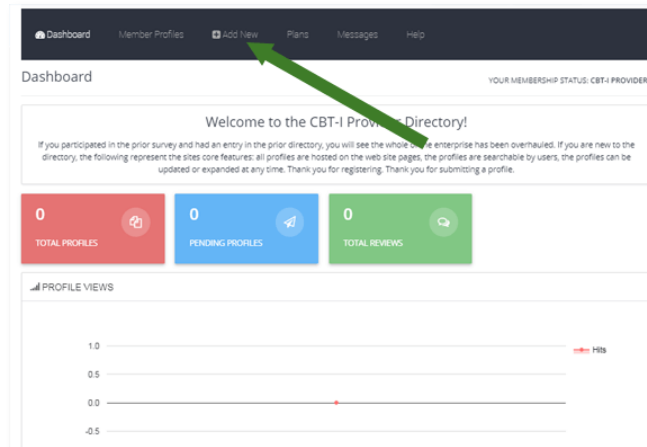


# Penn Sleep Directory Profile Instructions

## Step 1: Review Your Dashboard & Add Profile

Your dashboard will provide a view of traffic visiting your profile page.



## Step 2: Add Your Name/Select Country and add a Full Profile Description

The screenshot shows the 'New Profile' form. The top navigation bar includes links for Provider Dashboard, Provider Profiles, Add New Profile, Plans, Messages, and Help. The form has three main sections: 1. 'Name' field with a red arrow pointing to it and a red box containing the text 'Last Name, First Name'. 2. 'Category \* Location' dropdown menu with a red arrow pointing to it and a red box containing the text 'Select Country'. 3. 'Describe your Sleep Related Services (Full Description):' text area with a red arrow pointing to it and a red box containing the text 'Write your description here'. The form also includes a 'TOGGLE EDITOR' button at the bottom right.

### Step 3: Open Profile Updates via Dropdown Menu Icon

The screenshot shows the 'Profile Updates' form. At the top, there is a red box with the text 'Click to Open' and a red arrow pointing to a dropdown arrow icon. Below this are sections for 'Upload Headshot' and 'YouTube Share URL'. The 'Location' section includes fields for 'Address', 'Select Location', and 'Full address'. Below these fields is a map with a red pin. At the bottom of the map section are buttons for 'IS APPLY', 'SAVE', and 'CANCEL'.

### Step 3: Make Your Selections and add a brief overview

The screenshot shows the 'Profile Updates' form with the 'GROUP ITEM' section expanded. It contains a list of dropdown menus for various fields: 'Accepting Patients (\*)', 'Profession', 'Highest Degree', 'Board Certification', 'Training Experience', 'CBT-I Experience', 'Sleep Center Affiliation?', 'University Affiliation?', 'Behavioral Sleep Medicine Practice Experience', 'Behavioral Sleep Medicine Specialty Areas', and 'Offering Peer Consultation'. Below these are text input fields for 'Practice Name', 'Practice Phone', 'Practice Email', and 'Practice Website'. A red box with the text 'Make your selections from dropdowns' and a red arrow points to the dropdown menus. Another red box with the text 'Add a brief overview of your services' and a red arrow points to the 'Provider Overview' section. At the bottom, there is a 'GROUP TABS' section with a tab labeled 'Affiliation/Business'.

#### Step 4: Add additional information

**GROUP TABS**

Affiliation/Business Enter your business/organization name

Publications & Citations Add info on your published works & citations

Other Comments Additional Comments you would like to include

Upload Headshot

YouTube Share URL

**Location**

Address  
Select Location

Full address

| Latitude | Longitude | Address Search |
|----------|-----------|----------------|
|          |           |                |

#### Step 5: Upload headshot photos & YouTube Videos

*(Please Note – You must save your profile before you can upload your image)*

Upload Headshot Click on dropdown menu icon to upload a headshot photo

YouTube Share URL Click on dropdown menu icon to enter a Youtube video share link

