



ABA CONNECT USER GUIDES
ABA THERAPISTS & SERVICE PROVIDERS

ABA Therapists & Service Providers

ABA Connect, a new a searchable online ABA directory, is now available for your use. This online directory connects therapists with parents and carers seeking therapeutic supports.

As an existing ABIA member an initial directory profile has been created. Please be assured, no personal or confidential details have been displayed. We recommend a profile check and update as soon as possible. It's a great opportunity to claim your ABA Connect profile and make it your own! Add a picture. Show additional certifications or specialisations. Indicate available work hours and location. All of this will connect you more rapidly and more easily with families and carers.

How to use ABA Connect?

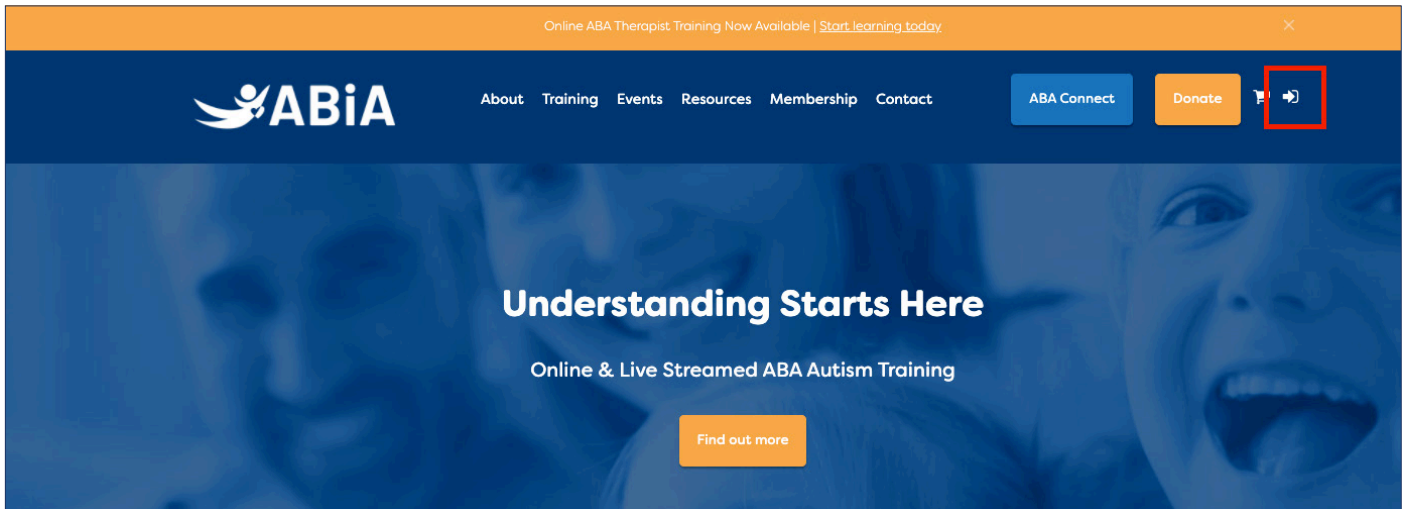
As a member only offering, you need to login to access ABA Connect. This is done with your ABIA member-email address (the one provided with this announcement email) and your password is CONNECTING (you will be prompted to change this to a unique password upon login).

This **ABA Connect Therapist & Service Provider Guide** will assist you with further usage and navigation information.

If you do not wish to be listed on ABA Connect, please let us know. Profile listings are only available to ABIA members. To remain on ABA Connect you will be prompted to renew your membership at the end of your 12-month membership period. If you want to opt out of being listed email ABIA info@abia.net with the subject line 'remove listing'.

