



# User Guide (v. 10)

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Author: Karin Worthy

## Contents


ONLINE REGISTRATION .....	1
JOIN AND CREATE A PROFILE.....	1
Register as a Practitioner .....	2
Register as a Teacher .....	2
Load Teaching Certificates.....	2
UPDATE EXISTING MEMBERSHIP DETAILS.....	5
ADD A PHOTO TO YOUR PROFILE ENTRY .....	6
ADD A SECOND ADDRESS .....	7
CHANGE YOUR PASSWORD.....	7
CERTIFICATION.....	7
RENEW / UPGRADE MEMBERSHIP .....	10
REGISTER WITH CNHC .....	10
MEMBERS INSURANCE.....	10
CLEARING BROWSER CACHE .....	11
USING THE MEMBERS DIRECTORY .....	12
FIND A TEACHER.....	12
To Search by Location,.....	12
To Search by Category .....	13
EVENTS .....	14
ADD A TEACHER EVENT .....	14
ADD A TSYP EVENT TO WEBSITE .....	15





## ONLINE REGISTRATION

### Join and Create a Profile

- Load [www.tsyp.yoga](http://www.tsyp.yoga)
- At the top of the Home page (i.e. the first page when you access the TSYP website) you will see this button: 

- Click and the following will appear:

### Become a part of TSYP

We welcome those who would like to register with TSYP.

#### Teacher

- Saṅga – join a community of teachers in the same tradition
- Advertise on our Find a Teacher page
- Post your events on the TSYP website
- Attractive insurance packages
- Access to teaching materials
- Discount for TSYP events
- Training and CPD opportunities

#### Trainee teacher

- Discounted membership during your training
- Receive the TSYP newsletter

#### Practitioner

- Discount for TSYP events
- Receive the TSYP newsletter
- View the directory of fellow members

- Scroll down the screen and enter your email address and your preferred password in the box below:

Name

Address

Email

Phone

Mobile

Website

- Select the type of membership you would like from the following box onscreen:

- Practitioner  
Anybody may become a practitioner
- Teacher in Training  
You can register as a trainee teacher if you have enrolled or started TSYP foundation course training. This is your first step towards registering as a fully qualified teacher.
- Teacher  
If you have completed TSYP teacher training, you can register as a teacher and enjoy full benefits.
- Test Membership Level  
Used for Testing, NO ACCESS is gained to any member resources/directory etc. do not use except for internal testing!



## REGISTER AS A PRACTITIONER

If you selected Practitioner you can:

- Enter your name, billing address (including city, county and postcode) and your card details
- Click Sign Up box and the following options will appear enabling you to complete your profile:



- Click Profile button and complete the information
- When each screen information is complete click the Save & Continue button and the Welcome screen will appear.

## REGISTER AS A TEACHER

If you select Teacher you will be give up to 10 days to load copies of your certificates to the website so you will need to logout and once you have scanned or photographed copies of your certificates, you can login again and upload the files. Receipt of your certificates will be acknowledged and reviewed, and provided there are no queries, you will be notified by email and will be able to pay and complete your registration. <sup>1</sup>

## LOAD TEACHING CERTIFICATES

- Once you have receive email notification that your application has been approved you can login to complete the registration process. The Welcome screen will appear:

### Welcome

Welcome, Karin – Test1, you are now logged into TSYP member area.

While you are logged in, you can:

- [Manage your account, edit your profile and renew your membership](#)
- [Upload Teacher Certification Documents](#)
- [Member Private Folder](#)
- [View the member directory](#)
- [View and download AGM 2020 Documents](#)
- [Log out](#)

As a Teacher member, you can:

- [Edit your profile](#)
- [View and download our Forms, Policies & Guidance](#)
- [Add an event](#)

- Click Upload Teacher Certification Documents and the following screen will appear:

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<sup>1</sup> If you are not a member of one of our pre-qualified training organisations, your application will need to be reviewed by our Recognition of Prior Qualifications team, and this may incur a cost of £50.

## Member Certification Uploads

### TSYP Document Uploads

Upload your teachers certification to validate your membership to TSYP as a teacher.


