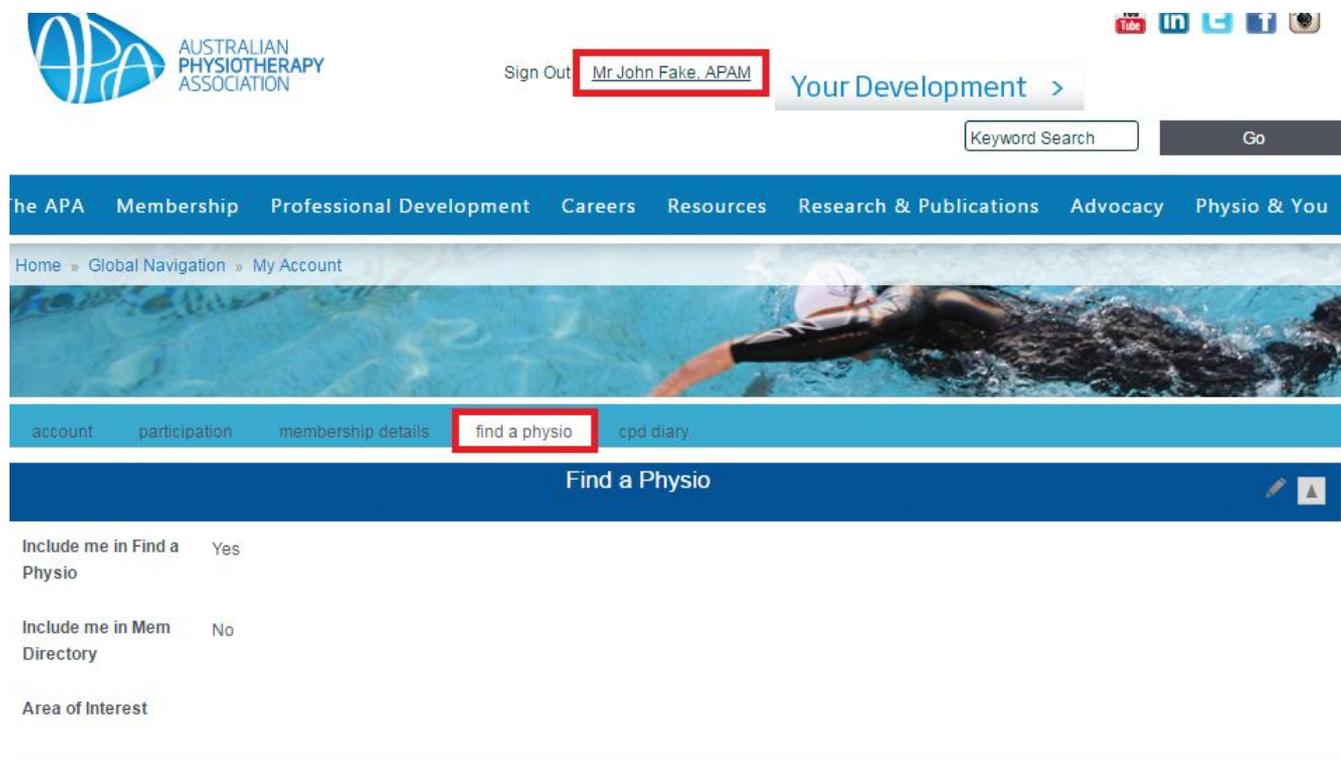


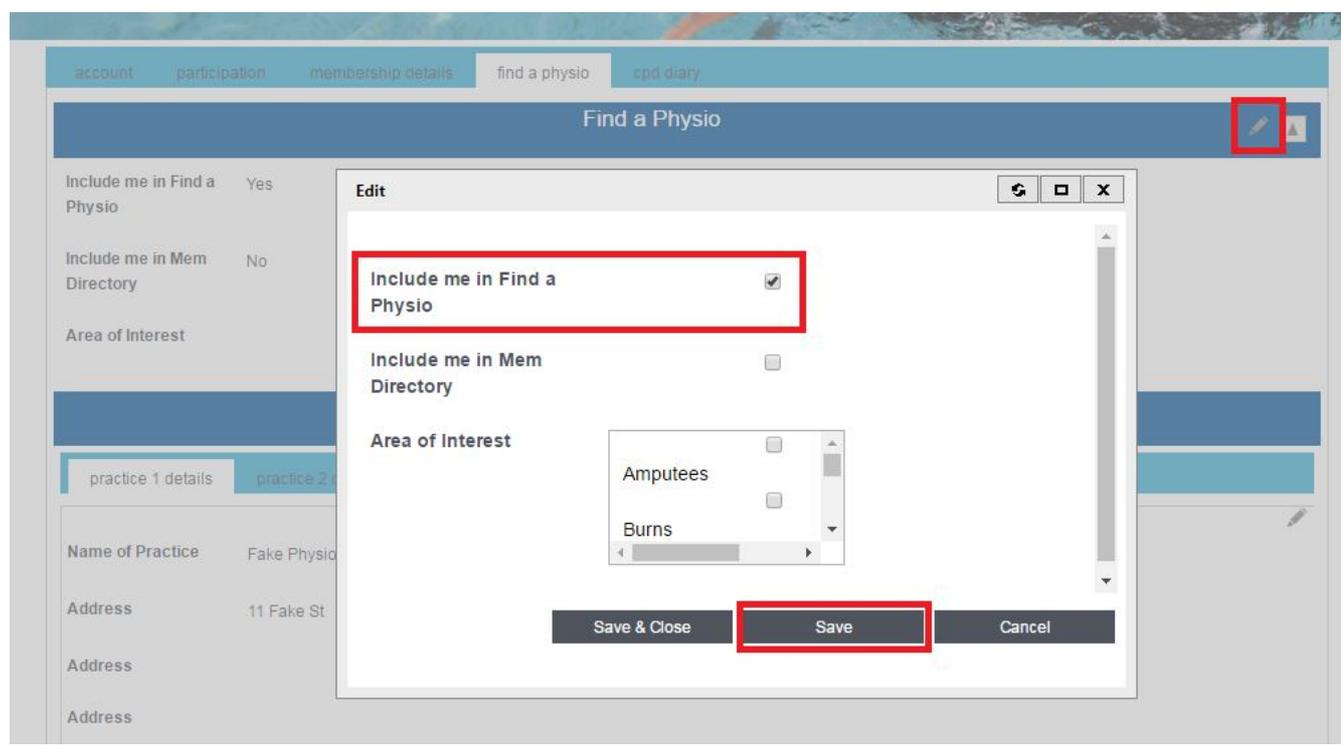
Member Guide – Add/Edit Find a Physio Details

