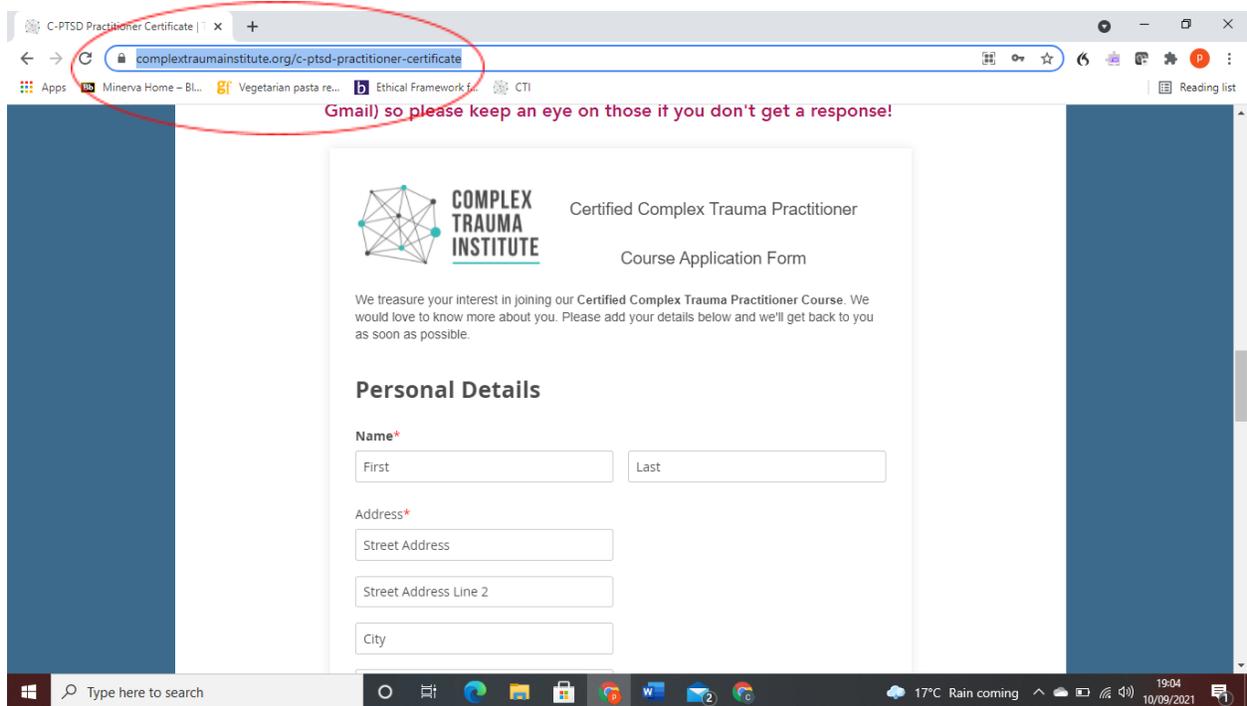


Dear CTI members,

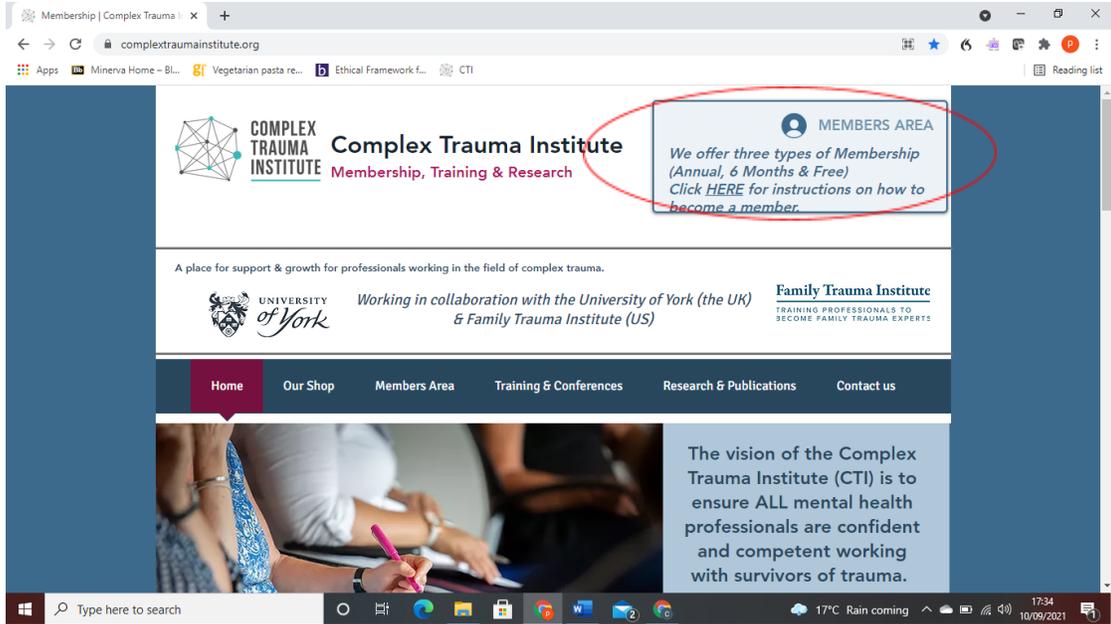
Please see below an explanation of how to access different tabs and what you can expect to see when you access each page.

*Please note: sometimes there is a slight delay when navigating through our different pages. Please wait a few seconds, if the page does not load after this then please refresh the page by pressing the F5 key, or pressing the search bar where the text will highlight blue (see image below), and press enter where hopefully this will reload the page.*

