



TUTORIALS

Getting Started

Please explore [the Thrpy sample website](#), this is the template you will be modifying and customizing for your practice. You can keep anything you wish, but here are some elements you will want to customize:

1. Your headshot
2. Your map Information
3. Your social media links
4. Your Home and Contact page information
5. Your intake forms (optional)
6. Your blog posts (optional)

You will be able to add more pages and tabs or delete some which you do not need to include, but these will give you an excellent start!

Your Photos

You will need to use good quality photos but to make sure your pages load quickly the files should not be too large either. The maximum file size you can upload is 1MB. The recommended resolution for the header images is 1200 x 700 pixels at 72 dpi. For your headshot, a width of 350 pixels will work well.

Use only pictures if you have the right to use them. As long as your subscription is active, this includes all the photos currently on your template. If you need different images, you can choose from our [InSession Design Library](#) or license stock images from [Shutterstock](#).

Your Map Information

You can edit your text information (see “Getting Started with Wordpress”), but for your address to be displayed on the map, you will need to set up Google maps.


1. Click **Map Settings** from the Wordpress dashboard
2. Under the **Add a marker** heading enter a title.
3. Enter the address
4. Check the **Category default**.
5. Select an **Animation**, none, drop, or bounce
6. Click **Add Marker** button
7. On the right in the map preview, reposition the map until you see your new location
8. Click the **Save Map** button

Your Social Media Links

1. From the Wordpress Dashboard, click **Social Media**
2. Paste your social media links into the corresponding box
3. Click **Save & Publish** button in the upper left corner
4. To close the window, click the **X** in the upper left corner

Your Intake forms

You can use the generic PDF forms provided or you can upload PDF files of your custom intake forms and make them publicly available.

1. On the Dashboard, click the **Starting** button, which will launch the page editor
2. Scroll down to the intake form section
3. Click directly on the text that starts with “Please fill out the intake forms...”
4. On the left you will see the Text Editor
5. Click the **visual** Tab
6. To replace the standard InSession intake form with your custom intake form, highlight the words “Client Intake”
7. Then click the Media icon 

8. Drag and Drop your PDF intake form from your computer onto the Insert Media window.
9. On the right hand side enter the **Title** you would like
10. Then click **insert to post** button
11. Click the SAVE button in the lower left hand corner

Your Blog posts

From the left side menu, click on **Posts** and choose **All Posts**.

You can either edit the existing posts (see "Getting Started with Wordpress.") or delete them and create new ones.

To delete posts, click on the checkbox next to the posts you wish to delete, choose **Move to Trash** from the drop down "Bulk Actions" menu, then click **Apply**.

To create new blog posts click on **Add New** at the top of your window

Your Calendar, Credit Card Payments, Electronic Intake, and Membership features

If you signed up at the "Practice" level, your subscription includes practice management tools such as scheduling. [Please contact us](#) to activate your complimentary set up assistance with one of our representatives.

This is info prior to signing up, not sure if this is needed.

Choosing a package and signing up

1. Choose one of the three subscriptions packages based on your needs and click **sign up**. You can always upgrade or downgrade to a different plan later.
2. Enter your username, which should be only lowercase letters and/or numbers. This is just for logging in, the name will not be publicly displayed.
3. If you would like a custom domain name, enter it in the appropriate field. Please be aware that the domain name you choose may not be available. We will get back to you with alternative names if your first choice is not available. If you already own a domain name and would like to assign it to your new website, please contact us
4. Enter your thrpy website address, which should be only lower case letters and/or numbers. If you do not use a custom domain, this will be your URL. You should choose a name now even if you are planning on getting a custom domain name, because it will allow you to begin work on your website immediately.
5. Your website title and SEO title meta tag can be modified later.
6. Click on **RESERVE YOUR SITE** and enter your credit card information to activate your site.