



## National UK Therapists Register - SFTR

*Protecting The Public With Registered & Verified Therapists*

# How to Join

Please read carefully regarding your new application.

All new members receive an A4 size wall display yearly membership certificate and a copy of the foundations code of conduct through the post.

Anyone working within any area of mainstream therapy/complementary/alternative health therapies such as Medicine, Hypnotherapy, Psychotherapy, Counselling, Homeopathy, Aromatherapy, Reflexology and so on are all welcome to join the National Therapists Register allowing you to use these letters after your name MSFTR.

All new members will need to adhere to the Foundations laid out Code of Conduct and that you agree to these rules and regulations herein regarding your membership and registration with us.

Membership onto the Register has two levels:

Free Membership – Limited features.

Paid Membership £65 – Fully featured.

Both levels are explained in full detail [here](#).

(UK Residents Only. This Includes Eire and surrounding Islands. Such as Gibraltar, Jersey etc. If in doubt please email us first)

**Please Note: These are instructions for Paid Membership – Free Membership has less options but the same sequence applies.**

## LOGIN – Registered Member

If you are already registered then you can Login from the LOGIN button on the menu bar.

If you want to register you can register from the register link which is located underneath the LOGIN button on the menu bar.

# REGISTER – New Member

1. Sign up now.
2. Enter your name.
3. Enter your email.
4. Select Register now.

Once you have registered you will be logged in then be directed to a page where you can add your listing and select your membership level. Your password will be emailed to you.

1. Add Listing.
2. Select Therapies Category.
3. Select Free or Paid Listing.

Details of the features available for Free or Paid Membership are listed when you select the type and there is a full explanation on the website [here](#). You can upgrade from Free at any time.

4. Once you have selected the type, complete the details.

- a. Therapy Title – enter your Business Name – this will be shown at the top of your public listing.
- b. Therapy Description – enter description of business.
- c. Enter Tag Keywords. These can be a selection of words that people might use to search for your business.
- d. Select Category. Add as many as required then select default. You can add more by selecting Select Category under the box with your first category selection in.
- e. Select Type of Business. Clinic, Private Therapist, Mobile Therapist.
- f. Enter the address of the Business:  
ie: Street number and name, Country, Region (UK), City and Post Code. Once you start typing your address may appear in the drop down list. If not then continue to fill in. You will see a marker appear on the map to show your location. You can move the marker to get an exact location.
- g. Once you have entered your address Select Set address on Map. This should pin point your address.

5. Select type of map view ie: default, satellite, hybrid or terrain.
6. Enter Qualifications ie Verified Certificate Holder MSFTR.
7. Enter opening times.
8. Enter telephone number.
9. Enter email address.
10. Enter Website details if you have one starting with http:// or https://.
11. Enter Social item details: Twitter and Facebook.
12. Enter Video details if you have them.
13. Enter any Special Offers that you have.

14. Add Images. The first image you upload will be the featured image. You can make this your logo. Images should be no bigger than 1400 x 788 and no more than 1 mb in size.

15. Accept Terms and Conditions

16. Preview your listing.

17. Confirm or edit as required and go to checkout for payment.

When you have completed checkout you will be shown an invoice which can be printed off by going to the LOGIN button on the menu bar and selecting My Invoice History at the bottom.

Once we receive your payment we will approve your listing and add you to the register ASAP. All new members will then receive an A4 size wall display membership certificate and a copy of the foundations code of conduct through the post. Please allow 7 to 14 days for these.

Once your application has been accepted you will receive our confirmation email. You are then entitled to use the foundations membership logo image on your website or stationery and designatory letters MSFTR after your name.

**PLEASE NOTE:**

Due to the high volume of applications we receive, (many unacceptable or unqualified) we reserve the right to decline any application without giving reasons/feedback or confirming through email or telephone. We thank you for your understanding.

Thank you for your application. We will be in touch shortly.