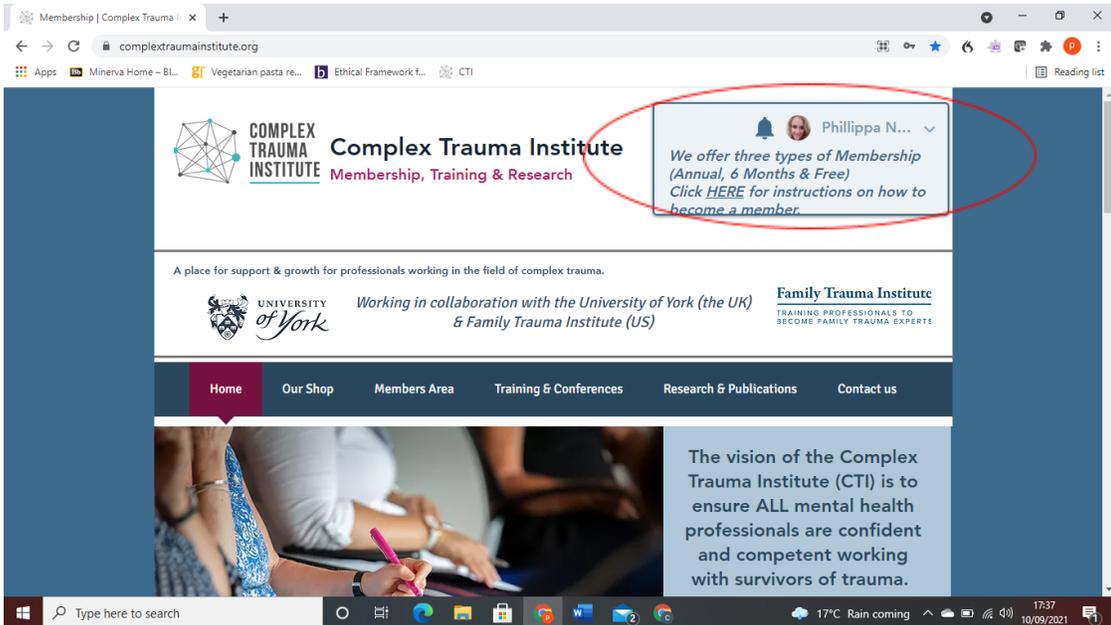


**Step 1:**

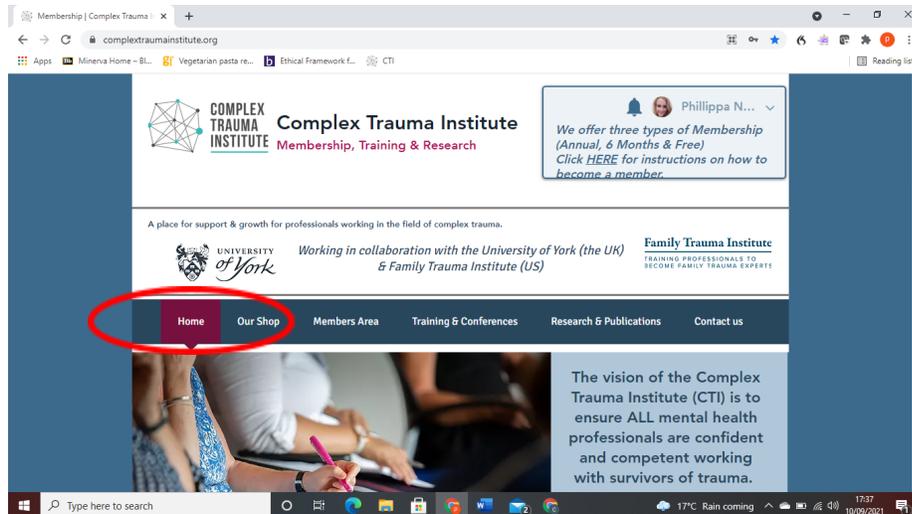
First of all, please ensure you are logged into your account. To login to the Members' Area please go to our website <https://www.complextraumainstitute.org/> where you can log in by clicking on the 'Members Area'



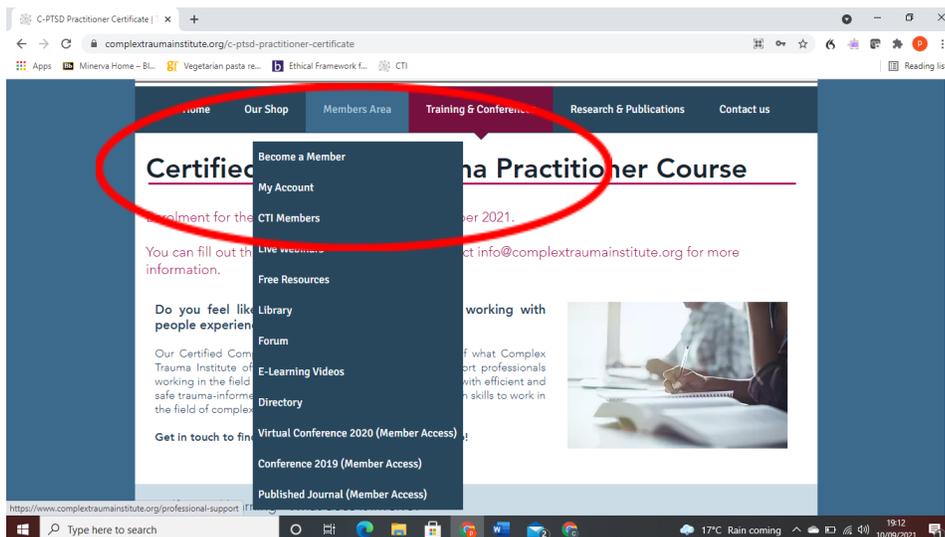
Once you have logged in your profile name will show up



Now that you have logged into your profile it should look like the above image. You will be able to see our main 'homepage' with a range of options on what you can access. As you can see, once you are logged in, you can see that you are at the 'home page' by seeing the 'home' tab highlighted burgundy:



From here you can start to look around our website more freely. You can access each tab and see what options are available by hovering your mouse over the name of the tab. This is a quick way to see what options are available to you, and if this is where you want to look. For this example I will show you our 'Members Area' tab, and what is available for this:



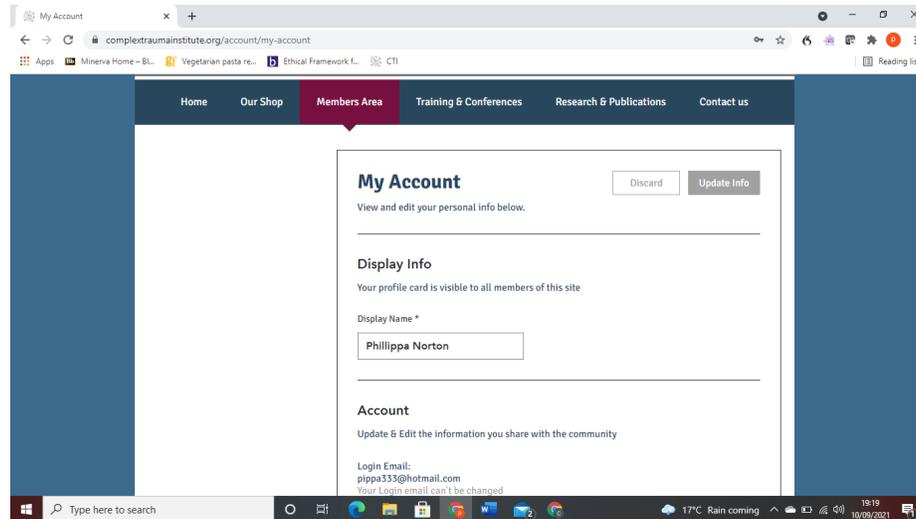
As you can see, by hovering over the 'Members Area' it shows you 12 options available for you to choose from. **Please note:** for each step below, please follow this step by hovering over the 'Members Area' tab to access each section.

Let's skip 'become a member' as you have had to choose this option to have signed up.

So let's move to 'My Account' and show you what you can do here.

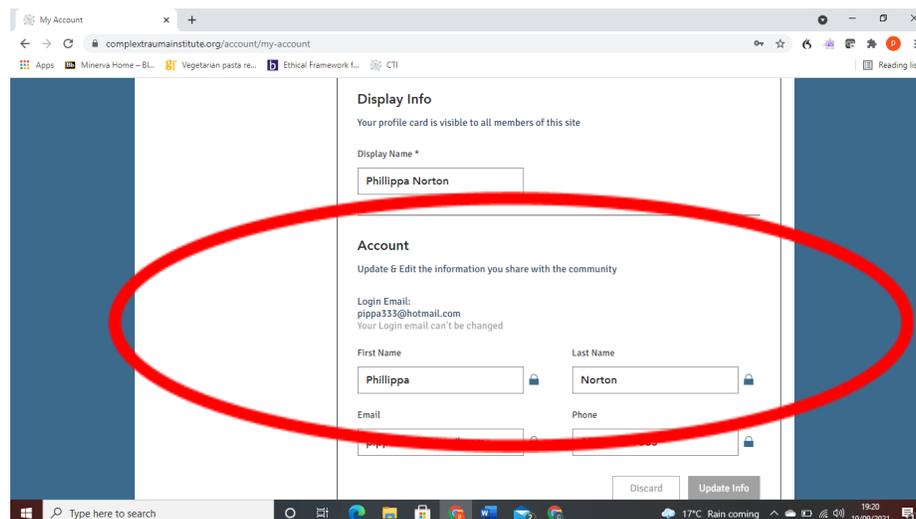
### **My Account:**

If we replicate the previous step, hover over the 'Members Area' tab, and click 'My Account'. It should bring up the following screen:

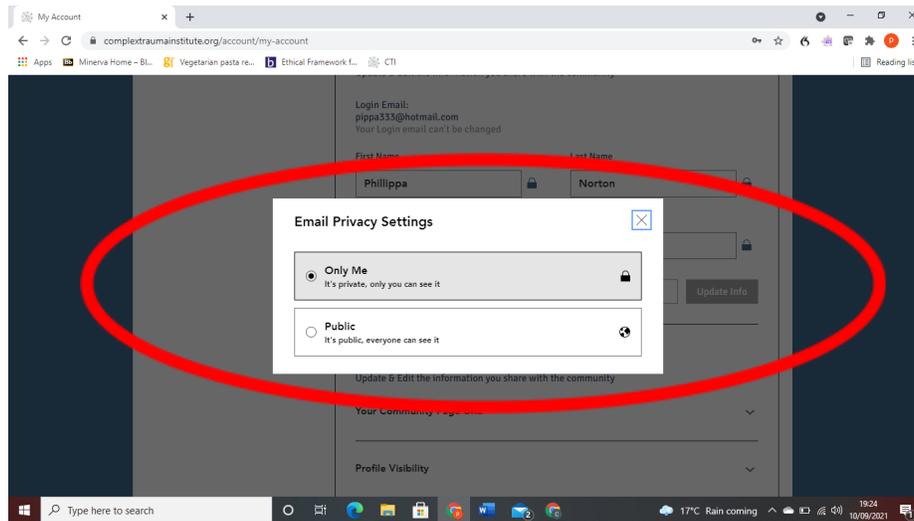


On this tab you can update your information, as well as your visibility to other members on the CTI website.

