

Website guide

SOCIETY REGISTER

Single entries

Multiple clinics entries

Reviewing and publishing

Amendments and adding additional clinics to existing entries

Unlocking and locking the entry

Basic understanding

Clinic entry = listing

How to identify the three types of listings

1. Single entry (grey)
2. Main entry (orange)
3. Additional entries linked to a main entry (blue) (id to main listing)

Registered Homeopaths [Add New](#) Search results for: tana blum

All (1,201) | Mine (4) | Published (1,199) | Pending (2) | Bin (9) | Cornerstone content (0)

tana blum [Search Register](#)

Bulk actions [Apply](#) All dates Country Region City All SEO Scores All Readability Scores Filter 1 item

<input type="checkbox"/>	Title	Image	Location	Categories	Tags	Franchise Of	Author	Date				
<input type="checkbox"/>	Tana Blum	N/A	United Kingdom, Manchester, Chorlton-cum-Hardy	Registered Member (RSHom)		—	Sue Rust	Published 2024/03/22 at 04:16			0	0

Bulk actions [Apply](#) 1 item

Registered Homeopaths [Add New](#) Search results for: tana blum

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tana blum [Search Register](#)

Bulk actions [Apply](#) All dates Country Region City All SEO Scores All Readability Scores Filter 2 items

<input type="checkbox"/>	Title	Image	Location	Categories	Tags	Franchise Of	Author	Date				
<input type="checkbox"/>	Tana Blum	N/A	United Kingdom, Warrington, Lymm	Registered Member (RSHom)		Tana Blum ID: 12128	Pamela Stevens	Published 2024/04/29 at 16:07			0	0
<input type="checkbox"/>	Tana Blum	N/A	United Kingdom, Manchester, Chorlton-cum-Hardy	Registered Member (RSHom)		—	Sue Rust	Published 2024/03/22 at 04:16			0	0

Bulk actions [Apply](#) 2 items

Where do you find the toggle to make a listing change from a single type to a main listing that you can then add additional – linked – listings

Registered homeopath listing details

Qualified *
date (month, year) you qualified

Has multiple clinics? ☒ Yes ☐ No
Tick "Yes" if listing has multiple clinic locations.

Common contact details
Click into the field and you can select what fields you want to make common to your listings, i.e., your website, telephone and email address, by adding these you will lock them into your listings and they will appear on all of your other entries. Please note that you must include "Homeopath Name" and "Category" as part of selection to ensure that they show up as additional clinics under your name.

Phone
phone

or phone

Drop files to upload
[Select Files](#)

Please drag & drop the images to rearrange the order
[Regenerate Thumbnails](#)
Regenerate thumbnails & metadata.

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Appearance

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Users 1212

Tools

Settings

ACF

Copy & Delete

Registered homeopath listing details

Qualified *

Jul-20

date (month, year) you qualified

Has multiple clinics?

☒ Yes ☐ No

Tick "Yes" if listing has multiple clinic locations.

Common contact details

✕ Category

✕ Homeopaths Name

✕ Qualified

✕ RSHom specialisms

✕ Other specialisms

✕ About

Click into the field and you can select what fields you want to make common to your listings, ie, your website, telephone and email address, by adding these you will lock them into your listings and they will appear on all of your other entries. Please note that you must include "Homeopath Name" and "Category" as part of selection to ensure that they show up as additional clinics under your name.

Phone

phone

Upload image to represent

Select Files

Please drag & drop the images to rearrange the order

Regenerate Thumbnails

Regenerate thumbnails & metadata.

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On locking common content, the additional listings will inherit that information and you will only get a limited form to fill in when you add the multiple listings