Full Name \*

Upload your certification

Add your files

Please first fill the required fields

CAPTCHA

 I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

Upload

When you click on the link you will see the above form and enter your full name in the form (this is mandatory), the system will automatically create a unique, secure folder in your name on our storage area. Existing members are linked directly to their own folder via their login

## Member Certification Uploads

### TSYP Document Uploads

Upload your teachers certification to validate your membership to TSYP as a teacher.


Full Name \*

Upload your certification

Add your files



CAPTCHA

 I'm not a robot  reCAPTCHA  
[Privacy](#) - [Terms](#)

Upload

Enter your name in the same way as you display name in your profile page as shown above

You then add your files using the orange plus button, if you click on the button to the left of that



it gives a little information on the limits and supported file types. Current limits are 5 files per upload session, each file not to be bigger than 2mb and each user has a 50 MB limit in their folder.

## To upload a file:

Note: Click on: and you will get a message onscreen telling you the maximum size and the file types allowed, try a file bigger than allowed and a type that is both allowed and not allowed.


- To upload a file just click on  and follow the screen prompts.

## Member Certification Uploads

### TSYP Document Uploads

Upload your teachers certification to validate your membership to TSYP as a teacher.

Full Name \*


Joe Patane (Test) 

Upload your certification


3 Items

145.63 KB




 cbimage.jpg  
2.69 KB




 img018.jpg  
23.42 KB



 39075604\_220750581954266\_764394098676203520\_n.jpg  
119.52 KB

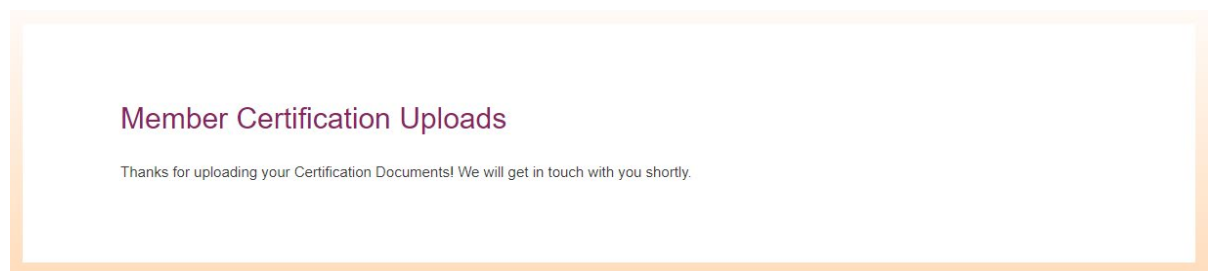


**CAPTCHA**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

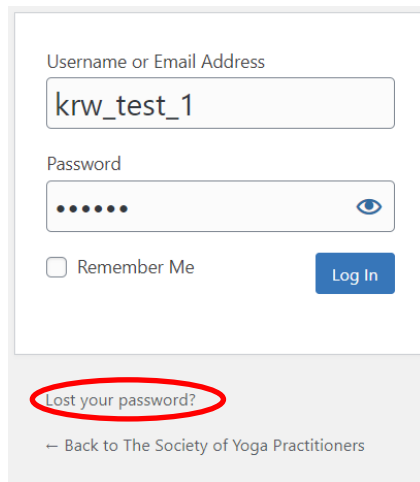
Upload

Once you tick the Captcha, your upload begins and once complete you get the below:



## UPDATE EXISTING MEMBERSHIP DETAILS

- Sign in to the TSYP website using your email address and password
- If you have lost/forgotten your password click the link for Lost Your Password (see below)



Username or Email Address  
krw\_test\_1

Password  
.....

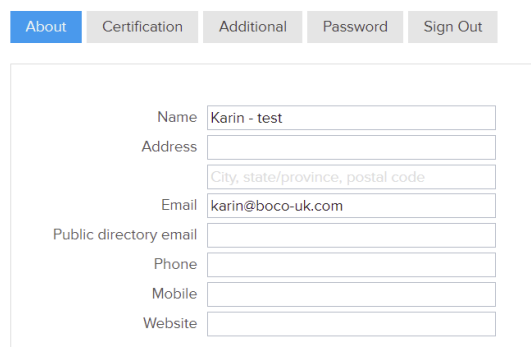
Remember Me

[Lost your password?](#)

[← Back to The Society of Yoga Practitioners](#)

- Once you have your password (or if you had it anyway), you can select Manage your account and if you are a teacher member, you can edit your profile options by clicking the tabs shown below.

