

HOW-TO INSTRUCTIONS

Version 1b

Equine Therapy Registry (ETR)

The present file contains a copy of the online HOW-TO section found on EquineTherapyRegistry.org

For the latest version, please refer to the online version.

You will find here the step-by-step process to achieve the following:

- [REGISTER](#)
- [CLAIM](#) a listing
- [EDIT](#) your listing
- [ADD](#) a new listing

If you encounter any difficulty or have any question,
please do not hesitate to contact us at support@EquineTherapyRegistry.org

How to Register to the Equine Therapy Registry (ETR)


Registering on ETR is your first step to take direct control of your listing. If you would rather have us update your listing, whenever you want to make a change, you are still invited to register but it is not compulsory.

Please read this before moving forward:

Step 1: After clicking on the "Register Now" link at the bottom of this page, the Registration Form will appear (shown below). You need to fill out only the top portion, titled *User Registration*.

All information in the *User Profile* section is optional at this point; you will have the opportunity to update your profile later on, as part of your listing.

When done filling out the top portion scroll down to the bottom of that page and click on

the  button you will find there.

User Registration



* Required field

Name *

Username *


Password *

Confirm Password *

Email Address *

Confirm email
Address *

Captcha *

 I'm not a robot 
reCAPTCHA
Privacy - Terms

REMARK: You might see a second section named User Profile (see image below). You do not need to fill out this information.

User Profile

Address 1:
(optional)

Address 2:
(optional)

City:
(optional)

Region:

Step 2: The following screen will tell you a confirmation email was sent to you.

Message ×

Your account has been created and an activation link has been sent to the email address you entered. Note that you must activate the account by selecting the activation link when you get the email before you can login.

Step 3: After opening the confirmation email and clicking on the activation link, you will be directed to this confirmation screen:

Message ×

Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.

Step 4: Now log in using the Username and Password you entered upon registration. The next page coming up will probably be your Dashboard. Whether it is or not, your next step is to Claim your Listing, so please go back to the "Claim Listing" tab on the navigation bar and continue with Step 2.

Step 5: Once you claimed your listing you can go back to your Dashboard to edit, add or even deactivate your listing if needed. There you can also add images, videos, special offers for your visitors and you can also list future events happening at your facilities.

PLEASE DO NOT HESITATE TO CONTACT US IF YOU ENCOUNTER ANY
DIFFICULTY: listings@EquineTherapyRegistry.org

REGISTER NOW

REGISTER +

How to CLAIM A LISTING

In order for a owner or manager to be able to directly manage the information they want the general public to have access to, the listing must first be claimed by the authorized person.

The process is simple (you may want to print this page to follow along while doing it):

Step 1: Register. If not already done, please register before going any further. Click here: [Register](#)

Step 2: Once registered, find your listing one of two ways, under the "Registry tab" on the navigation bar:

A: select "Search" and enter one or two words that are part of your business name, or

B: select "All Listings" and locate your business there. Click on the link [More Info](#) to access the information already gathered from public domain. You may be asked to log in if not already done.

Step 3: On the right side of your listing you will see this button [Edit Listing](#) - click on it! If that option does not appear it means that your listing has already been claimed. If it has already been claimed without authorization please [contact us](#) immediately so we can investigate.

Step 4: Depending on your registration and when or from which computer you registered, you may now be seeing this screen, or the one in Step 5 below:

Username *

Password *

Remember me

Log in

[? Forgot your password?](#)

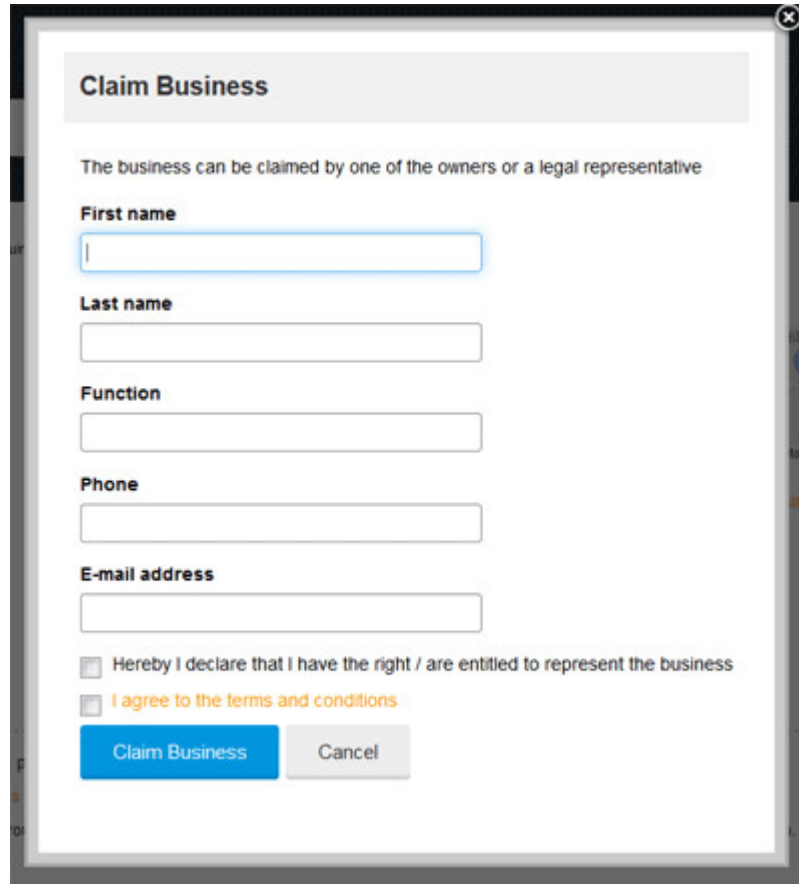
[? Forgot your username?](#)