1. Login to the APA webpage
2. Click on your name (next to the Sign Out button)



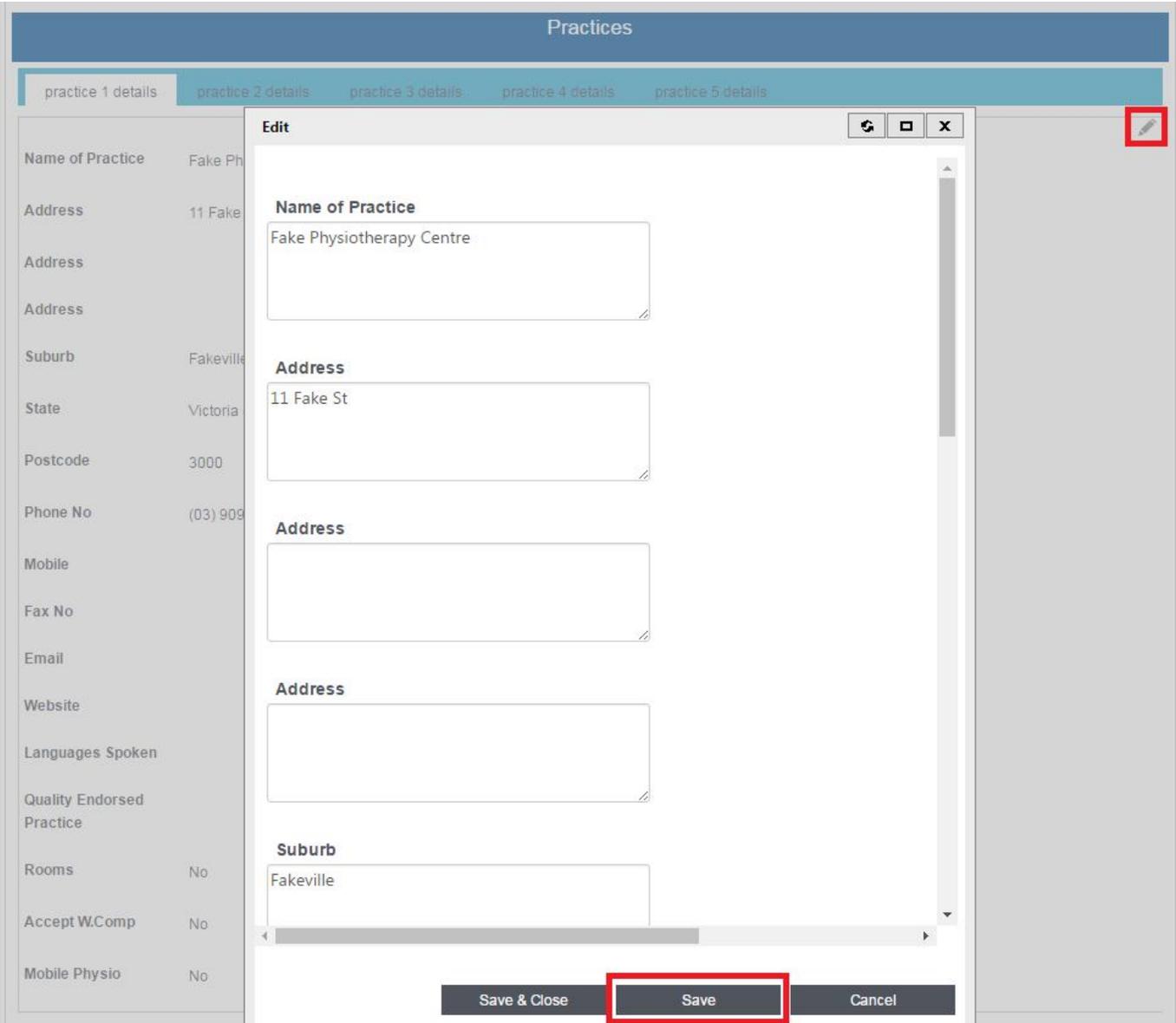
The screenshot shows the top navigation bar of the Australian Physiotherapy Association website. The user is logged in as "Mr. John Fake, APAM". The "find a physio" link in the user menu is highlighted with a red box. The "Include me in Find a Physio" checkbox is also highlighted with a red box.

3. Add/edit details on Find a Physio
 - Select the pencil outlined in red below (on the right)
 - Select the "Include me in Find a Physio" box
 - Select "Save"



The screenshot shows the "Find a Physio" edit form. The "Include me in Find a Physio" checkbox is checked and highlighted with a red box. The "Save" button is also highlighted with a red box. The "Area of Interest" section shows a list of categories: Amputees and Burns.

- Add/edit details for up to five work locations (Practice 1 – 5).
- The mandatory fields that must be completed before your details will appear on Find a Physio are: Name of Practice, Address, Suburb, State, Postcode and Phone No.
- Select “Save”



