EXPERT DASHBOARD (Login Page) – For someone choosing Counselling

System should not allow anyone to be able to create their login page by self. An expert login page will have to be approved only then it is to go in an active mode, visible to Clients. If not approved then this shall not be visible.

Process flow :

Expert login page to be filled in by the Expert only.

On Expert Join in Form page – below to appear -

Expert fills in all the below details by self, uploads documents and submits for review by the Organizational admin Team. They approve or reject.

Change below – Let the form for an expert to join in be like this below.

An Expert can be of 3 categories basis our services :

They can apply for Counselling or Coaching or Feel Good (which is shown in 1st question, mentioned in the last page of this document as well)

First question in the join in form to be:

What service are you willing to offer?

A drop down to be presented and the Expert chooses any one only. No multiple tick marks. He submits.

Counselling / Coaching / Feel Good

Name + Surname

Mobile #

e-mail ID

State (present a drop down)

City (present a drop down)

Pin Code (to be typed in, numeric 6 digit field)

Highest Educational Qualification : Graduate/Post Graduate/Phd (drop down be only Graduate or Postgraduate)

Educational stream : Science, Psychology (free flow text form)

Present role : a drop down to appear (Psychologist, Psychiatrist, Counsellor, Therapist, Coach, Instructor, Others)

Others : ------- (free text if choses others)

Years of Experience : (let the drop down contain numeric values 0-30 and written Years

How soon are you available to start sessions? (drop down - Immediately, One Week, One Month)

Frequency of your availability to be able to take session/s would be? (drop down : Daily, Once a Week, Over Weekend, Basis availability, Not sure)

How many Hours would you be available to take session/s in a day? (a drop down with 0-8 and Hours written along side).

Please upload : the client to be able to upload all the below, all are mandatory documents

Resume (word or pdf doc)

Adhaar card

(Add a line : Incase you are not sure on any field or information, then please feel free to call us up or drop in a mail and we shall revert to you at an earliest. Mention this before the submit button after the expert has keyed in his details above

**Submit**

**(Upon submitting a message goes to the expert at his email id from the mail id [Team@feelsgood.in](mailto:Team@feelsgood.in) as below)**

**Subject line : Thank you for applying as an Expert**

**Mail body :**

**Dear <Name>,**

**Thank you for applying as an expert. Please give us two business days to review your application and we shall revert to you.**

**Best regards,**

**Team – Feels Good**

2. **Upon submitting**, all the filled in information comes to the e-mail ID – [Team@feelsgood.in](mailto:Team@feelsgood.in) along with attachment. All the fields are mandatory.

All information is also automatically uploaded in the system. As shown today.

3. Admin Team reviews the same. Checks email, attachment.

|  |  |
| --- | --- |
| If Approved.  Admin Team would send a mail to the Expert :  Mail to contain an Agreement between Feels Good and the Expert to read and give a sign off on mail.  System to be updated that it is Approved. | If Rejected  Admin Team to send a regret mail.  Updates the system that it is not approved.  This stands closed, no further action. |

4. Once the Expert gives a go ahead after reading the Agreement.

A mail is sent by the Admin Team (system generated as shown today) from the email id [Team@feelsgood.in](mailto:Team@feelsgood.in) through system, as shown today. Content for the mail to be as below:

Subject line : Congratulations!

Mail body template as below:

Dear (full name),

Welcome!

We are pleased to have you as our esteemed Partner on the portal to offer your services.

We hereby request you to kindly update your details on the portal, by clicking on the below link.

<link>

In case you have any questions or need clarification, please feel free to reach out to us at +91-8920-88-00-11 and we shall be glad to assist you.

As soon as you fill in all the details, along with calendar, you shall be visible to the Client upon searching for their specifics.

We wish you all the very best.

Thank you.

Best regards,

Team – Feels Good

5. Admin Team to have right to see if the profile is updated or not from backend.

Please note : In case the profile is not updated completely, if any field is left blank, then this profile should not be shown to the Client. Pls make the system like that.

Also, add red marks in the profile page of Expert that these fields are mandatory or even write, the below : In case all the fields are not updated, your profile would not be visible to the Client. Kindly update all the fields.