**Location**

Address  
Select Location

Full address

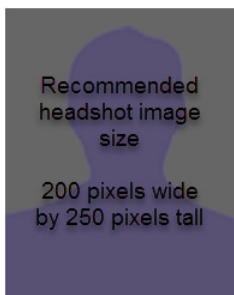
| Latitude | Longitude | Address Search |
|----------|-----------|----------------|
|          |           |                |

Map Satellite

Map data ©2017 Google, Inst. Geogr. Nacional Terms of Use Report a map error

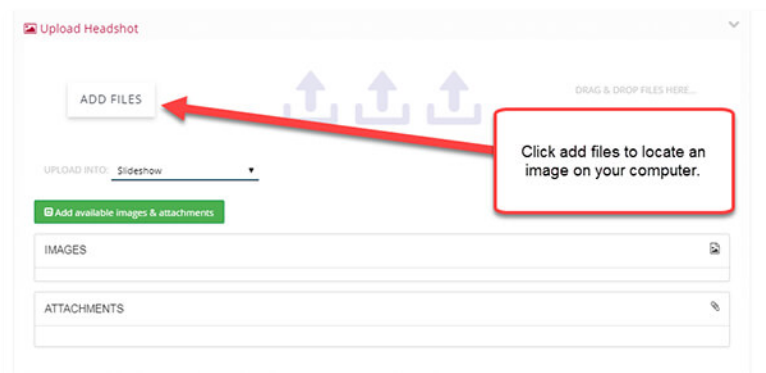
APPLY SAVE CANCEL

#### Step 6: Professional Headshot Photo Recommendation

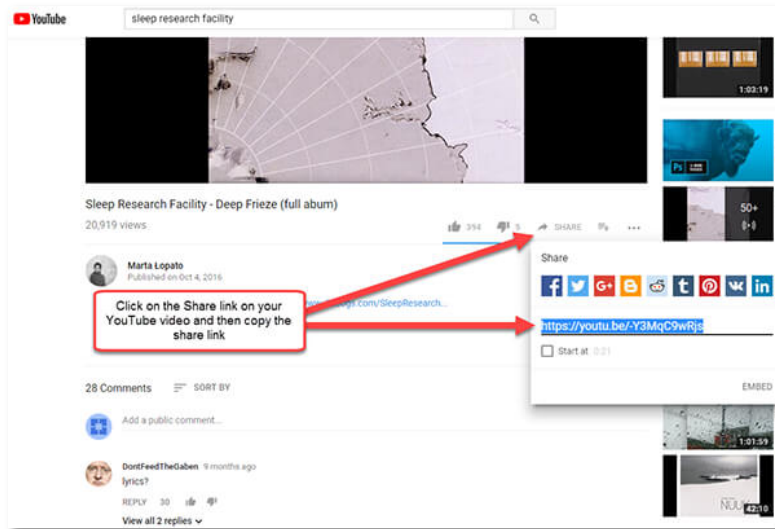


(If you need help adjusting the sizing of your photo please send the photo to [info@pennsleep.directory](mailto:info@pennsleep.directory) with your information and we will edit it for you and upload it to your profile for you)

#### Step 7: Uploading Headshot Photo



#### Step 8: Add an Organization/Business Video from YouTube



### Step 9: Add Your Organization/Business Address

Location

Address

Select Location

Full address

Latitude

Longitude

Address

Select your country from the dropdown and then enter your full address in this area.

Then click on Latitude and the map show populate your location

Map Satellite

Map data ©2017 Google, Imagi, Geogr. National

APPLY SAVE SAVE & COPY CANCEL

### Step 10: Enter Save to Save Your Profile

Latitude

Longitude

Address Search

38.624348

-86.06762040000001

Map Satellite

Click on Save to Save your Profile.

APPLY SAVE SAVE & COPY CANCEL

*Congratulations you have uploaded a profile!*

If you have questions feel free to contact us at [info@pennsleep.directory](mailto:info@pennsleep.directory)