[? Don't have an account?](#)

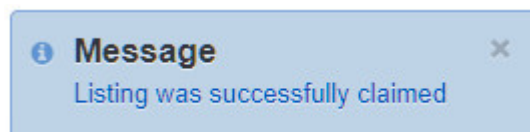
Enter your UserName and Password you entered when you registered.

If you have not yet registered, you can do it from that screen by clicking on "Don't have an account?" at the bottom.

Step 5: On the "Claim Listing/Business" page, enter the requested information to validate your claim. Note that you must enter text in all fields; in the "Function" field, if not sure enter "self", "Rep", or something else you will recognize. Once you have claimed your listing, the request is reviewed ASAP by the Registry Administrator; depending on the day and time, approval normally takes a few minutes, but it could several hours. Please realize that each claim is individually processed to ensure protection of the information. You will receive a confirmation email, and you can then return to your listing and edit any of the information you want. Make sure to save your changes. Remember that anything you enter in your profile will be viewed by visitors.



You should now see the image below.
If you do not see the following confirmation try your claim one more time. If still no confirmation, please contact us for support.



Once your listing is claimed and you received the **email confirmation** (see above), you can now go back to it anytime you want, through the "Dashboard" tab, to add or delete information, make improvements, or make any change you want.

Ready to find and claim your listing? Click here to find it:

[Claim a Listing](#) ▶

If you encounter any difficulty please do not hesitate to [CONTACT US](#).

How to EDIT A LISTING

In order to edit and make changes, you must be REGISTERED and you must have CLAIMED YOUR LISTING.

If not done yet, please take a moment to: [REGISTER](#) and [CLAIM LISTING](#)

To make changes follow this simple process (you may want to print this page to follow along while doing it):

Step 1: Go to Dashboard and select "Log in" - this will redirect you to your own dashboard. If not already logged on, the following screen will come up - simply enter the Username and Password you elected when you first registered.

Username *

Password *

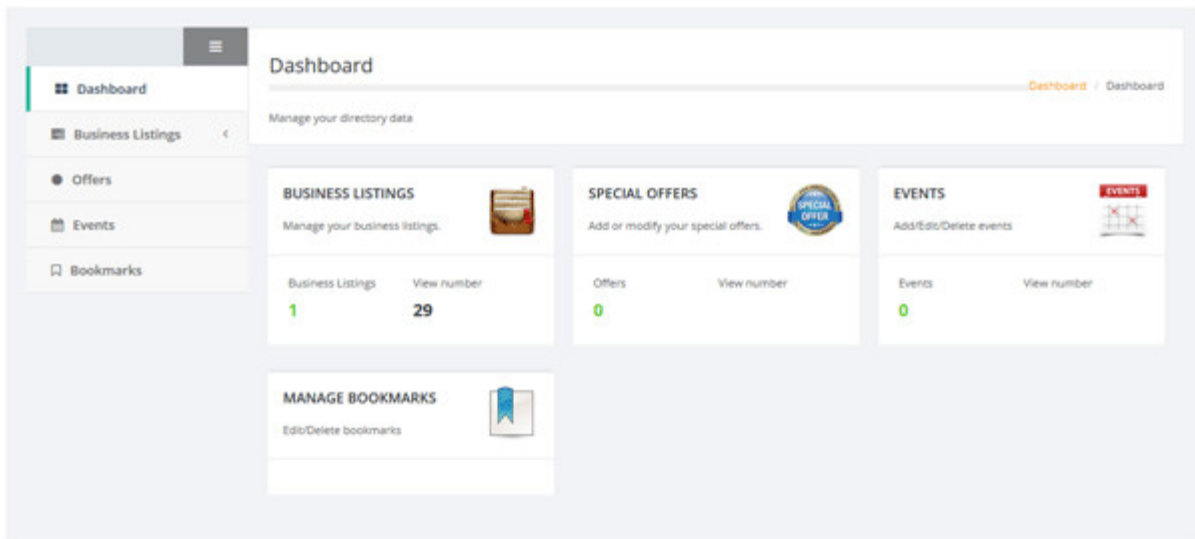
Remember me

[Log in](#)