**Expert Profile page to contain all the below : To be updated by an Expert**

**COUNSELLOR**

Service offered by you : Counselling / Coaching / Feel Good (he can choose only one, any one)

(a question to you – what if a person is a Coach and a Counsellor too then how would he make his profile at two places? Let’s discuss)

You are a : (pls present a drop down as Counsellor, Psychologist, Psychiatrist, Therapist, Coach, Instructor, Spiritual Leader, Yoga Instructor, Wellness Coach, Relationship Coach, Other)

(this is what is visible to the Clients under the name of an Expert on their brief and detailed profile)

If chooses other, then that would be a free text for say 20 letters and that would be visible to the Client)

Name + Surname (in 2 separate boxes)

Mobile #

e-mail ID

State

City

Pin Code

Highest Educational Qualification : Graduate/Post Graduate/PHd (drop down be only Graduate or Postgraduate)

Educational stream : Science, Psychology (free flow text form)

You wish to present yourself as : (Psychologist, Psychiatrist, Counsellor, Therapist, Coach, Life Coach, Transformation Coach, Wellness Coach, Performance Coach, Spiritual Leader, Meditation Expert, Yoga Instructor, Others) This is the drop down and this is what is shown on his profile page.

Others : ------- (free text if choses others) This is what is visible on his profile page

Years of Experience : (let the drop down contain numeric values 0-30 and written Years)

Expertise lies in : a drop down with all fields from excel sheet, Counselling, Coaching and Relaxation techniques to be given for him to select. Only the Headers and not sub headers to choose from

(this is what is shown under Expertise on His brief page)

Example : Anxiety, Depression etc as dropdown for Counsellors, all from the excel drop down

Therapy I offer : (Let it be a free text, upto 10 words) This only valid for Counselling service and not Coach and Feel Good category.

Additional Information : (a free text to accommodate upto 20 words, this is visible in the detailed page of Counselling only of experts) This only valid for Counselling service and not Coach and Feel Good category.

Languages known and comfortable to take session in : a drop down to appear, multiple choice can be made

Preferred mode of session : present a drop down (video, audio)

Willing to take session with time duration : a drop down to select, 30 Minutes, 60 Minutes; multiple choice

Preferred session charges :

30 Mts : a box appears to be filled in, in numbers only (lower amount to be 700, so a Client is unable to enter below 700, there is no upper limit. Pls check amounts for Counselling, Coaching and Feel Good in the Master checklist excel sheet

60 Mts : like above, lower limit is Rs 1200

All above fields are mandatory for the Client to be filled in by an expert.

**Save**

Update Calendar availability : Expert to be shown his Calendar and he should be able to update it.

**Save**

**Expert Profile page to contain all the below : To be updated by an Expert**

**COACH**

Service offered by you : Counselling / Coaching / Feel Good (he can choose only one, any one, this is not shown on his brief profile, but for our categorization and in filters)

(a question to you – what if a person is a Coach and a Counsellor too then how would he make his profile at two places? Let’s discuss)

You are a : (pls present a drop down as Counsellor, Psychologist, Psychiatrist, Therapist, Coach, Instructor, Spiritual Leader, Yoga Instructor, Wellness Coach, Relationship Coach, Other)

(this is what is visible to the Clients under the name of an Expert on their brief and detailed profile)

If chooses other, then that would be a free text for say 20 letters and that would be visible to the Client)

Name + Surname (in 2 separate boxes)

Mobile #

e-mail ID

State

City

Pin Code

Highest Educational Qualification : Graduate/Post Graduate/PHd (drop down be only Graduate or Postgraduate)

Educational stream : Science, Psychology (free flow text form)

You wish to present yourself as : (Psychologist, Psychiatrist, Counsellor, Therapist, Coach, Life Coach, Transformation Coach, Wellness Coach, Performance Coach, Spiritual Leader, Meditation Expert, Yoga Instructor, Others) This is the drop down and this is what is shown on his profile page.

Others : ------- (free text if choses others) This is what is visible on his profile page

Years of Experience : (let the drop down contain numeric values 0-30 and written Years)

Expertise lies in : a drop down with all fields from excel sheet for Coaching to be given for him to select. Only the Headers and not sub headers to choose from

(this is what is shown under Expertise on His brief page)

Example : Goal setting etc from the excel sheet of Coach

Feel Good – present these as drop down – Meditation, Spirituality, Yoga Instructor Emotiinal Wellness, Others (a free text) and person be able to type and this is to be visible to Client on his brief profile)

Therapy I offer : (Let it be a free text, upto 10 words) This only valid for Counselling service and not Coach and Feel Good category.

