

How to make changes to your profile on www.AmericanBowen.Academy

- First, you'll have to login by going to <http://www.americanbowen.academy/>
- Click on the **Login** link (the right-most in the line of links at the top of the page).
- Click on **Update Your Profile** (the top link in the wide middle section of the page).
- The next page asks you to Login again to get to the insiders-part of the website (we need to protect your privacy).
- **Login** again

You can update your phone numbers, email address, website address.

To update your phone, email and other website info:

- While you're in **Edit Profile**, check that the information already there is up-to-date.
- Make any changes that are needed.
- Confirm also that "**show this number**" is checked only for those numbers you wish the public to see. (The others are for office uses only so be sure to leave at least one phone number on your profile.)

From the **Edit Profile** page, you can also add your modalities (**Modalities >> Add a new modality**) or delete anyone that you no longer practice by clicking the X at the end of the line in your list of **Current Modalities**.

To update, add or delete an address:

Do this from the **My Addresses** section of your main **Profile** page (not the **Edit Profile** page), just below the status of whether or not you are listing to the public.

IMPORTANT NOTE: You can change your mailing address, but please do not delete it! We need that one for mailing snail mail, products that you may order, *Bowen Hands*, etc.

If you practice from more than one location, you can add another address or two. However, if the additional address(es) are in the **same** zip code, do not add it/them. Search results when prospective clients use **Find a Practitioner** show only your City and State. Your physical address will not appear. So, if you have multiple addresses in the same zip code, your name will show multiple times, which undermines the power of the website to deliver value to you and your clients.

If you have any questions, please contact [Sue](#).