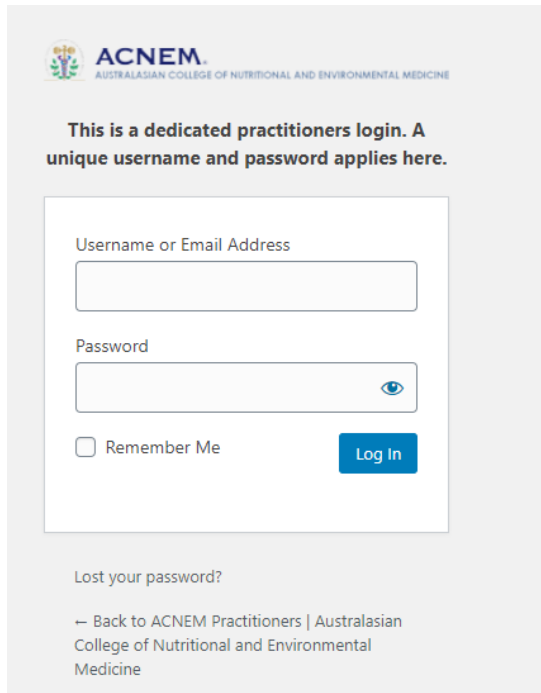


I am no longer practicing or am no longer working in the clinic I have listed under Find a Practitioner. How do I update my details?

1. Please go to www.acnem.org
2. On the homepage you will see the tab: Find a Practitioner. Click the tab and you will then see a dropdown box – login and register. Select login.
3. Enter your username and password. See below.



The screenshot shows the ACNEM (Australasian College of Nutritional and Environmental Medicine) login page for practitioners. At the top left is the ACNEM logo. Below it, the text reads: "This is a dedicated practitioners login. A unique username and password applies here." The login form contains two input fields: "Username or Email Address" and "Password". The password field has a toggle icon for visibility. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form area, there is a link for "Lost your password?". Below the form, there is a footer link: "← Back to ACNEM Practitioners | Australasian College of Nutritional and Environmental Medicine".

4. Select edit profile by clicking on the pencil icon and update your details. Please ensure that you are listing your practice/clinic details NOT your personal details. Check that Show Email, Phone and Address boxes are ticked to ensure your contact details are visible on the Find a Practitioner page. Then click save.



The screenshot shows the "Edit Profile" form. The title "Edit Profile" is at the top. The form is divided into two columns. The first column contains two empty text input fields. The second column contains two empty text input fields. Below these are two checkboxes: "Show Email" and "Show Phone", both of which are currently unchecked. Below the "Show Email" checkbox is a text input field containing "Clinic Name TBA". Below the "Show Phone" checkbox is a dropdown menu with "Australia" selected. Below the "Clinic Name" field is another dropdown menu with "New South Wales" selected. Below the "Australia" dropdown is a third dropdown menu with "Bondi Junction" selected. Below the "New South Wales" dropdown is a checkbox labeled "Show Address" which is checked. At the bottom of the form are two buttons: a blue "SAVE" button and a dark blue "CANCEL" button.

5. This is what your profile will look like - now published on the front end is as follows. Once you have ticked Show Phone Number and Email, these will also be reflected on the front end. As will the clinic name when you update this. You can then add logo, photo and update special interests as well.

