



# African Healthcare Resource

## Step by step guide: Registering a clinic

This process needs to be completed by the **clinic manager** or **owner**.

### Step 1

#### Set up your general login information

⌚ ± 1 Minute

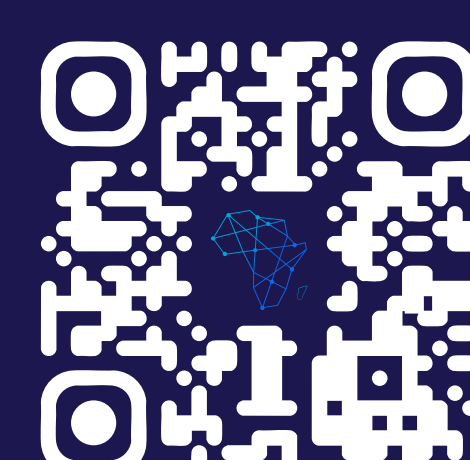
1. Click on the **register button** on the home page: <https://therapists.africa/Account/Register>
2. Click on **I want to register as a healthcare practitioner / provider of healthcare services**.
3. **Enter login details**. These details are for managing your admin portal.  
*Therapists Africa cannot access your admin portal.*
4. Enter a **voucher code** if you have one.
5. Click on **Start profile registration**.
6. **Optional**: If you would like assistance with setting up your profile, click on **Need help registering** and we will contact you to set up a suitable time to do it with you.

### Step 2

#### Verify your email address and log into your profile

⌚ ± 1 Minute

1. You will now be sent an email to verify your email address.
  - Go to your email and click on the link: **verify email**.
2. Once your email has been verified, you need to **log in to complete your registration**.
  - **Option 1**: Click on the **login button** of the **website home page** (<https://therapists.africa>).
  - **Option 2**: Click on the **login button** sent to your **email**.
3. Enter your email address and password and click on the **login button**.



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Step

3

## Select registration type and choose a package



± 1 Minute

### 1. Choose your registration type

- Select Clinic

### 2. Choose your package option

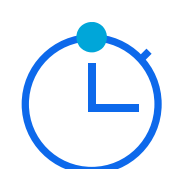
Select one of the options below:

- **Individual Clinic:** Single clinic
- **Clinic Group:** (2-5 branches)
- **Enterprise:** (More than 5 branches)

Step

4

## Complete the Brief Profile (Required information)



± 5 Minutes

### 1. **Complete** the information required.

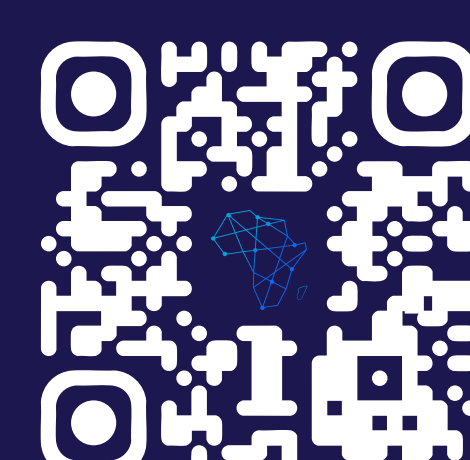
*In the brief profile, you will also add information on the types of healthcare practitioners at your clinic as well as the healthcare related services offered by your clinic. This improves the search feature of the site to help people identify services and professionals available.*

### 2. Select **preview profile** to check your profile.

Any missing information will be noted in orange.

*Close the preview by selecting the cross on the top right. (The empty information is from the full profile available in the next section).*

### 3. Select **Save** to move to the next section.



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Step  
5

## Complete the Full Profile (Optional information)

*This is recommended to enhance your profile. This section can be completed at any time by logging in and going to your admin page. If you do not want to complete it now, select the complete later checkbox.*

1. **Complete sections** (You can select the sections you would like to complete).
2. Select **Preview Profile** to view your final profile.
3. **Save.**
4. **Continue to payment** section.

Step  
6

## Payment (Voucher or online payment options)



± 1 Minute

1. Select **payment options** (Per annum, every 6 months or monthly).
2. Select **payment method**.
3. Select **continue to payment**.
4. Enter the **payment details** according to the payment method you chose and then select next.
5. You can now select **View Profile** to get taken to your admin page.

## Your registration is now complete.

**Available to you now:**

View your listing on the live site.

Visit your admin portal to edit or add information

View features available to your clinic e.g. QR Code and URL link to your listing

Link members (healthcare practitioners) to your clinic profile.