### Manage your account and profile



Name

Address

City, state/province, postal code

Email

Public directory email

Phone

Mobile

Website

- Update/complete relevant sections

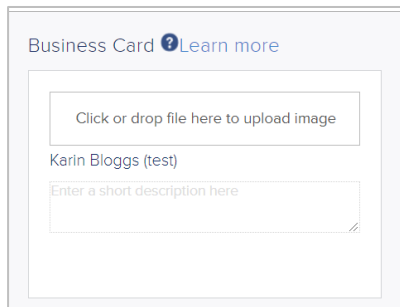
Note: If you do not wish to be listed in the teacher directory, or for your street address to be flagged on the map select one or both of the options shown below:

- Do not list in directory
- Do not show street address in profile

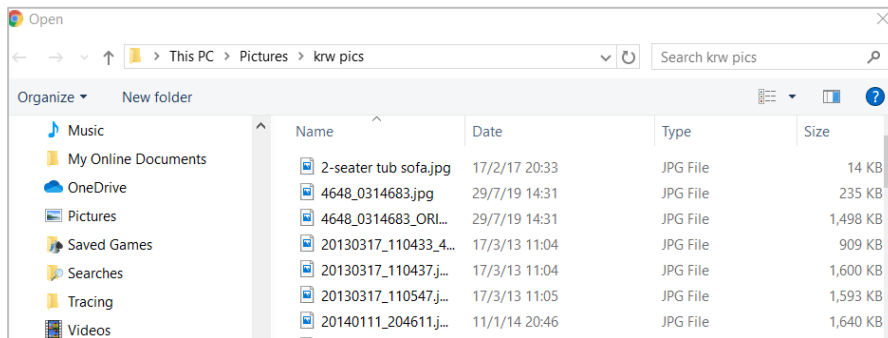


## Add A Photo To Your Profile Entry

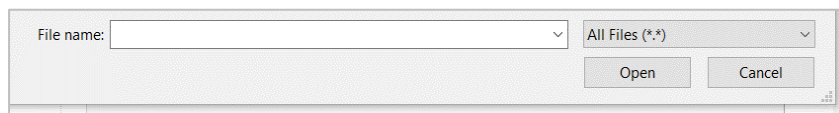
- This is really worth doing but before you can add your image to your profile you will need to save a photo of yourself as a JPG file. Once you have a 'Practitionerly' photo of yourself stored you can add as follows:
  - Click in Business Card block and the following will appear:



- Click in box labelled "Click or drop file here to upload image"
- Select file from appropriate file listing:



- Click Open at bottom of list to load



- Complete short description and then click Save button
- Once you have completed all relevant sections of the Profile options scroll to top of screen and click the Close button (see below) to exit Profile options



## Add a Second Address

If you wish to have 2 email addresses linked to the same name you can enter the 2<sup>nd</sup> email address, but only the one you used to register initially with TSYP will be your prime login email address.

1. Click the Additional tab and the following will appear:

### Additional Contact Details

Alternative Email Address:

Alternative Telephone No:

2. Complete the second physical address and even phone/mobile contact info

## Change Your Password

- Select Password from the options shown on page **Error! Bookmark not defined.**
- Click the password button and the following dialogue box will appear:

### Manage your account and profile

- Click into the Change your password box and click the Change button
- Enter your new password and click Save & Continue
- On completion click the Sign Out button

## Certification

- Every year, when joining or renewing their membership, Teacher members need to complete this section. When the Certification tab is selected, the following will be available for members to complete:



## Certification

### First Aid:

I certify that I have a valid First Aid Certificate

If applicable, date when First Aid Certificate issued

### Enhanced DBS certification:

I certify that I hold Enhanced DBS clearance

Date of issue for Enhanced DBS clearance

I certify that have training in Safeguarding

### Safeguarding Training held:

- TSYP Children and Adults at Risk Safeguarding Awareness Training
- Certified Safeguarding Children Training (e.g. NSPCC/local authority)
- Certified Safeguarding Adults Training (e.g. SCIE/local authority)

