

How to List Your Name/Business in the Directory of Coaches & Counselors

1. Log in to SkillScan.com
2. In the Control Panel, click "Create Content"
3. Click "Counselor Profile"
4. Scroll down the page and click on "Show my profile in the Directory of Counselors & Coaches"
5. Click "Save"

The screenshot shows the SkillScan website's Control Panel. The navigation bar includes links for Home, About SkillScan, Products & Services, Learning Center, FAQs, Contact, and Counselor Directory. The 'Create Content' menu is expanded, showing options like Assessments, Grant Access to Career Driver Online, My account, Products & Services, **Create content** (with a sub-option for Counselor Profile), Log out, Counselor User Guide, Individual's User Guide, Skillscan Sample Report, and Video Tutorials. A 'CART' section shows 0 items and a total of \$0.00. A red arrow labeled '2.' points to the 'Create content' menu item, and another red arrow labeled '3.' points to the 'Counselor Profile' sub-item.

The screenshot shows the 'Counselor Profile' form. On the left, there is a testimonial box with a red arrow labeled '4.' pointing to the 'Show my profile in the Directory of Coaches & Counselors' checkbox. The form includes a 'Delete' checkbox, location fields (City: Columbia, State/Province: SC, Postal code: 29229), 'Work Arrangement' radio buttons (N/A, On Location, Virtual, Virtual & On Location), an email field, a phone number field, and a 'Linkedin Profile URL' field. A red arrow labeled '5.' points to the 'SAVE' button at the bottom.