**Please note:** you cannot update / change your email address, it must stay as the one you signed up to your membership with.



You can also change your visibility to other members. By clicking on the padlock it will bring up the following screen:

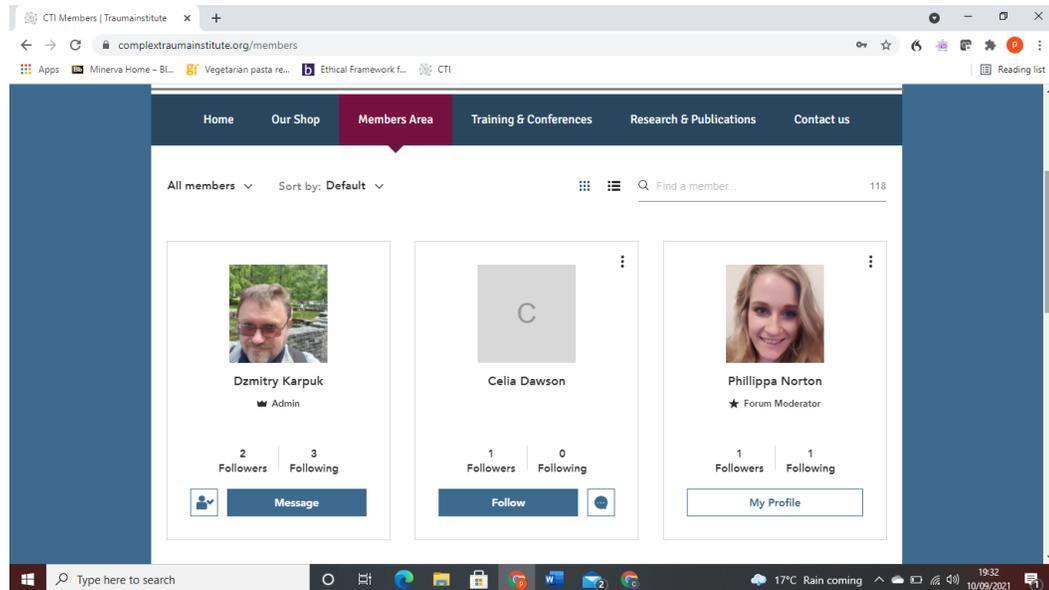


This gives you the control over your account to choose if you wish your phone number, email address and name to be public to other members, or if you wish for them to be private. You can change this at any time by accessing this page and pressing the padlock again.

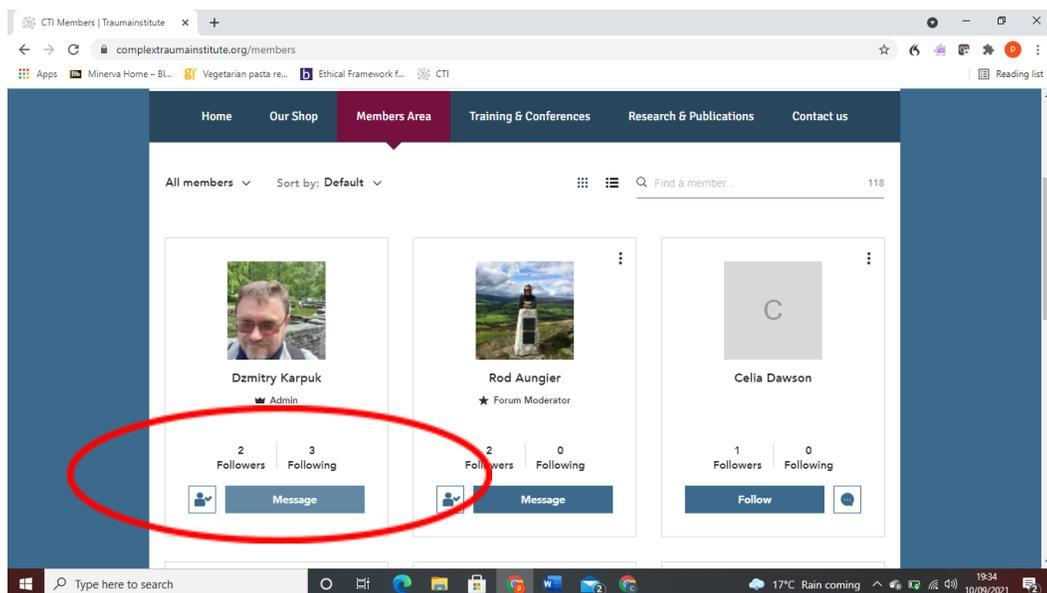
Now you have seen the 'my account', let's move onto the next section, CTI Members...

## CTI Members

When you click on CTI Members, the following screen will appear:

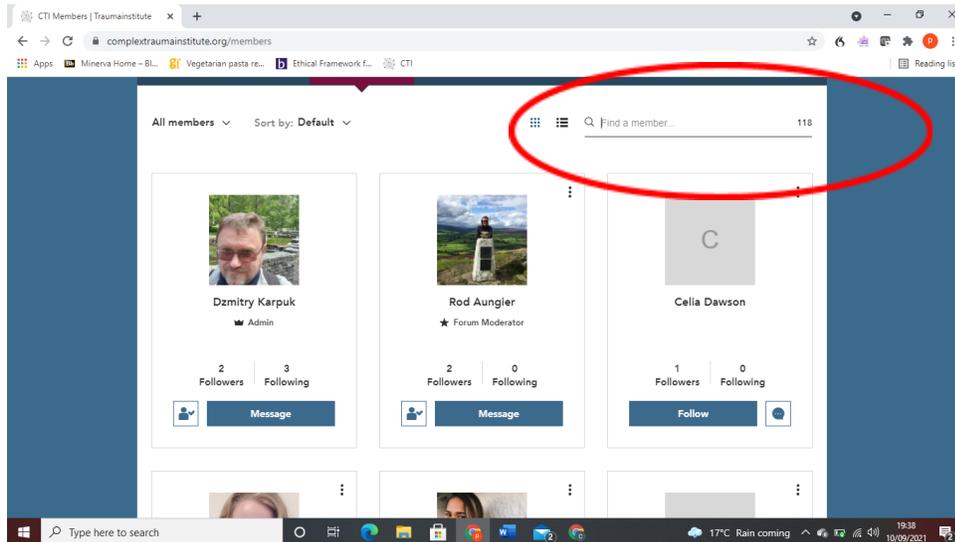


On this page you will be able to see our wide range of CTI Members. This page allows you to 'follow' other members. Once you have followed someone, you are able to message them privately by pressing 'message':

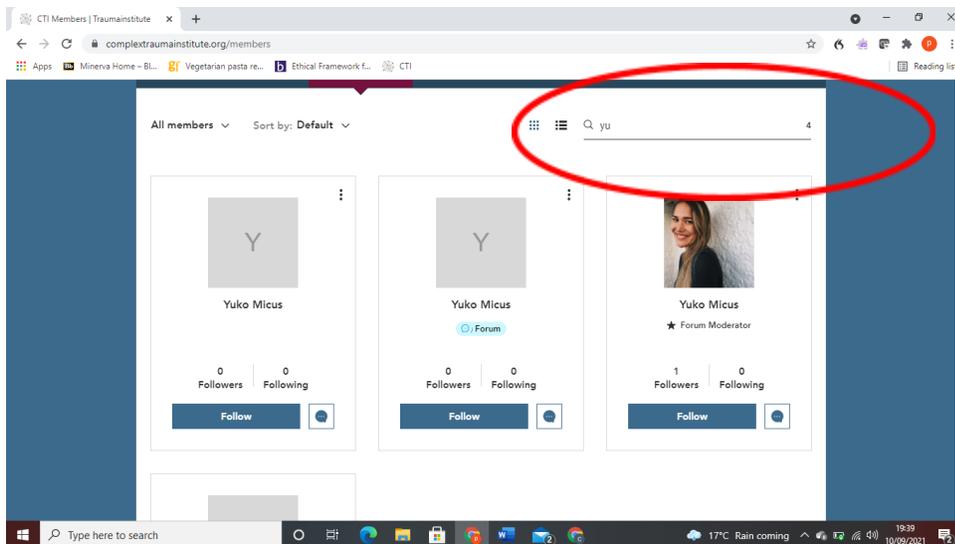


Website problem: unable to message someone when clicking on message.