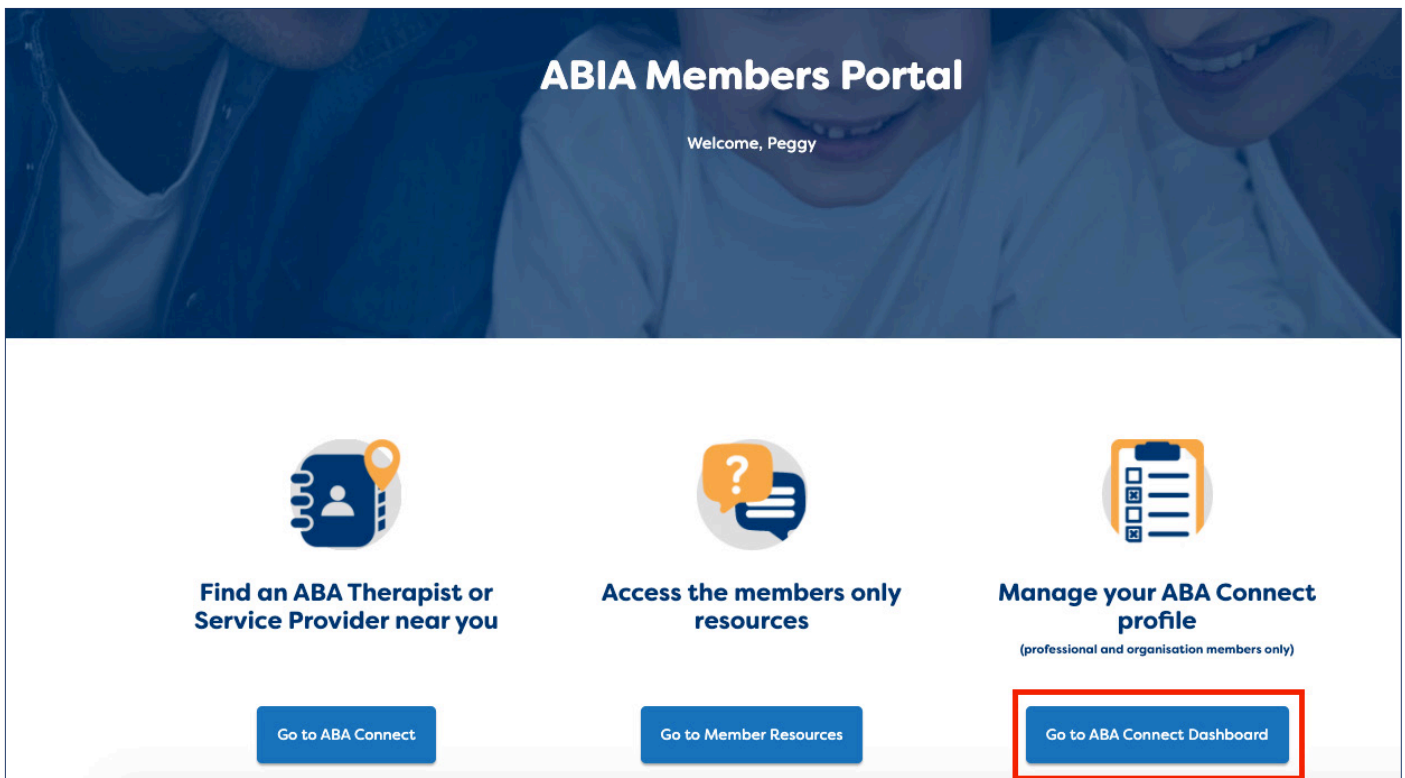
Instructions

1. Click on the login button in the top right-hand corner of the menu.



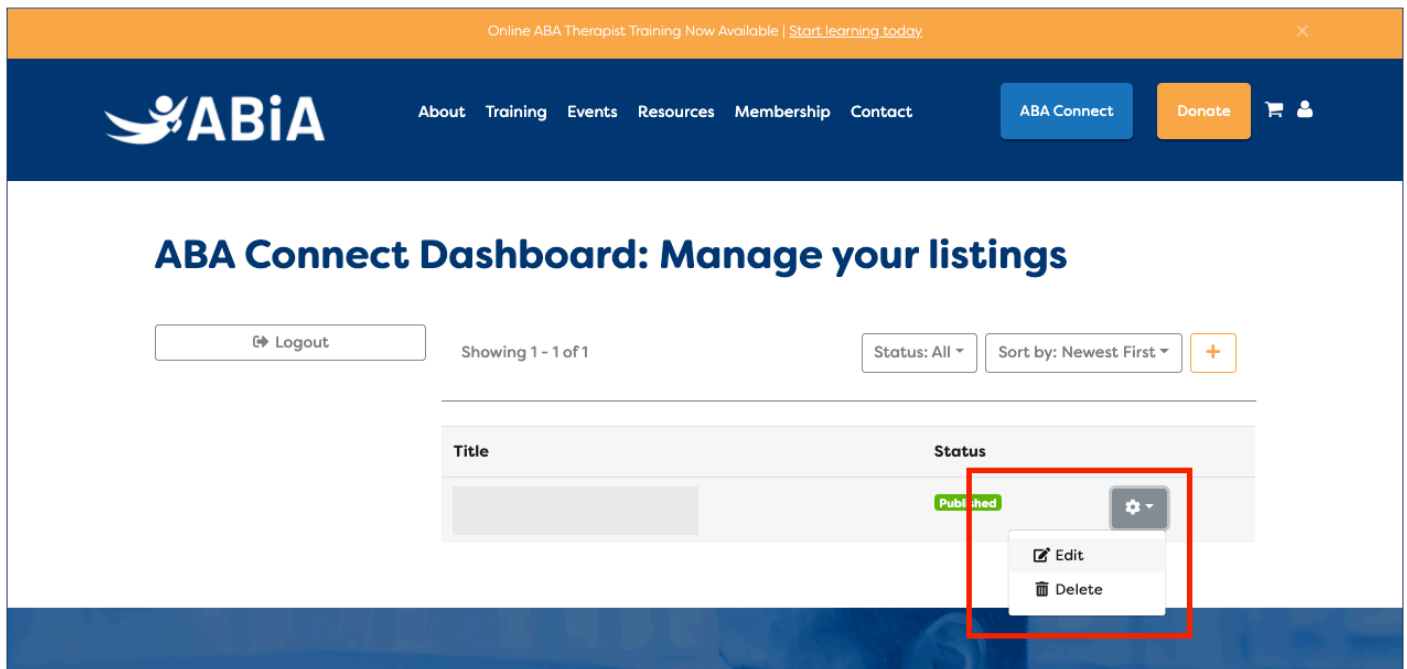
2. Click the sign-in and enter your login details.

