



ASTHFI registered members Adding your details to the website

Complete this Google Form to provide us your information to upload to the ASTHFI website:

<https://forms.gle/MB5zoT1seJEjAV9y6>

Read below for more information (**strongly recommended** before proceeding)

About this document

All registered members have the option to have their information published on the ASTHFI website. This document will tell you (i) where on the website you can have your details displayed, (ii) what information is uploaded and (iii) the steps involved.

(i). Where can my details be displayed on the ASTHFI website?

There are three locations where you can have your details displayed:

1. [About us – ASTHFI members](#)
2. [About us – Interactive Google Map](#)
3. Your own webpage (see [Tanya](#) or [Edith](#) as examples)

All ASTHFI members must have at least their name and approximate location displayed on the 'About Us – ASTHFI members' section as part of their membership.

(ii) What information can be uploaded onto the website?

The information displayed on the website is dependent on the locations you opt-in for. See the table on page for further information. Some details are required for that section whilst others are recommended.

Having your own webpage on the ASTHFI website

All registered ASTHFI members have the option of having their own webpage on the ASTHFI website, dedicated to their background and/or STH practice. This is a valuable space to showcase your specific STH practice, to share with potential future clients and/or STH collaborators. It is a good alternative if you are not at the stage where you want to have your own website.

As part of creating your webpage you have the option of (a) uploading pre-written paragraphs to upload without editing or (b) have paragraphs generated for you by AI-powered language model Chat GTP using some provided bullet points.

Option (b) may be useful for those of you who do not feel comfortable writing narrative about yourself. You will have the opportunity to review the information generated before it is displayed on the website. **You are ultimately responsible for the information uploaded onto your webpage.** ASTHFI will work with you to ensure that the information displayed is accurate and you will have opportunities to modify/delete any information. ASTHFI accepts no liability for any inaccurate information published on your webpage.

Table 1. Information that can be uploaded onto the website for ASTHFI members

Location	Information	Required/ Recommended
About us – ASTHFI members (all members)	First & last name	Required
	Type of membership	Required
	Name of STH practice	Recommended
	Contact email	Required
	Contact phone number	Recommended
	Approximate address (E.g. town, country)	Required
	1 line with unique selling point of STH practice	Recommended
	Headshot	Recommended
	Links to other website(s)	Optional
About us – Google maps	First & last name	Required
	Name of STH practice	Required
	Contact email/contact phone number	Required
	Specific Google address	Required
	1 line with unique selling point of STH practice	Recommended
Your own webpage	First & last name	Required
	Name of STH practice	Required
	Contact email	Required
	Contact phone number	Recommended
	Approximate address (E.g. town, country)	Required
	4-5 bullet points about your STH practice	Required
	Additional written information to upload	Recommended
	Photos (you must own them)	Recommended
	Links to other website(s)	Optional

(iii) What are the steps involved to adding my information to the ASTHFI website?

To add your details to the ASTHFI website you will need to complete a Google Form.

Please have the following information/files ready before you get started:

- Decide on which of the three locations (you may choose all) you would like to have your information presented – you must have your information displayed on at least the 'About us – ASTHFI members' page (see (i) page 1).
- Information presented on Table 1
- Any photos you want to upload (file names must contain your name)
- Word documents containing written paragraphs you may want to upload (file names must contain your name)

Important note about photos:

To be uploaded on the website, photos must be:

- In a photo format e.g. .jpg
- Named containing your name e.g. 'Nicci Rowntree headshot.jpg' or 'Edith Gordon photo 1.jpg.
- Of high resolution (i.e. not display visible pixels or look poor quality)
- Owned by you – they must be photos that you have either taken yourself – no google images!

Click on the following link to complete the Google Form:

<https://forms.gle/MB5zoT1seJEjAV9y6>

Please note that our website is being built by someone working on a voluntary basis. We appreciate your patience in getting the website up and running. If you have any questions or concerns, please direct them to asthfimarch@gmail.com.