### Data Protection Compliance:

I certify that I comply with DP Act 2018 and GDPR 2018

Information Commissioner's Office (ICO) number

### Non-compliance:

Please provide reasons if non-compliant with any of the above

Edit **B** *I* U

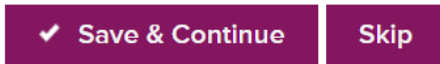
### TSYP compliance:

[Click here to read Continuing Professional Development \(CPD\) Policy](#)

- I have fulfilled the CPD requirements as specified
- I will abide by TSYP (and CNHC if appropriate) codes of conduct, performance and ethics
- I support the aims of TSYP

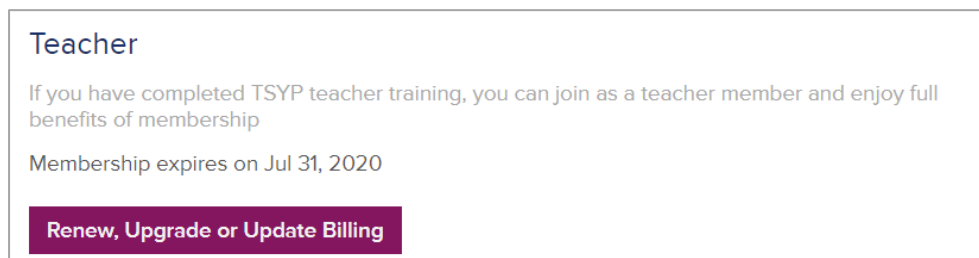


Once you have completed/updated all relevant sections, click Save & Continue to update your record.



## Renew / Upgrade Membership

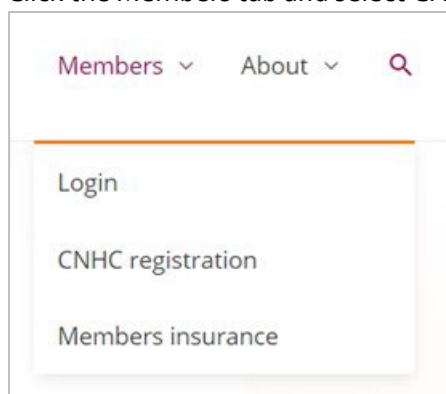
- Login and the Welcome Screen will appear
- To load any updated certificates click the page link and follow instructions on page 2
- Click the first bulleted option to renew your membership and the following will appear:



- Click the Renew, Upgrade or Update Billing button and follow the instructions on the screen
- Select the option you wish to use and enter your card details in the boxes as shown below:
- Click the Save & Continue button

## Register with CNHC

- Click the Members tab and select CNHC registration as shown below:



- Click the link shown below in the last paragraph to download and complete the registration form:

As a TSYP member, you can download the [CNHC Request to Register Form](#).

## Members Insurance

You can now take out Professional, Public & Products Liability insurance at a much-discounted rate: £57 for teachers and £19.77 for students.

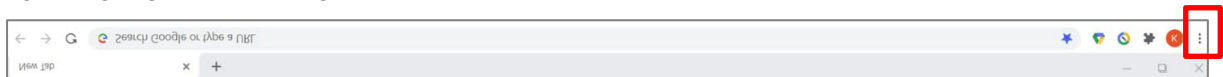
- Click the Members insurance for more information or,
- Call Balens on 01684 580771, saying that you are a teacher or student with TSYP.

## Clearing Browser Cache

Updates to the website are done on a regular basis, these could be modifications to our website content, additional website functionality and providing content to our users/members such a new articles, event information etc.