- (a) Your username is the email address you received this email from.
- (b) Your password is CONNECTING (you will be prompted to update your password once signed in)

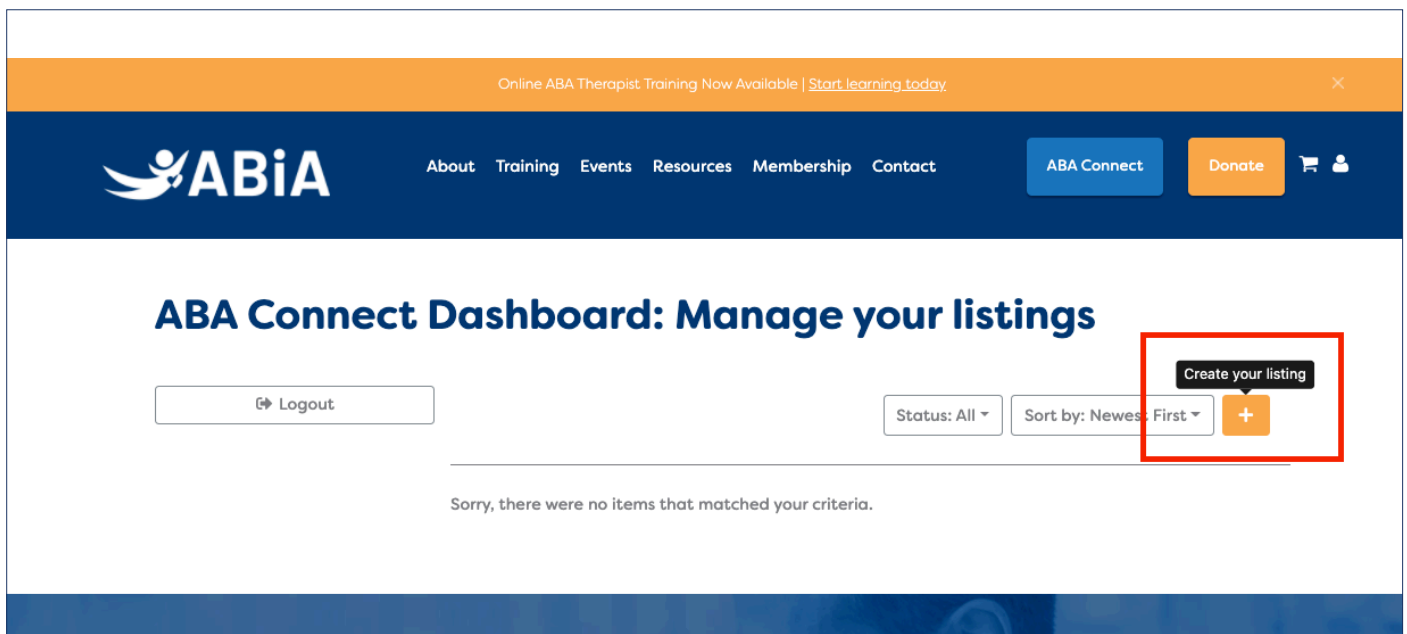


3. Once you have signed into the member portal click on the ABA Connect button.

- (a) You will be taken to your Dashboard
- (b) To edit your listing click on the setting icon and click edit
- (c) To create a listing click on the plus icon



(3a)



4. Here you can:

- Change the name in your listing (we recommend using your first name only for privacy)
- Activate or deactivate your listing (helpful for when you're at capacity and want to temporarily hide your listing)
- Update your location and willingness to travel distance
- Add or remove qualifications
- Update your years of experience
- Specify your skillset, availabilities, specialisations and services
- Update your description
- Update your contact information and photo

ABA Connect: Create your listing

Business Name or Your Full Name *

ABIA

Active

☒

Category *

— Select —

+ Add More

Location *

THERAPISTS PLEASE NOTE for your privacy addresses will not be displayed on the ABA Connect directory. This information will be used to display your working area on the map. If you wish to disclose your address and contact details you can do so when a family contacts you directly through the contact form.

State *

— Select —

Address *

Postcode *

Find on map Current location

Map

Contact Us for further support

Enter your name

Enter your email

Enter your message

Submit

5. Click save changes to update your listing.

6. Parents will contact you using the enquiry form on your listing which will send a message to your listed email address.

7. It is your responsibility to respond directly to the Parent's enquiry.