If you are looking for someone specific, you can click the search bar in the top right corner:



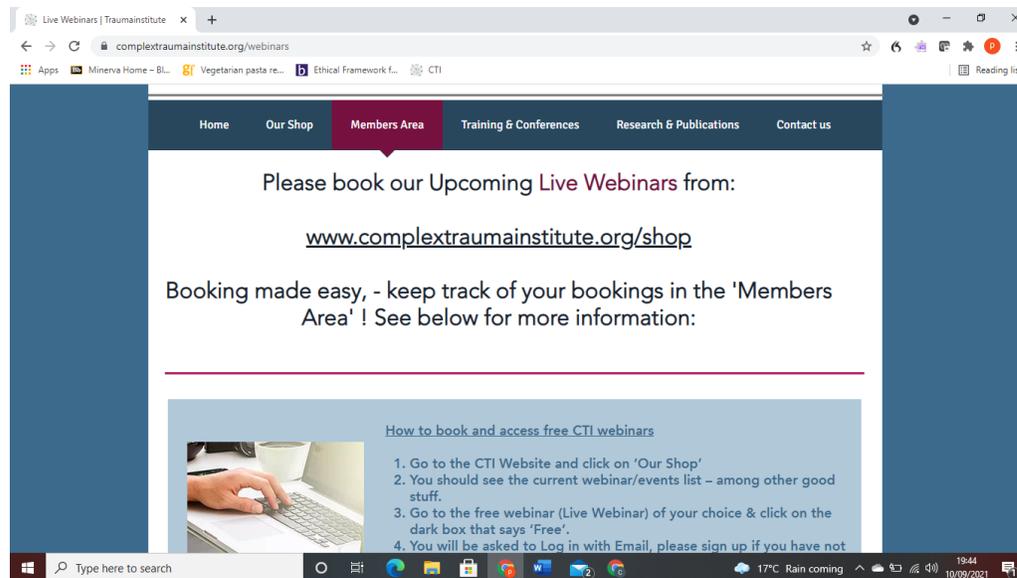
You can use the search bar by typing in the full name (if known), or by typing a small part of the name. For example, I have typed in 'Yuk' and you can see 4 suggestions have appeared based on my search:



Lets move onto our next section, Live Webinars...

## **Live Webinars:**

When you have clicked on the 'Live Webinars' choice the following page will appear:

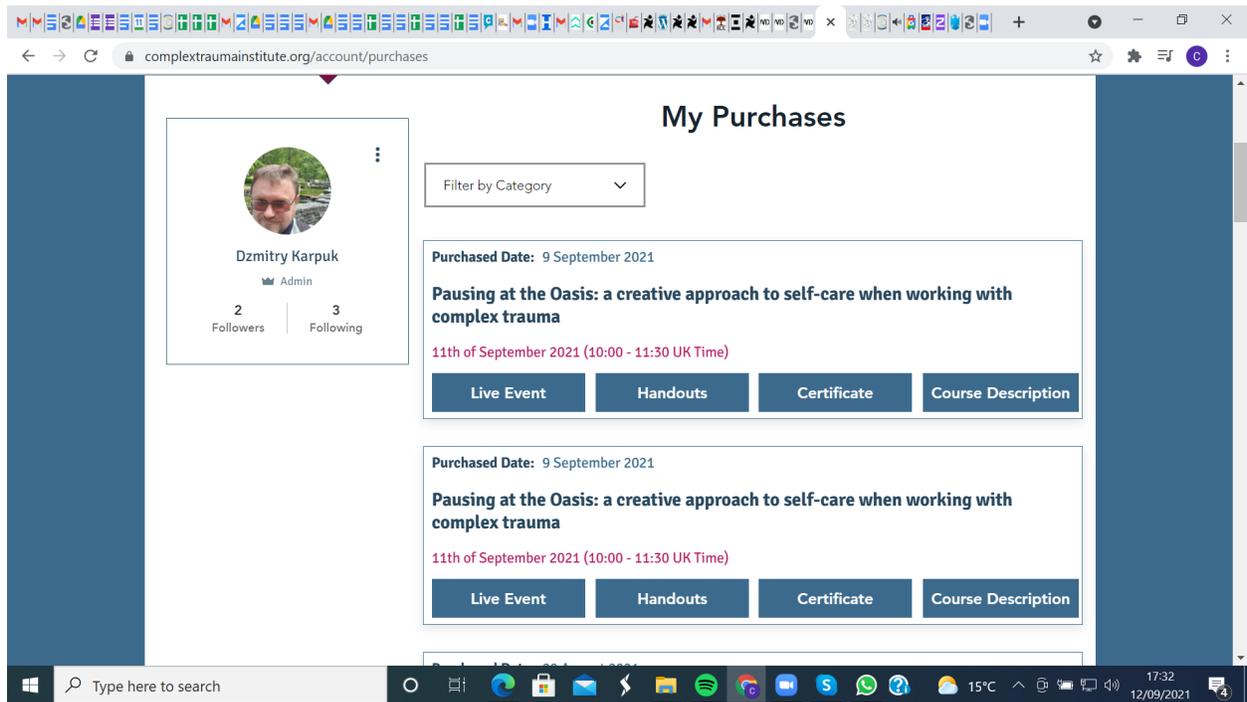


This webpage is for instructions on how to purchase Live Webinars, and where to access them. Where to access them is in a different section (which will be on another set of instructions should you need guidance on this), but this page guides you through this.

**Please note:** you will need to have access to Zoom in order to access any of our training & webinars, as this is the platform we have chosen. There is no alternative.

Potential confusion / website issue: do webinars come up on the 'live webinars section'? It suggests it does, along with suggesting you can keep track of any bookings. However, it does not show up in any of my bookings. Has this changed on the website? If not, does this page need to be here???

Its here <https://www.complextraumainstitute.org/account/purchases> ( but you need to refresh this page) :

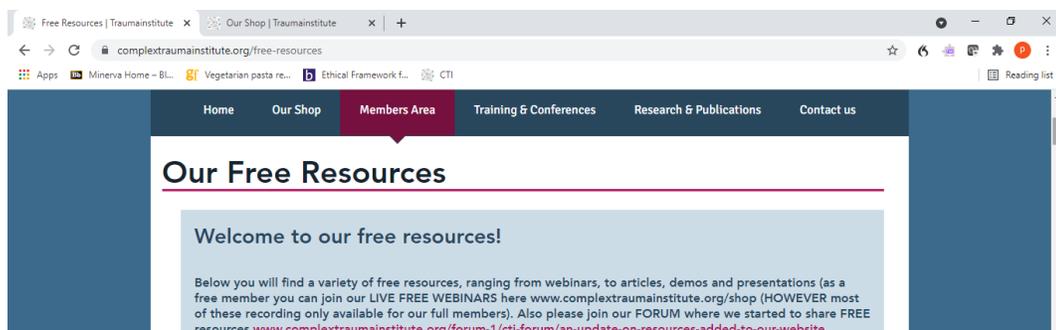


The next section will be, Free Resources...