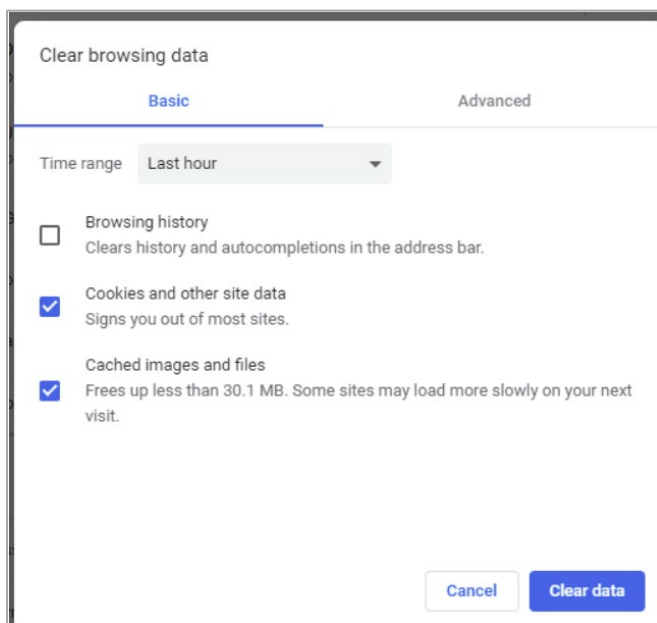
Due to the way sites are designed these update are sometimes not immediate as website content is cached by browsers to improve browser performance, so on occasion you may have clear your browser cache/history. The process is different depending on the browser you're utilising.

For example if you use "Google Chrome" this is achieved by clicking on the following icon on the top right of google chrome page:



Then from the popup menu you get selecting "History", followed by selecting "History" once again or by using the keyboard combination of "CTRL+H"

Once in the History page of Google Chrome you will need to select the option "Clear browsing data" and you will be presented with the below:



Select the options as on diagram on the left and then click on "Clear Data". Once you have done this, you can reload out website and any new content will shown once the page loads.

As mentioned earlier this is potentially done differently in other browsers, so we recommend searching on google on how to clear your browser cache for the browser you use.

## USING THE MEMBERS DIRECTORY

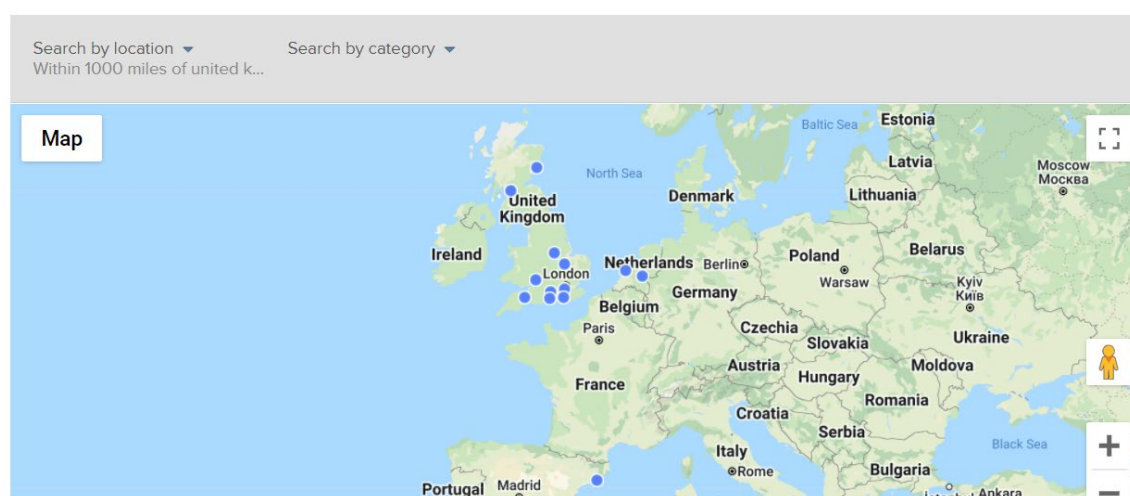
Only teacher members' contact details are visible to non-members who use the Find a Teacher option. Once logged in, all Members (including Trainee Teachers, and Practitioners) can use the Members Directory option to find contact details for other TSYP members.

### Find a Teacher

- Click Find a Teacher along the top of the Home Page and the following appears:

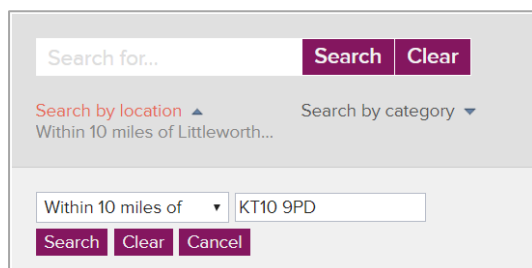
#### Find a TSYP yoga teacher, yoga therapist or Vedic chanting teacher

Our teachers are all highly trained in the tradition of T Krishnamacharya and TKV Desikachar, and can help you design a personal practice that incorporates movement, breath and sound. For help on how to use the search facility, please click [here](#).



