



ACAT's new website is live at <https://acat.org.uk>

Please note and bookmark the new website address. Redirects from the old address (acacat.me.uk) to this new one are not currently working and we're aware that for some the old site is still displaying at the old address. This will be remedied soon. In the meantime, **please do not use the old site**. No member activity there will be saved.

For information, the public engagement pilot site at www.engage.acat.org.uk is being closed down soon and most of the material there will be transferred to the new main site

We hope you enjoy the new integrated site with updated content, made possible by the contributions of many members, whom we thank. This document gives you guidance on how to activate your membership account, complete your member profile, view the new Register and Directories, and access the member-only area.

Activating your membership account on the new site

In order to activate your membership account for the first time, follow the steps below:

1. Go to the '**Log in /Register**' button at the top right of the screen, and click on that. (On a mobile device you will find Login / Register option as the last of the options in the drop down menu if you press the three lines to the right of the screen.) You can also reach that page directly by clicking on this link: <https://acat.org.uk/account/login>
2. In the **Log in** area (to the left on a desktop, or the first option on a mobile device) you will be asked for an email address and password
3. Press the green '**Forgotten Password**' link
4. This will take you to a new screen where you can enter your email address and press '**Submit**'. **Please use the same email address you used to access the old website** ie the one already associated with your ACAT membership account.
5. Then you should get a screen message: **"A password reset mail has been sent. If you can't see the email within a few minutes, please check your spam folder"**
6. If you receive the screen message **"No user with that email address was found"** then it is likely that you have used a different email than the one associated with your ACAT membership, and you should start again
7. Hopefully you will receive an email with the password reset link from no-reply@acacat.org.uk
8. Set a new password to access and activate your member account
9. The site will guide you through a series of screens where you need to enter your details. This will create a member profile which you can update as time goes on.
10. NB if you are having difficulties, please **do not** try to '**Register**' - there is no need as your membership account already exists inside the site. If you try to Register again, you will



receive a screen message to the effect that there is already a member with that address. Go to '**Log In**' and start again from step 3.

Member-only content

In order to access member-only resources on the site you will need to log in. From there you can access this area via <https://www.acat.org.uk/resources/member-only-resources/>

This contains materials you would have previously accessed through your home page or course pages. There are some new additions we hope you will enjoy. The member only resources are organised into four main categories:

- CAT Practice Tools for Members
- Formal ACAT Documents and Information for Members
- Literature and Resources for Members, and
- Training-Related Documents

You can explore the various materials through the boxes which should be labelled for each, or using the navigation pane. Please note the ACAT Bibliography is now a member-only resource and can be found through the Literature and Resources for Members section, or direct at <https://acat.org.uk/resources/acat-bibliography>

Register of Members and two new Directories

At the top of the page, site visitors click on the words '[Find a Member/CAT Professional](#)' to reach a dedicated page to search for:

- [Accredited Members](#)
- [Members offering private practice](#) (therapy and other CAT services), and
- [Accredited Supervisors](#)

Register of Members

You are automatically listed on the Register of Accredited Members if you are qualified, accredited, practising and up-to-date with your membership fees. Your current memberships (including Practitioner, Psychotherapist, CAT Supervisor or Life Member) will automatically display. Your location will **not** automatically display, unless you have consented to appearing in one or other of the Private Practice or Private Supervisor listings.

Unique membership numbers

It has not been possible to replicate the Membership Badges ACAT provided previously. However, you now have a new and unique Membership Number which you can quote, and by which clients and employers can search for you.



Additional guidance for Private Practice and Supervisor Directories

In order to appear in either of these Directories you need to complete additional information beneath the '**Details About Your Clinical Practice**' section in your **Profile** area. Please note the information you add will only be displayed on one or other Directory if you tick the '**Consent to be listed in the Private Practice Directory**' box. If at any time you wish to deactivate your listing, simply untick this box and you will no longer be visible when the directory is searched.

When selecting tick box options from the Categories / Supervisor specialisms / Private therapy specialisms please ensure you only select those which you are entitled to use e.g. Supervisor specialisms are for ACAT accredited supervisors only, to be "Eligible to supervise Trainee CAT Supervisors" a supervisor needs to have been accredited by ACAT for at least three years. These options will be reviewed by ACAT to ensure you meet the requirements before being approved / rejected. **Please note that the Administration approval process means there will be a delay before your updated information appears on the live page.**

Visibility as an Accredited Supervisor offering private services only (ie not private therapy)

We hoped that the directory would include separate consent for each of these, but at the current time there is only one consent for both. This may change as time goes on. If you wish to only share availability for private supervision, simply share minimal information in the **Private therapy description** box (e.g. "**I do not currently offer private therapy**") and also leave the '**Accepting referrals**' box unticked.

If you want to ensure that as a supervisor you and your location are visible to practitioner training courses, then we advise you include yourself in this listing. You can describe any limitations to your supervision offer in the free text description. For example, "**I can only offer CAT supervision to ACAT accredited training courses through my NHS role and to members of my NHS Trust**".

Making the best use of the Directory facility

Please try to be succinct in your therapy and/or supervisor descriptions, but add key words that will help site visitors to find your services. For example if you have a specific areas of interest or specialism beyond the minimal options offered as tick boxes, you can add relevant details in the text. For example, you might add '**reflective practice**', '**creative therapies**', '**neuropsychology**', or a core profession such as '**occupational therapy/therapist**'. There is a section in the profile area where you can add details of your own website, through which of course you can provide as much detail as you wish.

A work in progress

The content on the site is not entirely complete and you will find omissions and areas which are still in development. Please bear with us over the next few weeks while we complete.



Website Feedback Form

To report any problems/issues either with the website content, or other aspects of the new membership set-up (eg email issues) please share these with us through the [Website Feedback Form](#). This will help us to identify problems and find solutions.

We thank you for your support and patience with this process, and look forward to interacting with you through our new online presence.