## edit your practitioner profile

To update your practitioner profile, please follow the steps below. Please make sure your practitioner profile is up-to-date and has your contact details included.

Login to the Mindful Mamma website



At the top you'll see a black bar: Click on Mindful Hypnobirthing ®



Which will open your dashboard. Select 'Pages'



Click on 'N	e'						
Hedia							
Pages	All (250)   Mine (1)   Published (192)   Drafts (40)   Pending (3)   Private (15)   Bin (4)   Cornerstone content (1)						
All Pages	Bulk Actions Apply All dates      ✓  All SEO Scores      ✓  All Readability Scores      ✓						
Add New	250						
Then you can only see your pages:							
Pages	150)   Mine (1)   Published (192)   Drafts (40)   Pending (3)   Private (15)   Bin (4)   Cornerstone content (1)						
All Pages	k Actions 💙 🛛 Apply 🔹 All dates 🔹 💙 🖓 All SEO Scores 🛸 🖓 All Readability Scores 🛸 Filter 1 item						
Add New	Title Author Date 🗈 📋 🌽						
Comments	Mindful Hypnobirthing Bingham Tina Gibbs — Published 21 • •						

2019/10/18

This is your overview. Here you can see the title of your page, the author (you) when it was first published and number of revisions. If both of your lights are green, that means your text is optimised for search engines and readability for people.

To edit, delete etc. your page hover over your page name to see the options or click on the page name/title:

Pages •	All (250)   Mine (1)   Published (192)   Drafts (40)   Pend	
All Pages	Bulk Actions 🗸 Apply All dates 🗸	
Add New	☐ Title	
Comments		
👹 Events 271	Edit   Quick Edit   Bin   View   Clear Cache	
🖂 Email Log	Title	
<b>66</b> Testimonials		
🖂 Contact	Bulk Actions Y Apply	

🖶 Events 🛛

🗌 Title

Selecting edit or clicking on the title opens up your editor:



You'll have your page settings on the right-hand side (click on the cog if they are not there). There you can choose preview, publish etc.



In the top left-hand corner, you have your block editing tools.



You'll type into the blocks just like a document. Most of it is pretty selfexplanatory.

Down at the bottom you'll find your Yoast SEO tool which will hep you to optimise your page for search engines and readers.

ast SEO	
😉 SEO 😰 Readability < Social	
Focus keyphrase 🔞	
Mindful Hypnobirthing Bingham	
Google preview	^
Preview as: Mobile result Desktop result	
is www.mindfulmamma.co.uk⇒ tina-glbbs Mindful Hypnobirthing Bingham - Mindful Hypnobirthing®	
Oct 18, 2019 - Mindful Hypnobirthing Bingham. The original one-day Mindful Hypnobirthing™ class in the UK. It accompanies the best selling book 'Mindful Hypnobirthing'.	
SEO analysis Mindful Hypnobirthing Bingham	~
+ Add related keyphrase	~

To add your events/classes/workshops to your profile page you'll have to add your event first, select its web address and the write something i.e.:

• Mindful Mamma Hypnobirthing Class with Tina – October

→ highlight it and select the link symbol, add the link. There you also have the option to have the link open in a new tab etc.

	(FUTURE CLASSES WILL A	UNDMATICALLY B
		• DISTANCIN
<b>^</b>	• 18th October 2020: Group class in	Bingham: 10am to 4pm - £
mindf	Ilmamma.co.uk/events/mindf	
••	Open in new tab	
٥	Search engines should ignore this link (mark as nofollow ) 🕢	Bingham: 10am to 4pm  -
	This is a sponsored link or advert (mark as sponsored ) 🕜	

# further support

For more help and insight into editing blocks, this link might be helpful: <u>https://www.wpbeginner.com/beginners-guide/how-to-use-the-new-wordpress-block-editor/</u>

If you would like to create a site, or a logo or even materials have a look at Michele. She is well priced and has done some beautiful work.<u>https://www.primroseandbee.co.uk/</u>

#### The administrator

The support they offer is to the clients who book on our classes, to respond to client enquiries and post your class journals when needed. Keep track of your registration renewals and nadges. Any other admin support can be arranged directly with Tina at discounted rates.

As we are all self-employed and work from home. We work sporadic hours but are always closed evenings and weekends.

**Tina** checks emails and bookings most days during the week. Her role is to add your clients to the membership area, respond to client-facing enquiries. She is not there to give technical support or admin to individual practitioners. If you need one on one individual support, such as setting up your profile page or events, you can pay for Tina's time to support you and this is a private arrangement between you and Tina. Tina's charges are £25 an hour. This is a private arrangement between you and Tina.

**Sophie** picks up enquiries and urgent messages daily from clients. Tuesdays are usually the day that she does more Mindful Mamma admin.

Sophie will also give individual supervision support on an hourly basis. If you need individual support this is charged at £50 an hour. Free support is given on the Facebook practitioners group.