### TO SEARCH BY LOCATION,

- Click the down arrow next to Search by Location
- Enter distance to your location
- Optional – enter your post code:

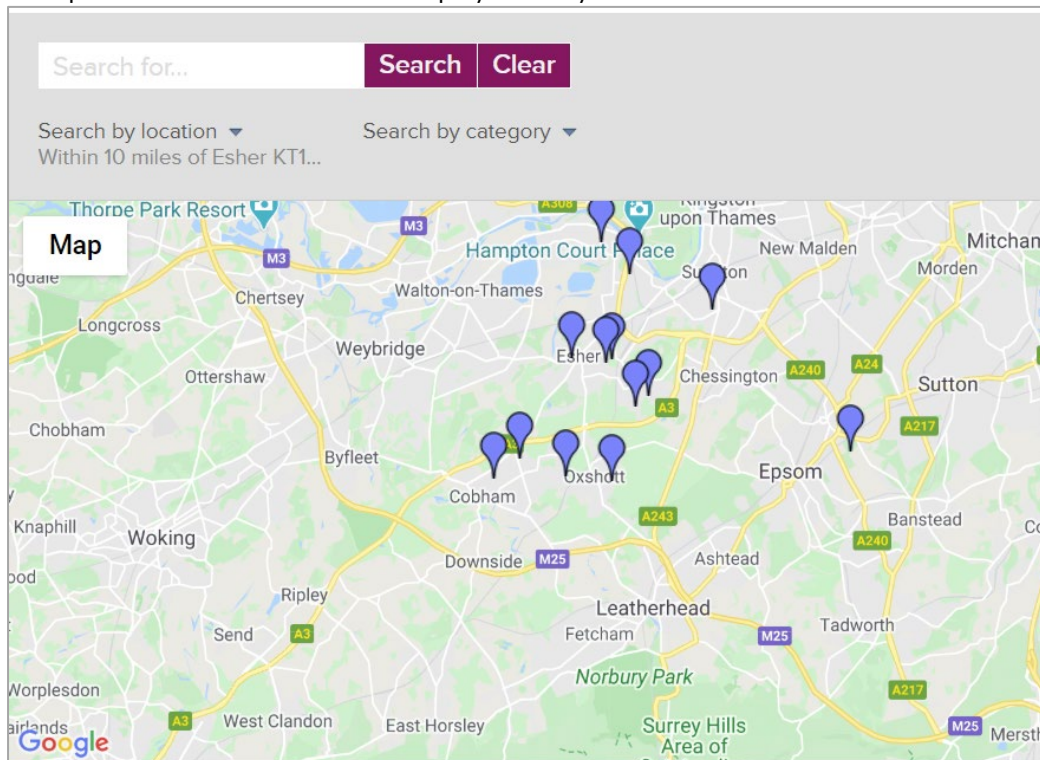


The screenshot shows a search form with the following elements:
 

- A search input field with the placeholder text 'Search for...' and two buttons: 'Search' and 'Clear'.
- Below the search field, there are two dropdown menus: 'Search by location' and 'Search by category'.
- Under 'Search by location', the text 'Within 10 miles of Littleworth...' is displayed.
- Below the dropdowns, there is a dropdown menu set to 'Within 10 miles of' and an input field containing the post code 'KT10 9PD'.
- At the bottom of the form, there are three buttons: 'Search', 'Clear', and 'Cancel'.

- Click the Search button and if there are any teachers that match the search criteria their details will appear below the map.