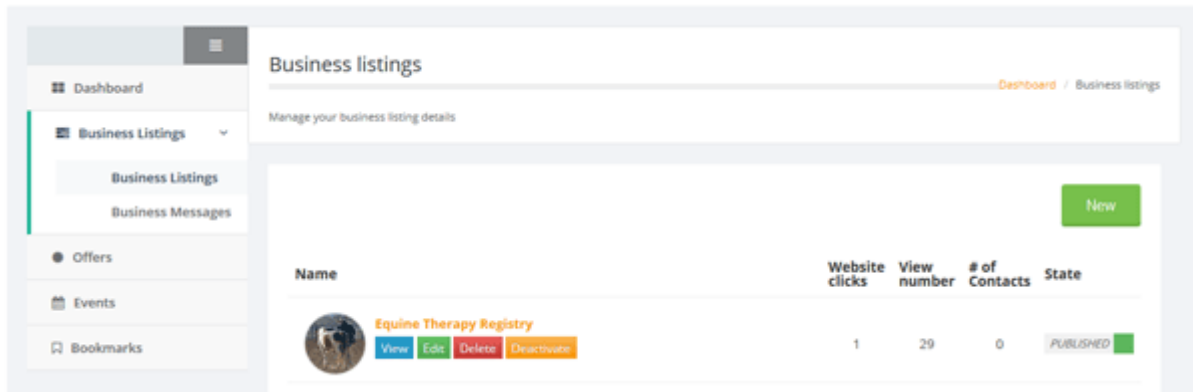
- [Forgot your password?](#)
- [Forgot your username?](#)
- [Don't have an account?](#)

If you are not getting that screen, your registration probably did not go through. Try to [Register](#) again, or [contact us](#) for help.

Step 2: On your Dashboard page (sample page below), select BUSINESS LISTINGS.



and then [Edit](#)



When on that page you can also select any of the other actions you may want to perform:



After clicking **Edit** the page with all your listing's information will come up and you can now edit at will.
Make sure to save your changes.
Please remember that anything you enter in your profile entity will be viewed by visitors.

Here's a sample of what you can make your listing look like: just upload your own images as instructed on the Edit page mentioned above.

Note: the GoogleMap images will be automatically created when you enter your address and zip/postal code.

TOP OF PAGE

BOTTOM OF PAGE

Equine Therapy Registry
Honesuckle Road, Largo, Florida 32707, United States
Equine Therapy services
2 Reviews • 4.0 Starburst

Business Details

Supporting the Equine Therapy environment

The Equine Therapy Registry is a not-for-profit independent interactive member-maintained directory of providers from around the world. Listing is totally free. The whole project is supported by the Foundation Athletes (myFEA.org).

Type: Other business type

Keywords: ACC, autism

Activities: Non-equine activities, Other equine-related activities
Disabilities: Other disabilities
Membership: ETR
Support: Internship, Mentorship

Map Location

BUSINESS REVIEWS

You registered and Claimed your listing,
so you are **NOW ready** to make changes to your listing,
please go to your **Dashboard**

*If you encounter any difficulty please do not hesitate to **CONTACT US**.*

How to ADD A LISTING

PLEASE DO NOT ADD A DUPLICATE LISTING

Before adding a listing please make sure it is not already there.

Search the registry and if you find your entity there please select **Claim Listing** on the navigation bar.

To add a new listing, please follow these steps (you may want to print this page to follow along).

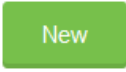
PRICING: The entire cost of a listing by a qualifying entity is covered by a sponsorship from the Foundation for Equestrian Athletes.

