

Step by step guide: Registering a practice or medical centre

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

Step
1

Set up the practice manager login information

🕒 1-3 Minutes

- Click on the **register button** on the home page: <https://therapists.africa/Account/Register>
- Click on **I want to register as a healthcare provider / provider of healthcare services**
- **Enter login details.** These details are for managing your private admin portal.
- **Verify your email address** in your email inbox once you have added your login details.

Step
2

Adding a profile for your practice or medical centre

🕒 ± 5 Minutes (for required information)

1. Login to your profile

After verifying your email address, you need to log in to complete your registration.

- Option 1: Click on the **login button** of the **website page** you were on.
- Option 2: Click on the **login button** sent to your **email**.
- Option 3: Click on the **login button** on the **website** <https://therapists.africa>

2. Select registration type

- Select Practices / Medical Centres
- Choose a package (Small, medium, large or enterprise)

Select according to the number of practice members / healthcare providers at your practice. You will be allocated voucher codes for your members that they can then use to register as healthcare providers (See section – adding practice members). They will use the voucher code sent to your email to register. It is part of the practice registration fee. The number of voucher codes are allocated for members according to the size of the practice selected.



3. Brief Profile (Required information)

- **Complete** the information required.
- **Select preview** to check your profile.
Close the preview by selecting the cross on the top right.
(The empty information from the full profile available in the next section).
- Select **Save** to move to the next section.

4. Full profile (Optional information)

This section can be completed at any time by logging in and going to your personal admin page.

- **Complete sections** (Enter information that enhances your profile).
- **Preview Profile** (to view final profile).
- **Save**
- **Continue to payment** section

5. Payment:

- Select **payment options** (per annum, every 6 months or monthly)
- Select **payment method**
- Select **continue to payment**
- Enter **payment details** according to what payment method you select and then press next.
- You can now select **View Profile** to get taken to your admin page.

Your registration is now complete.

Available to you now:

Add and manage practice members

View your listing on the live site.

Visit your admin portal to edit or add information

View features available to your practice/medical centre

e.g. QR Code and URL link to your listing