A map and a list of names will be displayed if any teacher meets the search criteria:



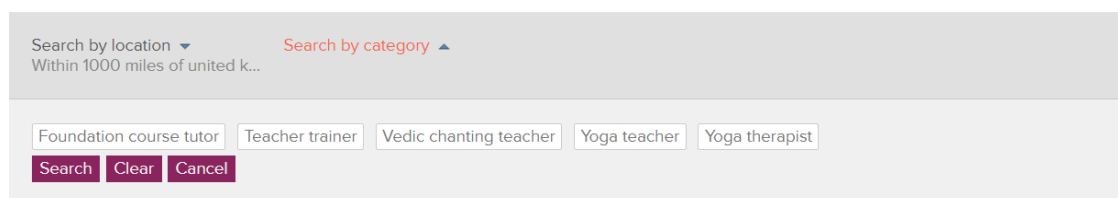
- Click on any of the flag to view teacher’s name and details
- If there aren’t any teachers within that location, you can increase the distance from the key location.

TO SEARCH BY CATEGORY

- Enter location details as shown above
- Click the Category field and select one or more of the categories as shown below:

Find a TSYP yoga teacher, yoga therapist or Vedic chanting teacher

Our teachers are all highly trained in the tradition of T Krishnamacharya and TKV Desikachar, and can help you design a personal practice that incorporates movement, breath and sound. For help on how to use the search facility, please click [here](#).



- Click Search button and if any teachers meet the search criteria they will appear below
- Select one of the teacher’s details and click to get more information.

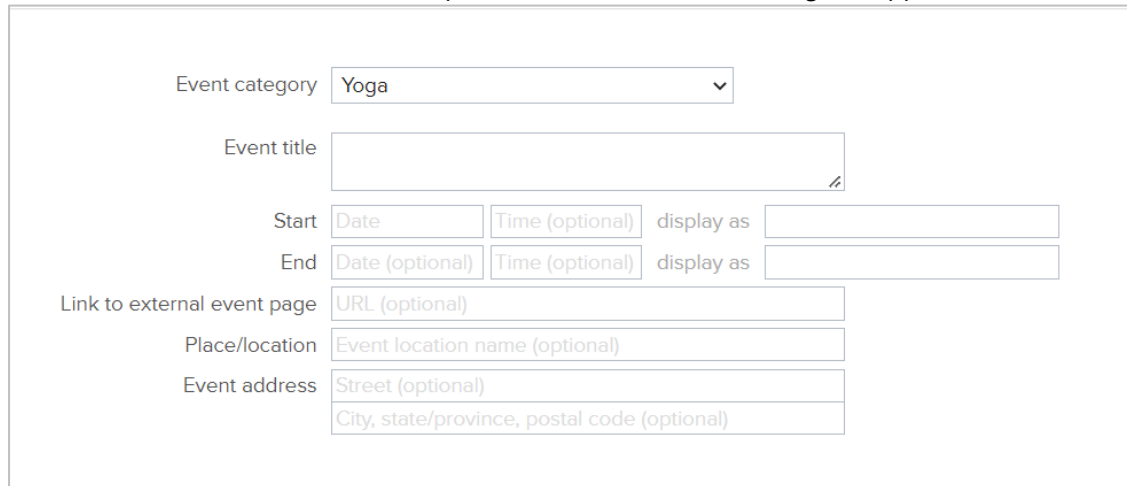


## EVENTS

### Add a Teacher Event

This can only be done by members with the appropriate membership level after they have logged in. For example, a Teacher member can add an event they are organising, but a Practitioner member would not be able to add an event.

- Select Event list from the Events dropdown menu and the following will appear:



Event category

Event title

Start   display as

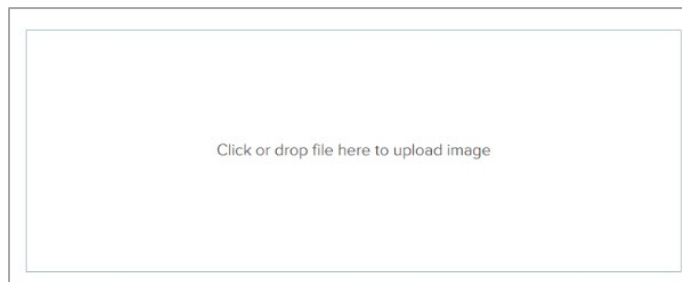
End   display as

Link to external event page

Place/location

Event address

- Enter details in the fields above
- If you have a website, you can copy the URL hypertext link from the Event page in your website and paste in the **Link to external event page** field above
- Scroll down to the next box shown below:



