

MEN'S COUNSELLING SERVICE

Counsellor Registration Guide

A step-by-step guide to setting up your profile

Thank you for joining the platform. Follow these steps to get listed and start connecting with men seeking support.

mencounsellingservice.com

Welcome

Thank you for joining Men's Counselling Service. This guide walks you through every step needed to get your profile live on the directory. Follow each step in order and click **Save Updates** before moving between tabs — your changes won't be saved otherwise.

Getting Set Up — 15 Steps

1

Navigate to the Home Page

Go to www.mencounsellingservice.com in your browser.

2

Navigate to the Join Us Page

Scroll down and select either of the **'Join Us Today'** buttons. You will not be charged until your free trial ends, and you can pause or cancel at any time.

3

Create Your Account

Enter your **First Name**, **Surname**, and **Contact Email Address**. Use your work email if you have one — this is the address linked to your profile. Click **Next**, create a password, and store it somewhere safe.

4

Terms and Conditions

Read and consent to the **Counsellor Agreement** and **Insurance Requirements**. Both are required to complete your registration.

5

Account Verification Email

You'll receive a verification email — this can take up to **60 minutes**. Check your junk or spam folder if it doesn't arrive in your inbox.

6

Sign In

Once verified, sign in using the **'Already a member, sign in here'** link. Do not fill in the registration form again — use the sign-in link only.

7

Subscription

Choose a subscription plan — **Monthly (£24/month)** or **Annual (£264/year)**. No payment is taken until your free period ends. You cannot create your profile without selecting a plan, but you can pause or cancel at any time.

8

Main Details

Complete all fields marked with a **red *** — these are mandatory. Scroll down to complete the **description box** (also mandatory): write in plain language about how you support men. Keep it concise and approachable. Click **Save Updates** before moving to the next tab.

9

Media Tab

Upload a **profile photo** — this is mandatory. Without it your profile will not be visible to clients. You can also add a short video or audio clip to help men get a sense of who you are. Click **Save Updates**.

10

Fees & Availability Tab

Enter your session fee — required for clients searching by budget. Toggle on the **free initial consultation** option if you offer one (we encourage this). Set your availability status. Click **Save Updates**.

11

Training & Experience Tab

Complete your training and experience details. Keep the language clear and client-friendly — many men visiting MCS may be new to therapy. Click **Save Updates**.

12

Therapies Offered Tab

Select a **minimum of one** therapy modality. Only select modalities you are qualified and insured to practise. Click **Save Updates**.

13

Locations Tab

Set your main location and, if applicable, a secondary location. Only select locations you can genuinely serve. We currently support up to two locations per profile. Click **Save Updates**.

14

Specialisms Tab

Note your specialisms using **real-world search terms** — e.g. 'counselling for men with depression in Leeds'. This improves your visibility in search engines and on the directory. Click **Save Updates**.

15

Identity Verification

Email **contact@menscounsellingservice.com** with a copy of your **professional membership certificate** and your **primary phone number**. Please note your phone number is for internal use only — we will only contact you by phone if we are unable to reach you by email regarding an account issue. It will not be used for marketing purposes.

Important Notes

REVIEW TIMELINES

Profiles normally take **24–72 hours** to appear on the directory after ID checks, subject to application volume. You will receive a confirmation email when your profile is live. Check your listing status in the top right of your profile dashboard at any time.

- Log back in at any time via the '**Already a member, sign in here**' button on the Join Us page.
- Changes to your profile are reviewed before going live — allow some time after saving.
- We occasionally request additional information during the verification process.
- We welcome feedback and suggestions at any time — please reach out.

Welcome to the team. We're glad you're here.

contact@mencounsellingservice.com · mencounsellingservice.com