can make changes to your profile sections.
This will give you a better idea of how your Directory profile will look to other members. To go back into edit mode and make more changes, click on the “Edit” toggle.
Your Directory Profile

Click on the “Download PDF” button on the top right of your profile to open a new tab and see the PDF version of your Directory profile. Here you can view a preview of your profile PDF and download it to share with others.
Your profile is composed of a “business card” at the top.

This includes your avatar (headshot)*, name, contact information, physical and telehealth location, and disorders treated/treatment option information.

Click on the pencil next to the items to update and edit information.

Changes to this business card reflect in your full profile.

Your name will pull from your ADAA Membership profile.

If you would like to update your account name you must login into your YM profile here.

For support or questions on your ADAA member profile, please email ADAA.
Your Directory Profile

On the Right in the blue box is your Contact Info block. Click on the pencil next to the items to update and edit information.

- Your outreach information (phone number and emails) are toggled to private. You can click the toggle to set to Public if you would like that information accessible to Directory Users.
Directory users will be able to send you an email to contact you directly, without seeing your email address, by clicking the blue Send Message button on your profile.

**EMAILS WILL BE SENT WITH THE HEADER: ADAA FIND YOUR THERAPIST DIRECTORY MESSAGE.**
About:
Enter your practice profile information – a summary about you, your practice, treatment methods, your availability, the best way to contact you, and any additional key information!

Below you will see other sections such as your:

- **About:** Enter your practice profile information – a summary about you, your practice, treatment methods, your availability, the best way to contact you, and any additional key information!
Your Directory Profile

- TREATMENT APPROACH
- POPULATION TREATED
- DISORDERS AND SPECIALITIES
- PAYMENT OPTIONS

These content areas auto-populate from the top of your profile. To edit, click the pencil in the “Business Card” potion of your profile (above the blue send message button).
Your Directory Profile

If no content is added to the Additional Information box, then it will not appear in the public view.

You can add any additional content you want to complete your profile about your practice, treatment details, and more!

If no content is added to the Additional Information box, then it will not appear in the public view.
Additional Sections

On the left panel, click on the Section icon, to open the section editing panel. Here you will see a list of all your profile sections. The ones marked with a lock icon are default sections.

Click on the “Add Section” button to see the different section types you can add to your profile. You can choose between text, video, files, image gallery, social media, and more. Click on the button to add that section type to your profile. A lightbox will appear, and you can add content.

Here you can customize your profile to include:
- Blogs Posts
- Webinars
- Podcasts
- Articles
- Photo Galleries
- And more!
Additional Sections

**ADDING VIDEO CONTENT**

Upload any video to your profile by linking a YouTube or Vimeo video URL.

*This is a great way to add video content introducing yourself, market your practice, or highlight webinar content!*
Profile Variants
(optional)

On the top left panel, click on the Profile Variants icon to see a list of profile variants. This is optional. Some members may like to have variations of their profiles to display their profile in different languages or to highlight an alternative clinical practice address.

To create a profile variant, click on the “Add Profile Variant” button. Here you’ll have the option to create a profile variant from scratch or clone from an existing one.