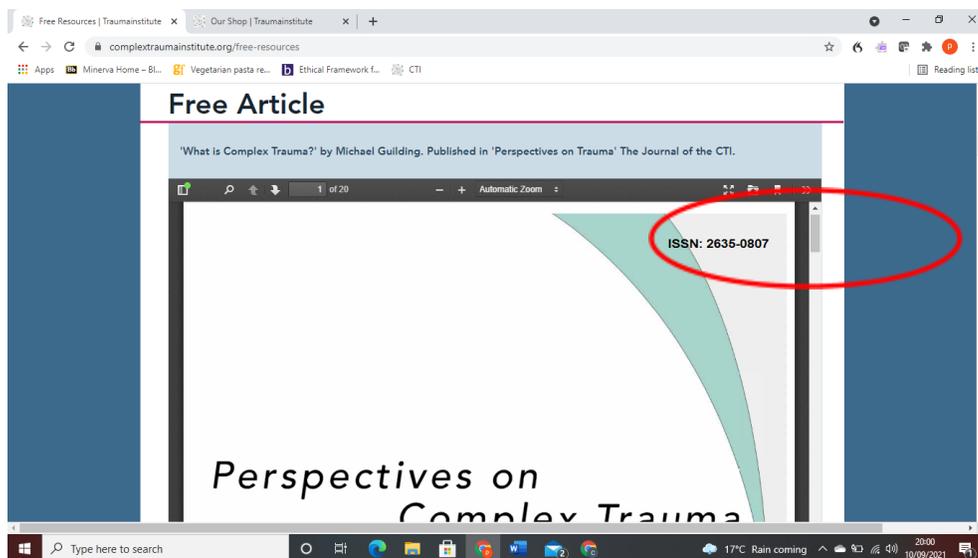
## **Free Resources**

Our Free Resources section give you access to all of our free resources we have available, including our Journal, on-demand presentations (with PDF PowerPoints for you to download to help you follow along), and other PowerPoint presentations that may interest you. Please ensure you scroll right to the bottom of the webpage to ensure you see how much is available in this section.

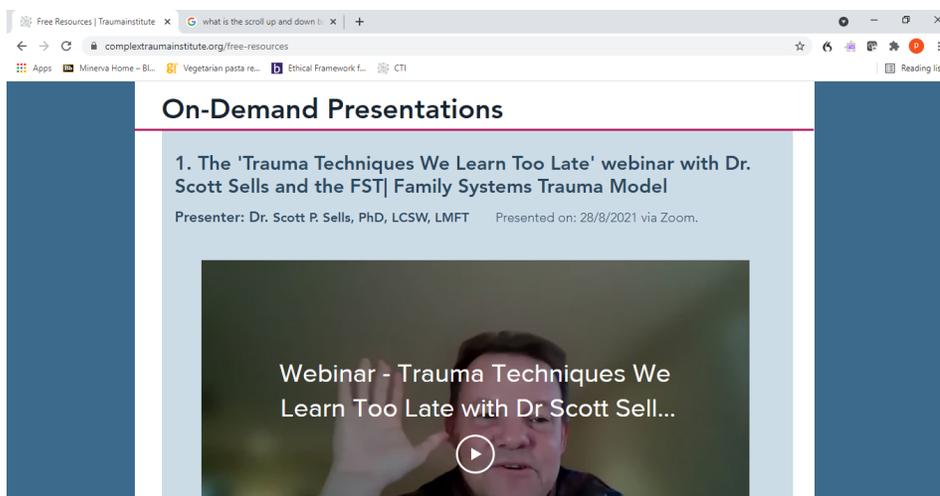
When you get onto this page it will look like this:



You will need to scroll down to find the free resources. The first one you will find is our Free Article (Journal). You can read this online by scrolling down using the slider on the right hand side of the journal (see it highlighted with the red circle):

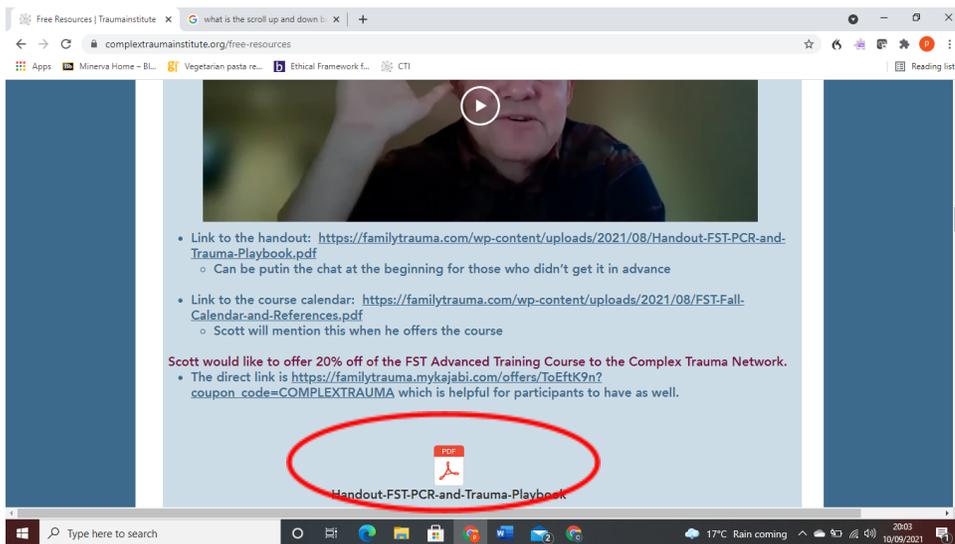


You will then see your access to free on-demand videos with PDF PowerPoint Presentations, or handouts for the video for you to download to help you follow on / refer to. To play the video please press the 'play' button:

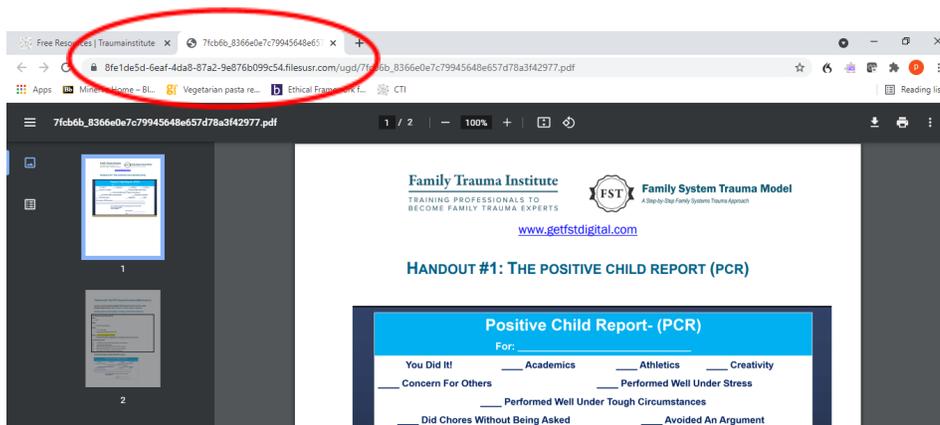




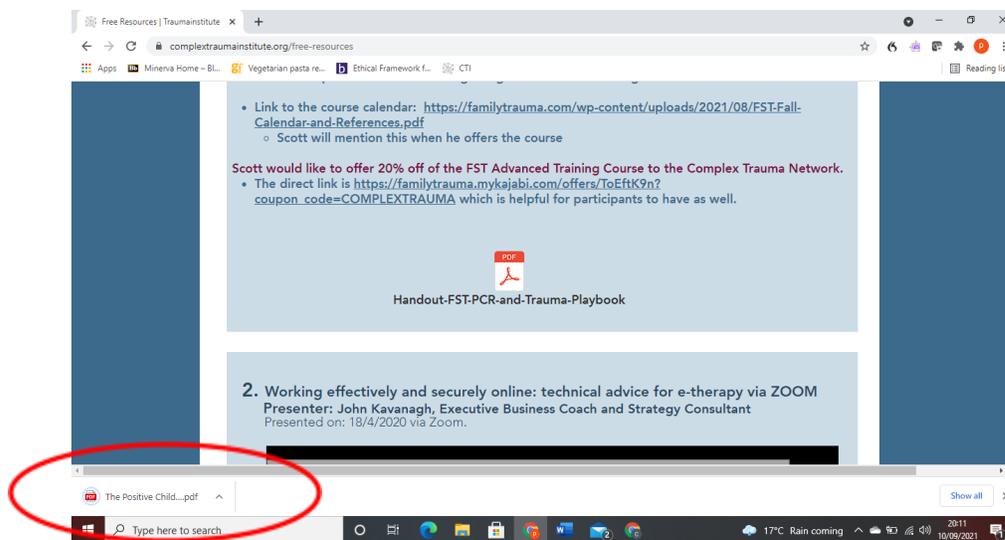
If you wish to download the PDF PowerPoint also, please press the PDF PowerPoint / video resource, option (see circled in red). This download may take a minute or two.