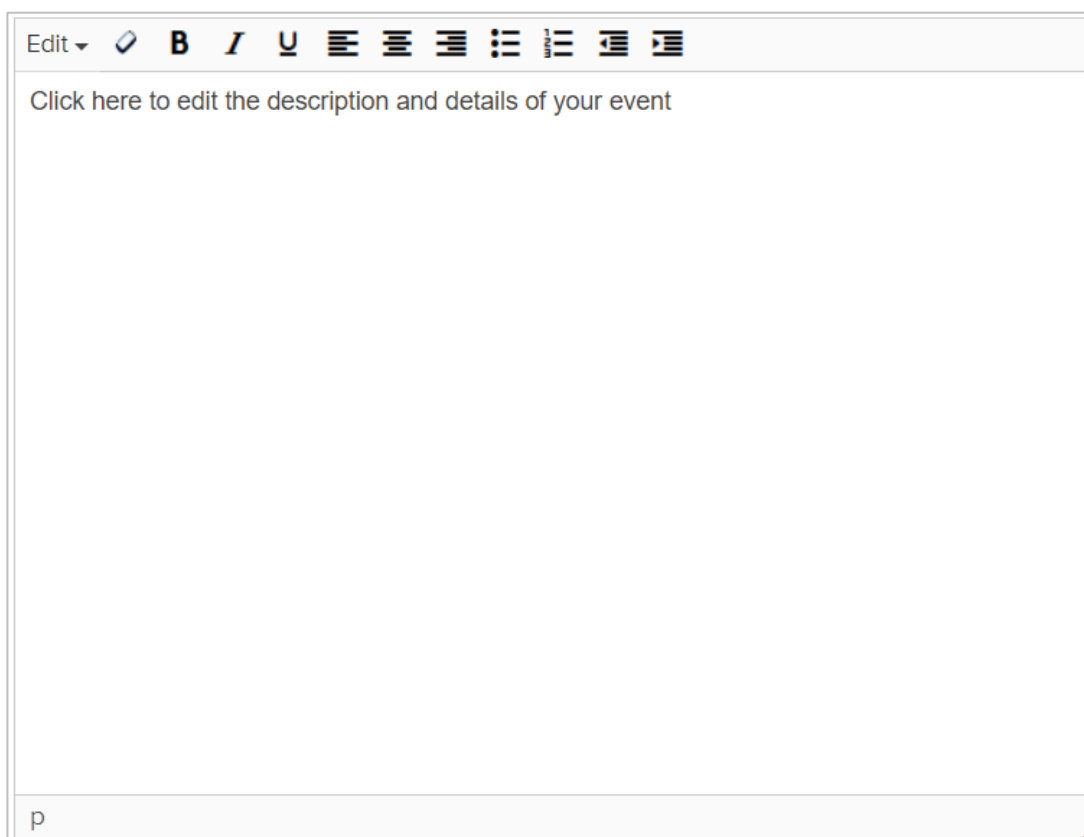
Click or drop file here to upload image

Note: The only file format it will accept is a graphic format, such as .jpg or .png

- Click in the box above and select your graphic file from your PC (see instructions on page 6)

To add more information on your event:

- Click into the next box shown below:



In this box, provide a description of your event. Your introductory paragraph(s) should summarise the aims of the event to attract people to enquire and sign up for the event. Keep the wording simple and your sentences short. You should also include:

- Outline of course, workshop or event content
- Details of venue (if appropriate), whether refreshments will be provided or whether people will need to provide their own
- If online options available, provide details here (*NB: Links should be sent once place(s) are booked and payment received.*)
- Summary information about the course tutor(s)
- Booking information that includes costs, contact details for further information or to book including email address and telephone number
- Click the Save & Continue button

*Note: Events will not appear on the website until it has been checked by the Events team.*

## Add a TSYP Event to website

Events run by TSYP need to be approved by the TSYP Events team and, unlike the Teacher Events, includes information on TSYP policies on refunds and concessions. Online payment options are also available. Apart from these additional options, completing the online information is the same as adding a Teacher Event.