Additional Information : (a free text to accommodate upto 20 words, this is visible in the detailed page of Counselling only of experts) This only valid for Counselling service and not Coach and Feel Good category.

Languages known and comfortable to take session in : a drop down to appear, multiple choice can be made

Preferred mode of session : present a drop down (video, audio)

Willing to take session with time duration : a drop down to select, 30 Minutes, 60 Minutes; multiple choice

Preferred session charges :

30 Mts : a box appears to be filled in, in numbers only (lower amount to be 700, so a Client is unable to enter below 700, there is no upper limit. Pls check amounts for Counselling, Coaching and Feel Good in the Master checklist excel sheet

60 Mts : like above, lower limit is Rs 1000

All above fields are mandatory for the Client to be filled in by an expert.

**Save**

Update Calendar availability : Expert to be shown his Calendar and he should be able to update it.

**Save**

**Expert Profile page to contain all the below : To be updated by an Expert**

**FEEL GOOD**

Service offered by you : Counselling / Coaching / Feel Good (he can choose only one, any one, this is not shown on his brief profile, but for our categorization and in filters)

(a question to you – what if a person is a Coach and a Counsellor too then how would he make his profile at two places? Let’s discuss)

You are a : (pls present a drop down as Counsellor, Psychologist, Psychiatrist, Therapist, Coach, Instructor, Spiritual Leader, Yoga Instructor, Wellness Coach, Relationship Coach, Other)

(this is what is visible to the Clients under the name of an Expert on their brief and detailed profile)

If chooses other, then that would be a free text for say 20 letters and that would be visible to the Client)

Name + Surname (in 2 separate boxes)

Mobile #

e-mail ID

State

City

Pin Code

Highest Educational Qualification : Graduate/Post Graduate/PHd (drop down be only Graduate or Postgraduate)

Educational stream : Science, Psychology (free flow text form)

You wish present yourself as : (Psychologist, Psychiatrist, Counsellor, Therapist, Coach, Life Coach, Transformation Coach, Wellness Coach, Performance Coach, Spiritual Leader, Meditation Expert, Yoga Instructor, Others) This is the drop down and this is what is shown on his profile page.

Others : ------- (free text if choses others) This is what is visible on his profile page

Years of Experience : (let the drop down contain numeric values 0-30 and written Years)

Expertise lies in : a drop down with all fields from excel sheet for Feel Good to be given for him to select. Only the Headers and not sub headers to choose from

(this is what is shown under Expertise on His brief page)

Example : excel sheet of Feel Good

Feel Good – present these as drop down – Meditation, Spiritual session, Yoga, Overall Wellness, Others (a free text) and person be able to type and this is to be visible to Client on his brief profile)

Therapy I offer : (Let it be a free text, upto 10 words) This only valid for Counselling service and not No therapy is given by a Feel Good person

Additional Information : (a free text to accommodate upto 20 words, this is visible in the detailed page of Counselling only of experts) Not valid for a Feel Good person

Languages known and comfortable to take session in : a drop down to appear, multiple choice can be made

Preferred mode of session : present a drop down (video, audio)

Willing to take session with time duration : a drop down to select, 30 Minutes, 60 Minutes; multiple choice

Preferred session charges :

30 Mts : a box appears to be filled in, in numbers only (lower amount to be 500, so a Client is unable to enter below 500, there is no upper limit. Pls check amounts for Counselling, Coaching and Feel Good in the Master checklist excel sheet

60 Mts : like above, lower limit is Rs 800

All above fields are mandatory for the Client to be filled in by an expert.

**Save**

Update Calendar availability : Expert to be shown his Calendar and he should be able to update it.

**Save**

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**Please note : Our 3 lines of Services are :**

**Counselling** : (a person can be Counsellor, Psychologist, Psychiatrist, Therapist – any of these, so we can have a drop down for this)

**Coaching** : (a person can be Coach, Life Coach, Wellness Coach, Relationship Coach, Performance Coach – any of these, so we can have a drop down for this)

**Feel Good** – (a person can be Instructor, Spiritual Leader, Yoga Instructor, Wellness Coach, Meditation Coach – any of these, so we can have a drop down for this) what comes here under are Meditation, Spirituality, Yoga etc

Apart from this we offer two more things, which are - Employee Engagement Program and Expert Talk

These are not covered through Get started questions.