Once downloaded it will usually open up a new web tab (see circled in red) with the attachment on, as follows:



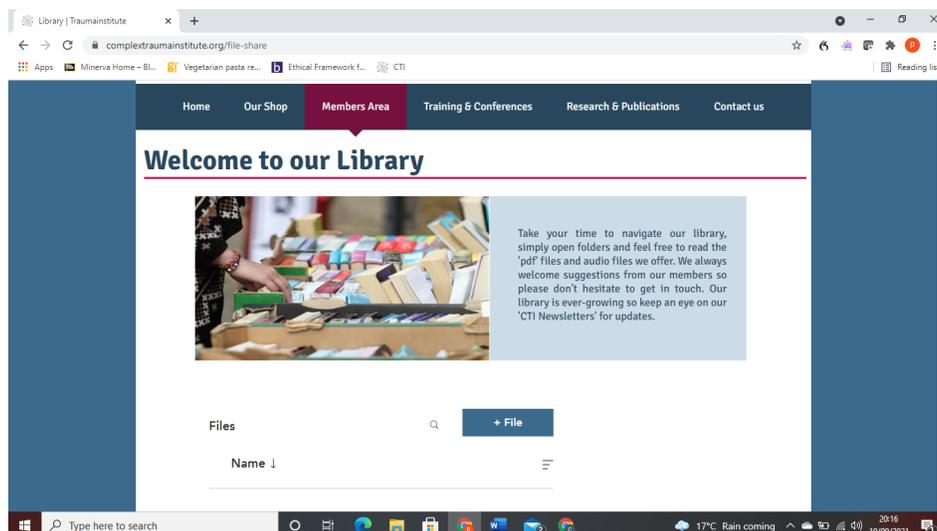
However, on some computers the links may automatically download and open a download bar at the bottom of your screen, as follows:



If this happens, please press the download, and it should bring up the download for you in either another web tab (as shown above), or with your computer's PDF viewer (usually Adobe).

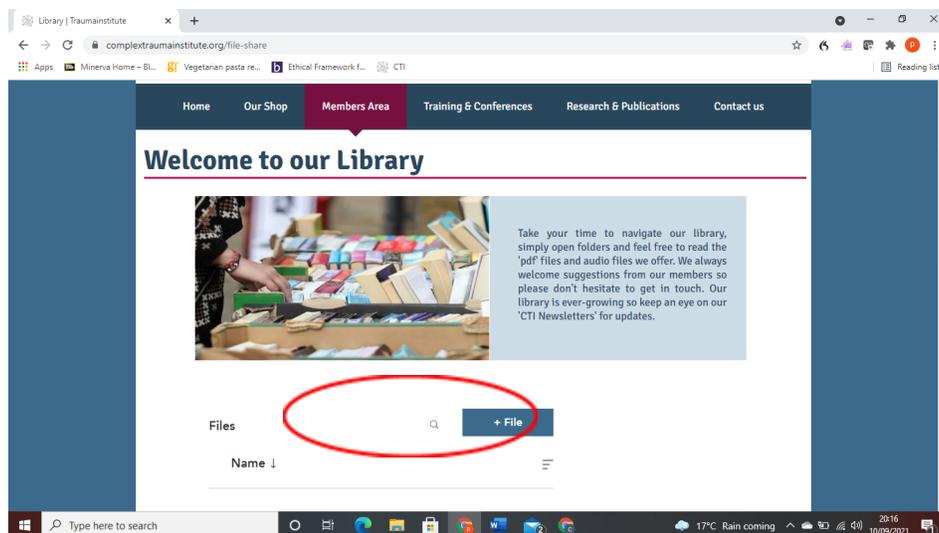
### **Library:**

Our next section is our library. When you enter this page it will look like this:

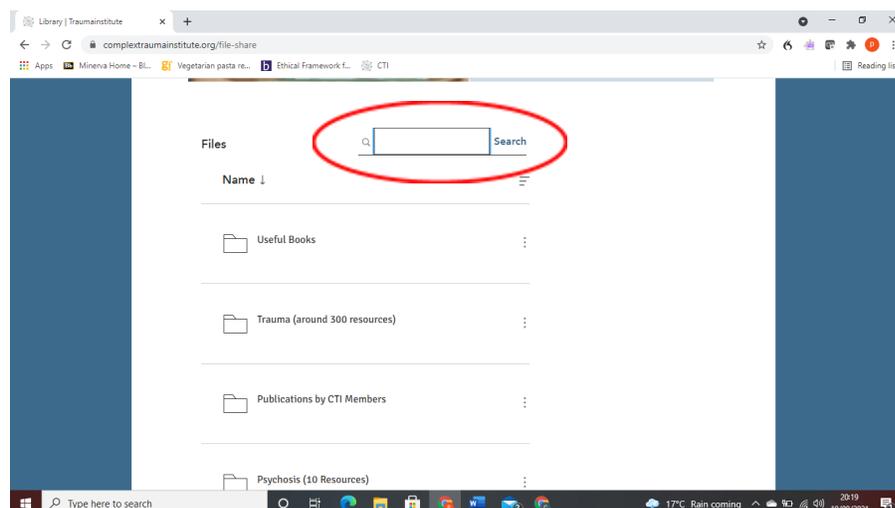


From here you can search for different articles, e-books / digitised books, and can choose from a range of topics, including Trauma, Publications from CTI Members, Psychosis, Neurodiversity & more!

If you wish to search for anything in particular you can use our library search bar by pressing the magnifying glass:

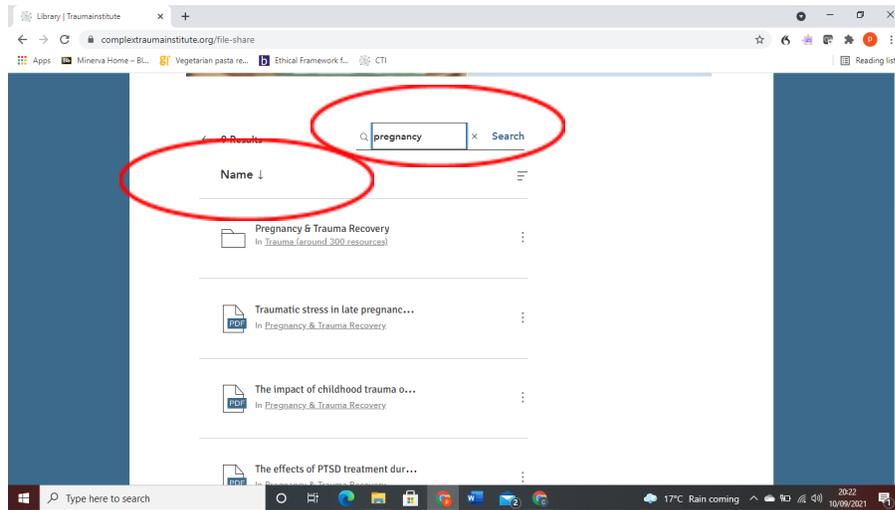


When you press the magnifying glass it will open up a search bar, like this:



You will then be able to search for a topic of interest.