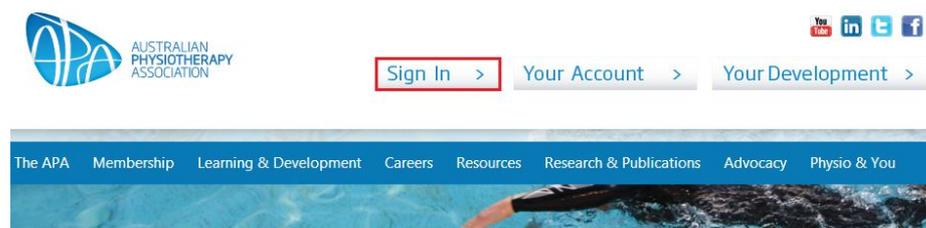
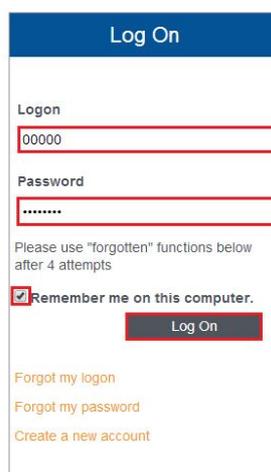
The screenshot shows a web interface titled "Practices" with five tabs: "practice 1 details", "practice 2 details", "practice 3 details", "practice 4 details", and "practice 5 details". The "practice 1 details" tab is active. On the left, there is a list of fields with their current values: Name of Practice (Fake Ph), Address (11 Fake), Address, Address, Suburb (Fakeville), State (Victoria), Postcode (3000), Phone No ((03) 909), Mobile, Fax No, Email, Website, Languages Spoken, Quality Endorsed Practice, Rooms (No), Accept W.Comp (No), and Mobile Physio (No). The main area is an "Edit" form with the following fields: Name of Practice (Fake Physiotherapy Centre), Address (11 Fake St), Address, Address, Suburb (Fakeville). At the bottom of the form are three buttons: "Save & Close", "Save" (highlighted with a red box), and "Cancel". A red box also highlights a pencil icon in the top right corner of the form area.

4. Additional Information: After you have completed the mandatory fields, you are able to add additional information. This will provide further details to members of the public and other health practitioners when searching the Find a Physio page.
Please note: It is recommended you complete as many fields as possible
5. Select “Save & Close”
6. Repeat as needed for Practice 2 – 5

APA Website: Quick tips to getting a better experience

Remember Me: When signing in from the home page click “remember me”. This will enable your browser to remember your logon & password, therefore automatically signing in for future visits.

- Please note: “create a new account” will create a non-member online login, which will deny access to member only events & charge non-member pricing for events.

The screenshot shows the 'Log On' form on the APA website. The form has a blue header with the text 'Log On'. Below the header are two input fields: 'Logon' and 'Password'. The 'Logon' field contains the text '00000' and the 'Password' field contains '.....'. Both fields are highlighted with red rectangular boxes. Below the input fields is a checkbox labeled 'Remember me on this computer.' which is checked. To the right of the checkbox is a 'Log On' button, also highlighted with a red rectangular box. At the bottom of the form are three links: 'Forgot my logon', 'Forgot my password', and 'Create a new account'.

Google Chrome: The APA has found that Google Chrome is the most stable browser to use with our website. Please find below steps to download Google Chrome to your computer.

How to download Google Chrome

1. Open your web browser and go to www.google.com.au
2. Type “Chrome” into the Google search field
3. Click the first link www.google.com/chrome
4. Click “Download Chrome” button
5. A pop up window opens with the box checked “Set Google Chrome as my default browser”. Leave this box checked, and click “Accept and Install”
6. The installer opens, downloads and installs Google Chrome (depending on internet connection this may take a few minutes)

7. A Google Chrome button  is added to your Toolbar

To access the internet using Google Chrome simply click the  icon (or double click if it is on your desktop) and type the web address www.physiotherapy.asn.au

Event Dates: Due to your browser settings, events dates may appear in the American format. To change it to the Australian format please follow the steps below.

Internet Explorer

1. Go to "Tools" menu
2. Click "Internet options"
3. Go to "General Tab"
4. Click "Languages"
5. You will see your language preferences displayed.
6. Click "Add" to add "English (Australian)"
7. **Important: You must have English (Australian) at the top of the list for it to display.**

Chrome

1. Go to main menu and click "Settings" (can also be accessed by typing "chrome://settings" into your browser)
2. Go to very bottom of webpage and click "Show advanced settings"
3. Click "Language and input settings"
4. Click "Add" to add "English (Australia)"
5. **Important: English (Australia) must be at the top of the list for it to display.**

Mozilla Firefox

1. Go to "Tools" menu
2. Click "Options"
3. Click "Content" tab
4. Under "Languages" click "Choose"
5. Use the drop down menu and select "English/Australia"
6. Click "Add"
7. **Important: English (Australia) must be at the top of the list for it to display.**