



Next Level Practitioner

On-Site Instructions



Set Up Your Profile

- **Upload your picture**

Just click the link that says “**Edit My Profile.**” It’s on the right side of the page under a section called “**My Profile Summary.**”

Next, click the button that says, “**Edit Profile.**” You’ll then be able to upload a picture from your computer, or you can use a service called Gravatar (but this is completely optional).

- **Add details about yourself**

For instance, you can tell us where you live, the kind of work you do, or anything about your life that you might share with a new friend.

You can also change your password if you like.

- **Save your changes**

After you’re done making changes, make sure that you scroll down to the bottom of the page and click the button that says “**Update Profile.**” That will save any information you’ve entered.

Learn How to Use the Site

- If you look at the top of the page, you’ll see links you can use to move between different parts of the program.
- You’ll also notice **a Navigation section** on the right side of the page.
- You’ll see that there’s a link in that section for your bonuses.

Right now, you can click on that link to get **bonus videos and infographics** that will enhance your experience in this program.

- And if you signed up for CE/CME credits, you’ll find information in the Navigation section about the **CE/CME quiz** that you’ll take after each topic has ended.
- If you ever forget where something is located on the site, you can always come back to these videos by clicking on “**Start Here**” at the top of the page.
- At any time that you have questions or need assistance navigating the site, please know that we have a dedicated customer support team ready to help you. You can contact them at **nextlevelsupport@nicabm.com.**

How the Program Works

- Each week, we'll post a **new module** in the program. You'll see a link for "**This Week**" at the top of the page.

We'll also post weekly Critical Insights and Focus on Application sessions to help you easily connect key concepts from the daily videos to your work.

And if you'd like to revisit a previous video, you can click on the "**All Contents**" tab and search for a specific video by speaker or topic.

- Underneath every video, you'll find links to **download the audio, video, and transcript files**. These are yours to save and keep forever and watch wherever, whenever you'd like.
- We've also created a space for you to **comment and connect with your peers** in this program. You can tell us what stood out to you, what ideas were new or surprising, or maybe even about something you've tried.
- All of the videos will remain in the program site, and you'll have access to them for as long as you continue your membership. That way you can go back and watch, listen and comment on them at any time.

You can also download the audio, video, and transcript files to keep forever in your personal library.

Success Board

- We designed this program to give you a lot of new ideas and many ways to apply them with your clients.

So when one of the insights sparks an idea for you, or you try a technique that's helpful with a client, we'd like to hear about it.

This is the place to share what's worked best so everyone in the program can benefit.

Introduce Yourself

- **Joining in on the conversation** is key to getting the most out of this program.

So how about starting off by introducing yourself right below this video?

Tell us a little bit about yourself – your profession and where you're from – city, state, and country. Then, let us know what you hope to get out of this program.

After you've done that, have a **look and see what other people have said**. This is a great place to start connecting with other program participants.

Sharing and collaboration are such important parts of this program – it's what can take your experience to the next level.

- And if you want to **send a private message** to someone, you can do that too. All you need to do is click on their name, and you'll be able to send your message.

Confidentiality

- Please remember, as you interact with your fellow practitioners, that it's important to **respect each other's privacy** and hold anything someone says in the program confidential.
- And if you're talking about a client, as always please change the person's name and identifying characteristics to protect their privacy as well.

And just one last thing: We put a lot of time and energy into making this program the best it can be for our members. Please respect our intellectual property and **don't share these audios, videos, or transcripts** with anyone.