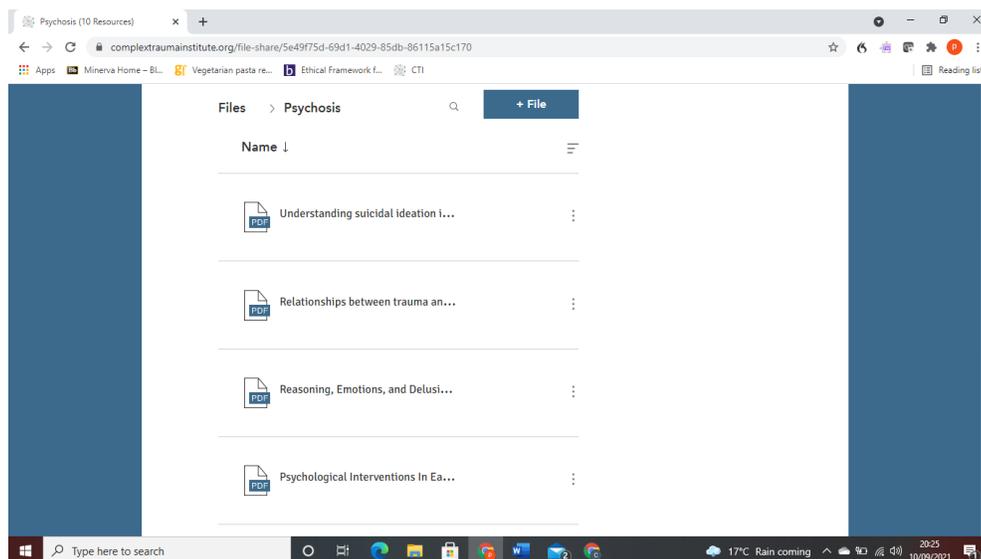
***Top Tip: try to only use a keyword(s), and it will bring up more choices for you. The longer the search, the less likely results will show. For example:***



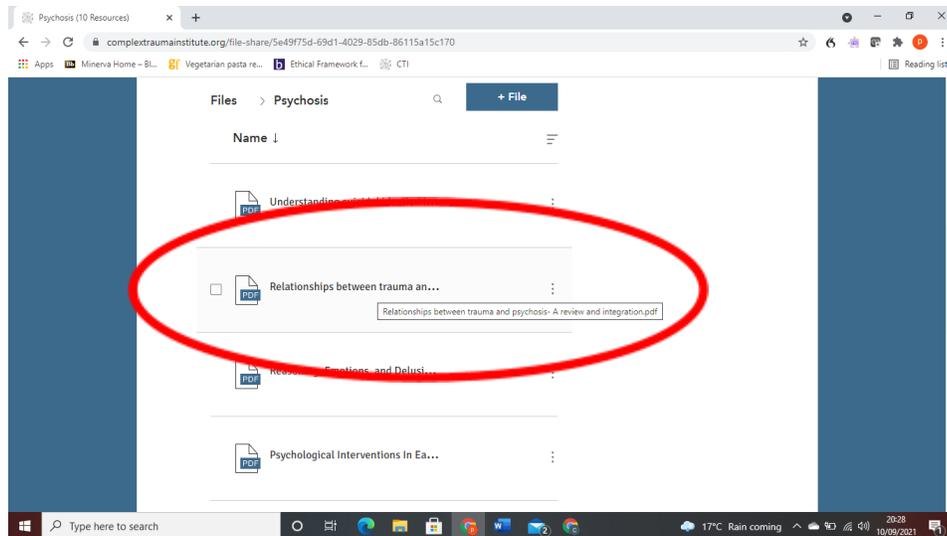
As you can see, from searching the word 'pregnancy' it brought up 9 results for me to look at.

***Please note: you can only use the search function on the main library page. The search bar when in a folder is not accessible.***

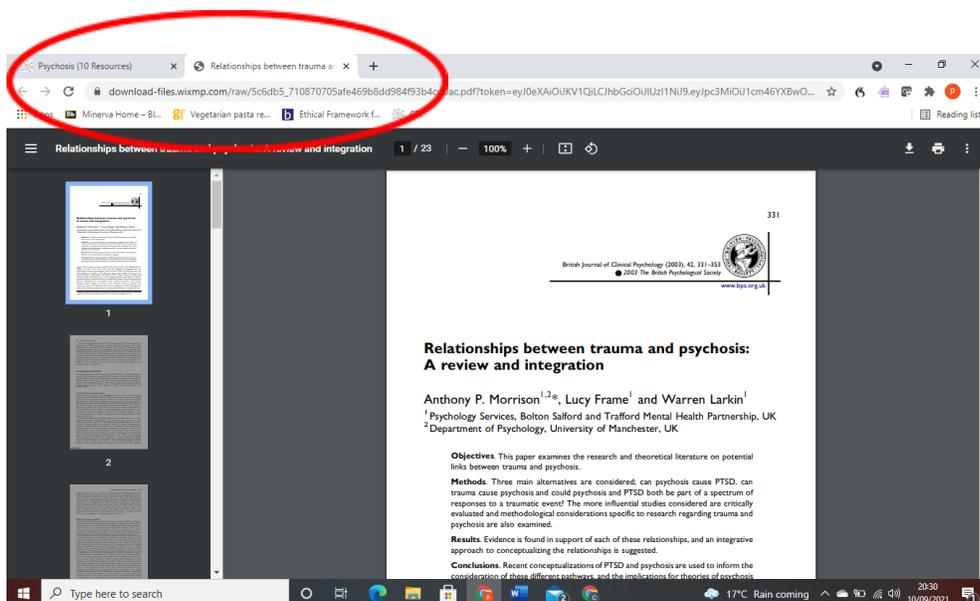
Alternatively, you can manually click on each folder and scroll through each file to find something that takes your interest. If you choose this option, when opening a folder it will usually contain a number of different articles. For example:



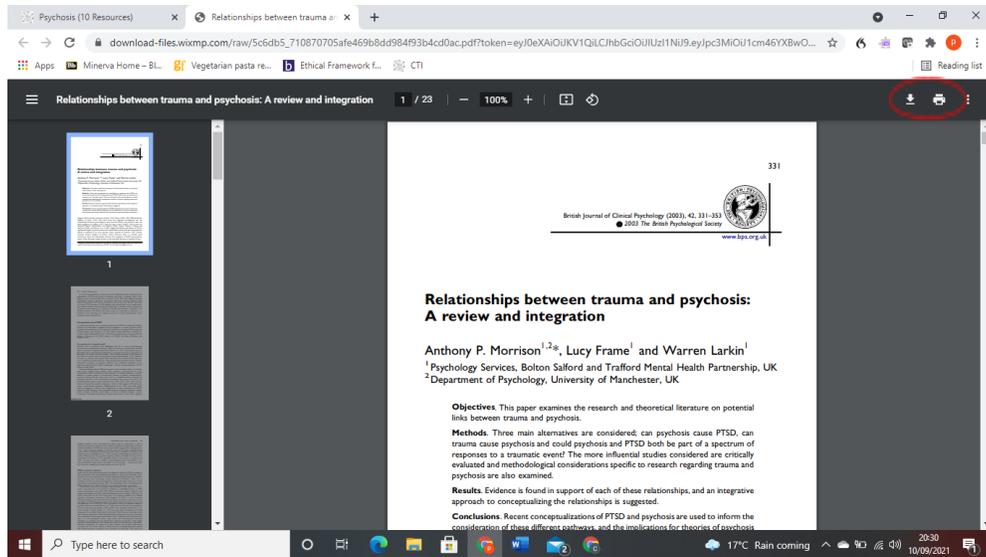
Once opened, you will have the choice of many options / results. Once you have made your choice, you will need to click on the file which becomes slightly highlighted, and a box appears on the left hand side:



Once you have clicked it, it should open up a new web tab (as previously mentioned), see below:



You can read as many as you like, and you can save these to your computer by pressing the download button circled in red (the small arrow), where you can save it to a place of your choice, alternatively you can print it, by pressing the printer button (next to the arrow, circled in red), if you have access to a printer:

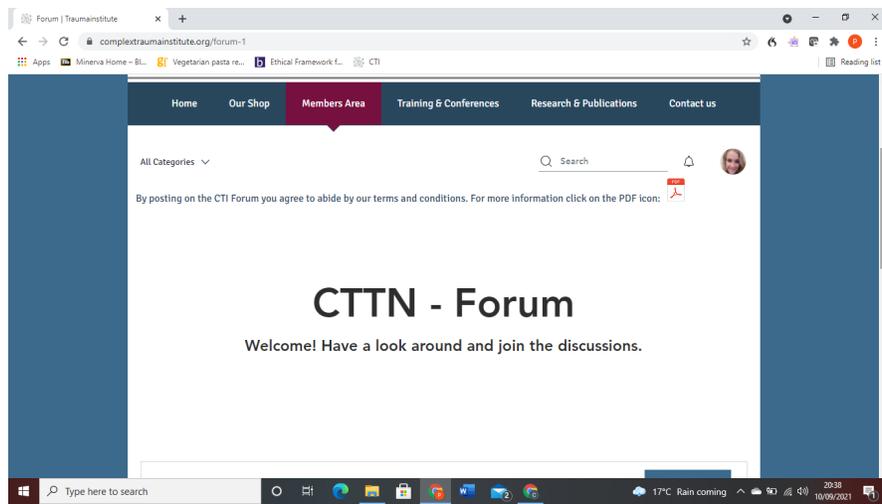


The next option is Forum...

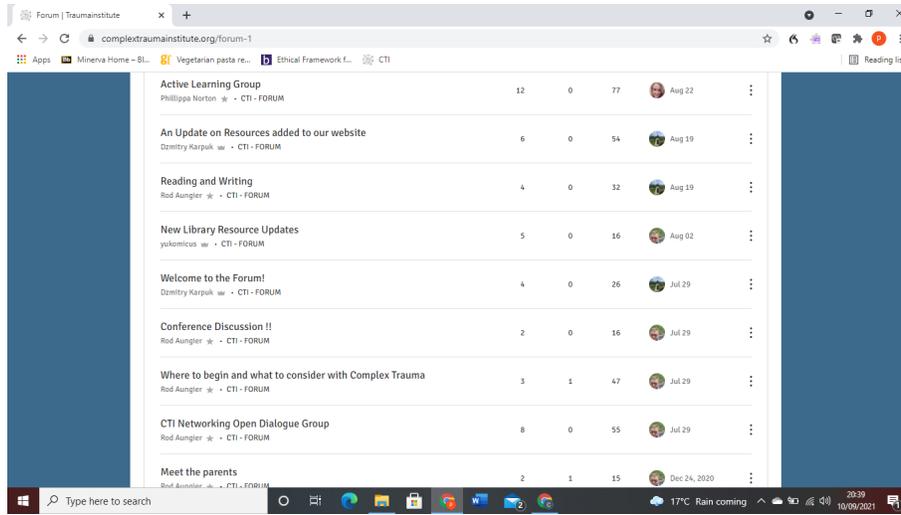
### **Forum:**

The forum is there to encourage an open discussion with other members and the CTI team. It is also a way to try to develop a community of therapists and other professionals who work with trauma, especially complex trauma, as we know how isolating this type of work can be.

When you click on the Forum tab you will see:



If you scroll down, you will see the different forum discussions we currently have ongoing:

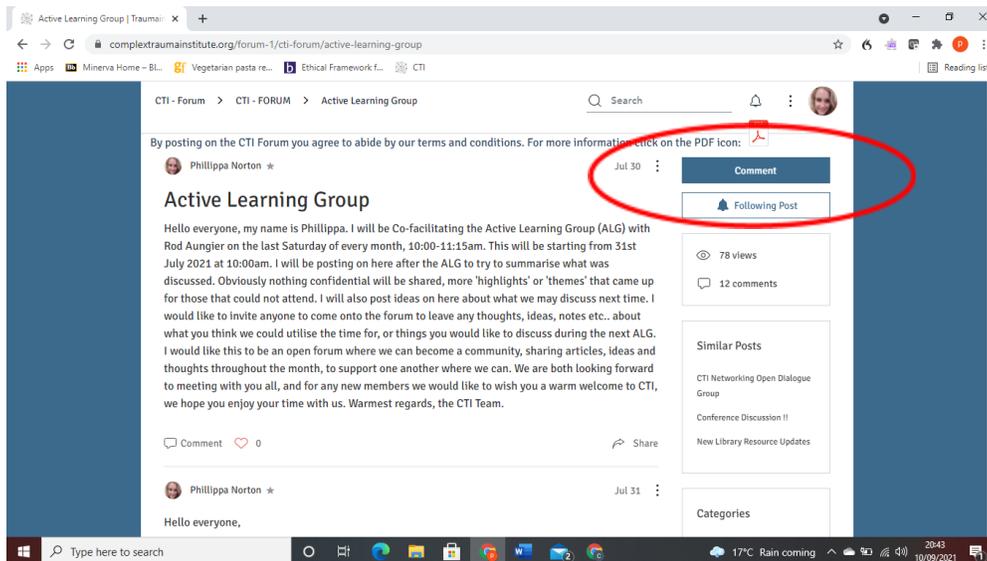


If any of these forums take your interest you can post comments on these, and a member of our team will be notified, this will allow us to read and respond to this. Also, it will allow other members who are following the discussion to be notified and read you comment.

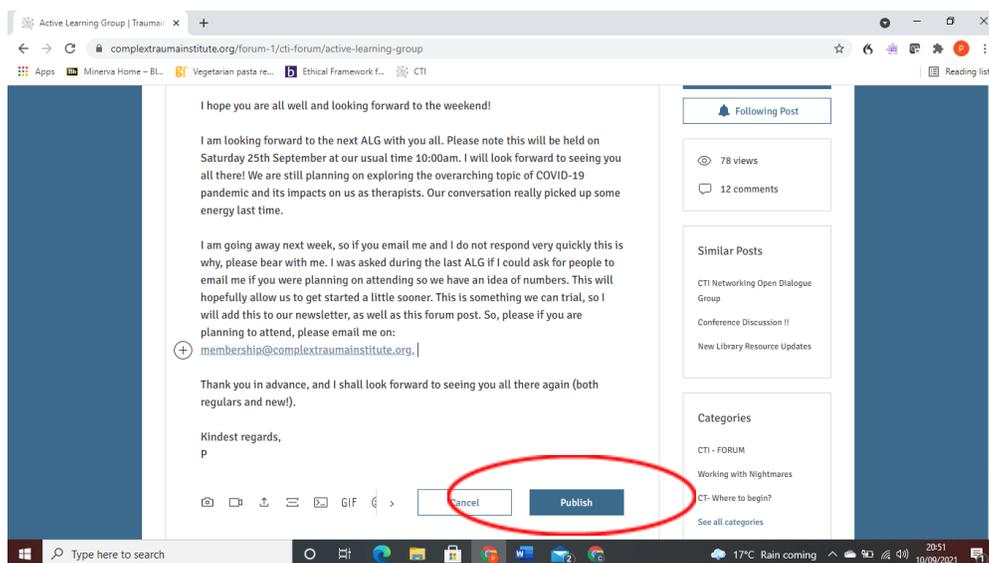
*Please note: your comment will be available for all members to view. If you want to discuss something in private about membership please contact Phillippa on:*

*[membership@complextraumainstitute.org](mailto:membership@complextraumainstitute.org) or if it is for general information please email: [info@complextrauma.uk](mailto:info@complextrauma.uk) or [info@complextraumainstitute.org](mailto:info@complextraumainstitute.org)*

To comment on one of the forum options please click on the forum of your choice. Once you do it will open the forum up and look like this (see below). You will then see the 'comment' button:



When you press this, it will open a text box for you to type into, that looks like this (see below). You can then make a post like I have done in this photo. Once you are happy with what you have posted, press the 'Publish' button:



Once published you should be able to see your post (this will be just above the text box). It will also show you how long ago it was you posted, this is also a way to show you which is your most recent post:

