

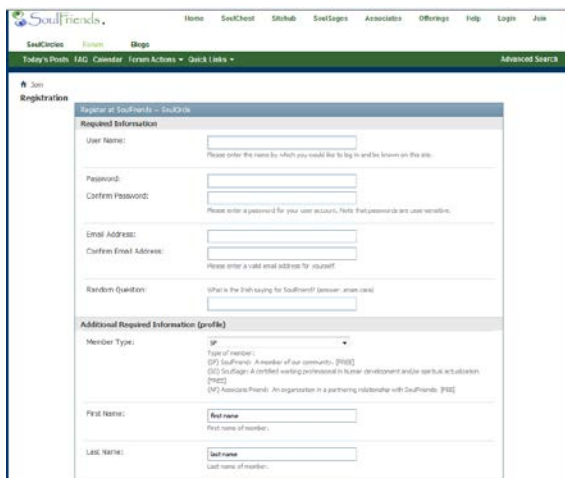
Becoming a SoulSage on SoulFriends

Welcome to SoulFriends and thank you for expressing an interest in becoming a SoulSage. We want to help you help others.

The purpose of this document is to help guide you through the process of joining SoulFriends and setting up your SoulSage profile. If you visit our website, SoulFriends.com, you will find information on the benefits of SoulSage membership under the SoulSage menu. You will also find the “Criteria for Becoming a SoulSage” on the Help Portal where this document is located.

Step 1: Join!

To join SoulFriends, click the “Join” link in the top menu. You will be navigated to the new member page (register.php).



On the Join (Registration) page, you will be asked to provide a username, password, and email address. Please provide your first name, last name and occupation so we can learn more about you.

Select Member type “SG” for SoulSage.

Step 2: Confirmation Token.

SoulFriends will send an email to the address you provided.

From: newmbr@soulfriends.com [mailto:newmbr@soulfriends.com]
Subject: SoulFriends Membership Verification

Dear SoulFriend Joy Bonham:

Thank you for joining our SoulFriends community!

This email is a verification that the address you provided is accurate and an invitation to activate your membership.

You will be able to log in immediately.

If you are unable to log in, please contact the webteam@soulfriends.com. If you have forgotten your username or password,

click the help buttons in the login panel.

Thank you for your patience as we grow!

... the SoulFriends Community

Click the link below to activate your membership: [Click Here](#)

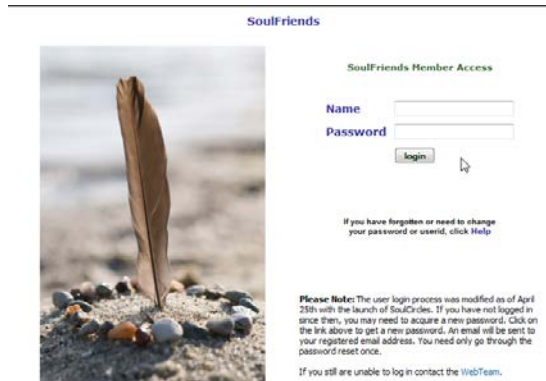
Send inquiries to: [SoulFriends](#).

Please check your spam folder if you did not receive the email. If you cannot find the email, please contact webteam@soulfriends.com or fill in the ‘contact us’ form on the website. Note: You must have a valid email address to be a SoulSage.

Note the line that says “to activate your membership Click Here”. The link contains a token. The token is like a key, it opens the door to our community. You must click on the link to unlock your membership.

Step 3: Log onto SoulFriends.

From the home page, click Login.



You will be taken to the Member Access page (login.php).

Enter your username and password. Click the login button.

If you have forgotten your username and/or password, click the Help link to reset them.

Step 4: Enter your SoulSage Information.

After logging in, you will be taken to the Member Portal page (member_portal.php).



The Member Portal page is your gateway to various features and functions on SoulFriends.

4.a: The first step is to update your contact information. Start by clicking “update my Contact Info”.

4.b: The second step is to create your SoulSage profile. Start by clicking “update my SoulSage Profile”.

4.c: The third step is to “view my SoulSage profile”. If you are happy with your profile, go on to Step 5. If you would like to modify your profile, revisit steps 4a or 4b.

Note: if you do not see all the member options on the left, please contact member services. It is possible that your profile was set up as a SoulFriend and not a SoulSage.

Step 4a: Update your Contact Information.

You can update your contact information on the Member Contact page (member_contact.php).

Member Contact Information
When updating your information below, remember that Fields with an asterisk (*) are mandatory

SoulFriend SoulSage Associate [\[Help\]](#)
 Standard Member Premiere Member

*First Name: Joy *Last Name: Bonham
*Display Name: Joy Bonham, MA, CSG, ACC This is how you want your name to appear. You may use nicknames, suffixes or titles, like "Jr.", "Ph.D.", "M.S.", etc.

*E-mail Address: joy@empyrealconing.com
*Verify E-mail Address:

Website: http:// www.empyrealconing.com/
Referred By: Joy
Company Name: Empyrealconing
Mailing Address: P.O. Box 70956
City: Sunnyvale State/ZIP: CA - 94086
Home Phone: (xxx) xxx-xxxx (408) 774 - 0910
Business Phone: (xxx) xxx-xxxx (408) 774 - 0910
Cell Phone: (xxx) xxx-xxxx (408) 420 - 0325
FAX: (xxx) xxx-xxxx () - -

Social Network Links
f http://www.facebook.com/joybonham
in http://www.linkedin.com/in/joybonham
t

On the member contact form, you can update your personal information. Business phone, mobile phone, facebook, website, email, etc.

The display name you enter is shown under your photo. We suggest that you enter something other than your username, which is the default. Your user name is often a handle (eg. "joy") and your display name is your title (eg. "Joy Bonham, MA, CSG, ACC").

We do not share your mailing address. On occasion, we mail out SoulFriends merchandise to our SoulSages. If you enter your snail mail address, we will include you in our promotions

Step 4b: Create your SoulSage profile.

The SoulSage profile page is where you enter key attributes on your SoulSage profile (sage_profile.php).

SoulSage Profile: Joy Bonham, MA, CSG, ACC

The following information (*) is required for SoulSage profile listing on SoulFriends.

Share my Profile on SoulFriends: Yes No Lecturer/Speaker: Yes No

Credentials: Coach Educator Practitioner
 Counselor Mentor/Consultant Therapist [\[help\]](#)

Search Keywords: transpersonal spiritual pod
interfaith corporate

Your offerings message: Three bullet points (for the home page) of NOT MORE THAN 150 characters each.

*Bullet point 1: (150 char) We often allow our intellect to become the driving force in our lives, seeking an outside fix to what is missing and find it is never enough.

Bullet point 2: Transpersonal coaching breaks through limited ways of being and thinking which separates us from our own essence, bliss and joyful living.

Bullet point 3: Are you looking for answers, fulfillment, actualization? Archetypes can unlock your secrets and reveal your path.

Check the credentials for which you feel you are qualified or are appropriate. Please note that your credentials are verified according to pre-established requirements.

(The certification requirements for SoulSages are posted on our website, visit soulsage.php for more information. Please contact member services to change your credentials if your SoulSage membership has already been approved.)

Enter keywords for searching and accessing your profile. Enter your offerings message. The first bullet point is displayed on the home page under your photo.

(SoulSage profile continued ..)

Personal Message: (250 char)
 Life is a spiritual experience! Our daily living, our work and our values all reflect the spiritual choices we make. What are yours? Are you moving towards spiritual actualization? What is your life's mission? What is your highest purpose?

Favorite SoulSeed: (no quote marks - 250 char)
 The distance is nothing, it is only the first step that is difficult.

Other/Additional Message: (250 char)
 Currently focused on building SoulSage's community and conducting research on spiritual wounding in the work place.

SoulSeed Credit Sources:
 Marquise du Defland

Training received: (250 char)
 Transformational Life Coaching

Education: (250 char)
 MA in Psychology-Certificate in Coaching-Certificate in Spiritual Guidance-Certificate in Instructional Design and Delivery, UCSC

Testimonial: (250 char)

References: (250 char)
 Certified Coach with International Coaching Federation

Specializations:
 Spirituality Psychology Life/Personal
 Religion Health & Wellness Community

Niches: (limit 25)

<input type="checkbox"/> Addiction	<input type="checkbox"/> Eco-psychology	<input type="checkbox"/> Mormon	<input type="checkbox"/> Samkhya Yoga
<input type="checkbox"/> African Spirituality	<input type="checkbox"/> Eco-spirituality	<input type="checkbox"/> Music	<input type="checkbox"/> Self help
<input type="checkbox"/> Agnostic	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Mythology	<input type="checkbox"/> Seniors
<input type="checkbox"/> Alchemy	<input type="checkbox"/> Enneagram	<input type="checkbox"/> Native American	<input type="checkbox"/> Shamanism
<input type="checkbox"/> Animals/Pets	<input type="checkbox"/> Esoteric	<input checked="" type="checkbox"/> Nature	<input type="checkbox"/> Shinto
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Family	<input type="checkbox"/> NDE	<input type="checkbox"/> Sikhism

Click "Submit" to Save your membership information.

In addition to the bullet points above, you can also enter a longer personal message. An Additional or Other message is available for free-form use.

If you have a favorite quote, please add in the SoulSeed textbox. Be sure to give credit to the author.

Please enter all training and or education you have received. This information is important for approving your SoulSage membership.

If you have a personal testimony and/or reference, you can add them to your profile.

If you have a photo to accompany your profile, you can upload it here. There are size limitations. A headshot photo with a width and/or height of 100-150 pixels works best.

Select the areas of focus for your services. We have six areas of specialization and over 60 niches to choose from. (You are limited to 25 niches.)

Click the Submit button once you feel your profile is complete. You can save (submit) and edit your profile as often as you like.

Step 4c: View your SoulSage profile.

You can preview your public profile page.

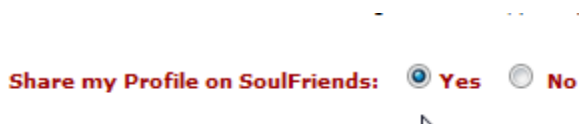


Click view my SoulSage profile from the Member Portal page.

This is how your profile will look to visitors of the site. No one can see your profile until you 'share it' in the next Step.

Step 5: Share your profile.

If you are happy with your profile, click the Share option button on the SoulSage profile page.



Click **Yes** to share your with the public.
Your profile cannot be viewed by SoulFriends visitors if
Share my profile is set to **No**.

Step 6: SoulSage Verification.

When you share your profile, a message is sent to Member Services. The SoulFriends team reviews your profile and verifies that you meet the criteria for being a SoulSage. Your profile is then displayed in our listings and rotated on our home page. Please note, this is a manual step. If for some reason your profile does not show up in the SoulSage listing within a reasonable time, please contact Member Services.

Intuitives-for-Hire: After careful consideration, we have adopted a policy of not promoting or advertising intuitive-for-hire services on our website. By this we do not mean to negate or diminish anyone's authentic expression of these gifts in the service of others. Unfortunately, we have encountered situations in which intuitive readings have been used to deceive. For these reasons, we recommend that intuitives-for-hire use other platforms to market their services.

Informing this decision is SoulFriends' underlying desire to help unlock or facilitate the growth and actualization of everyone's gifts and talents. We do not hold that only some of us are special and gifted. We believe that we are all special, we all have intuitive abilities, and that some of us just know how to use them better than others. To borrow a metaphor, it is better to teach someone how to fish, than to simply give them a fish.

Step 7: SoulSage Features.

After verification, many options and features of SoulFriends become available.

my Contributions

[update my Blog](#)

[add a SoulSeed](#)

[add an Event](#)

[add a Special Offer](#)

[update a Special Offer](#)

All SoulSages have a blog available to them on SoulFriends. If you already have a blog elsewhere, we encourage you to re-post your entries here.

If you have other favorite quotes, we invite you to add them to our SoulSeed database. They rotate on the home page and your name will be mentioned as the contributor.

If you have a special offer, you can add it to

SoulFriends. It will appear on your profile page and get mentioned on the home page. It also appears in our offerings listing.

If you have any questions or have difficulties in creating your SoulSage profile we encourage you to contact Member Services or the Webteam.

And once again, Welcome to SoulFriends!