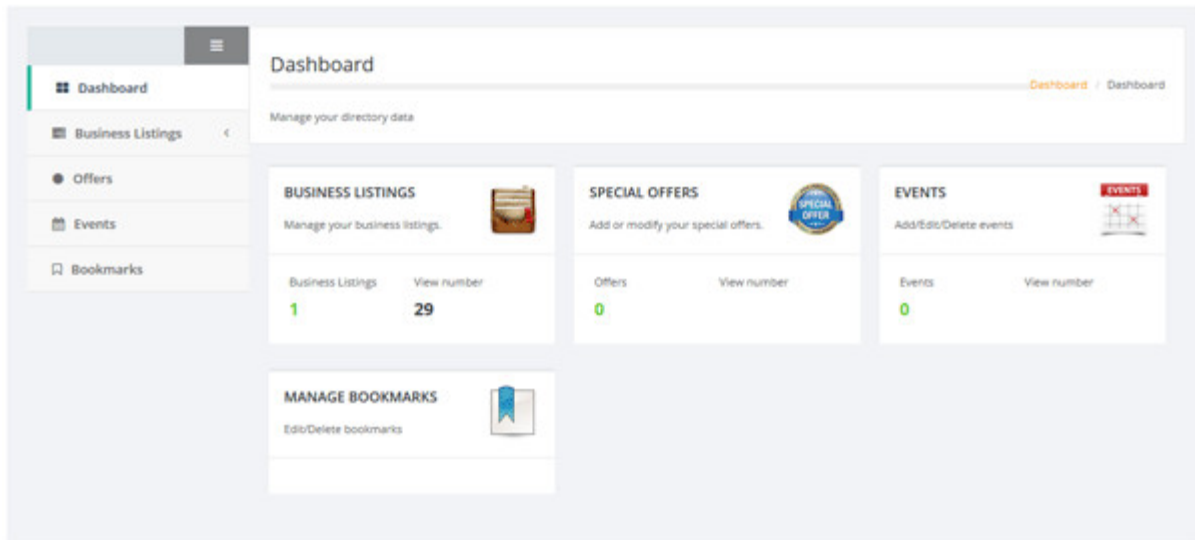
See "Step 5" below for the criteria.

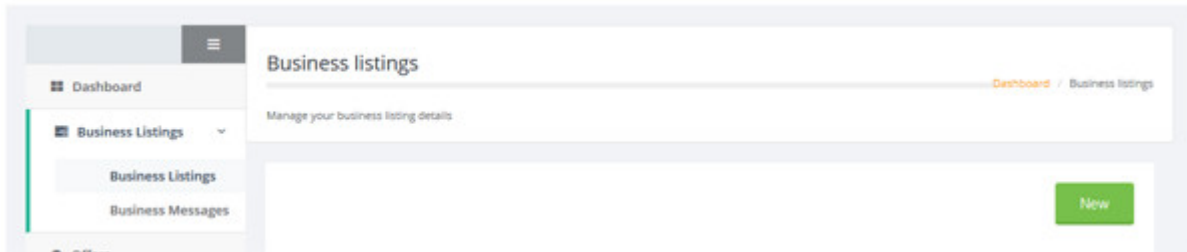
Step 1: If not already registered, please [REGISTER](#) now and then come back here to continue.

Step 2: Log in to the platform. The quickest way is to go to the DASHBOARD tab and select "Log in"

Step 3: After logging in, you should be automatically redirected to your Dashboard (see sample below). This is where you control your listing(s). Select "Business Listings" and on the next page select

the  button.





Step 4: Fill out the form to the best of your knowledge. The fields with a green asterisk * must be entered.

If you don't yet have a website, enter the web address where visitors could get information, like your Facebook page for example.

If you have absolutely no web address to enter, then please enter www.EquineTherapy.online for now. You can change this anytime.

You will see the option of adding a tab: this relates to the tabs on your listing (we suggest you view your listing and then decide if you want to add a tab).

There might be fields that are not relevant to your entity: leave them blank.
(Please note that the "Bookmarks" section is not in operation at the present time)

Make sure to click **SAVE** before leaving that page or before taking a break from your computer/tablet/phone to avoid the Form to time out.

Step 5: *All your information is saved on the database the moment you click the "Save" button.*

Now your new listing will be reviewed to ensure it meets certain basic criteria:

- authorized and true information
- legal and moral equine-assisted therapy related activities
- no criminal records
- no unresolved complaints
- you do what you claim you do

Your listing will be automatically updated to the proper status once reviewed.

You can now go back to your Dashboard any time and edit your listing at will, add special offers or future events you would like visitors to see, etc.

Disclaimer: Any and all listings appearing on this platform/database is to the sole discretion of EquineTherapyRegistry.org, with all rights for publication.

EquineTherapyRegistry.org reserves the right to refuse or discontinue any listing for any reason, without warning and without recourse.

EquineTherapyRegistry.org and/or FEA cannot be held responsible and/or liable, directly or indirectly, for any information and/or use of information found on this website, platform or database.

Please [contact us](#) if you encounter any difficulty.