

Guidelines for Multiple Locations

In support of practitioners who may wish to have listings for separate locations on the interactive Practitioners map, we have developed fair guidelines to ensure that the AHSE multiple listing feature can be used but not abused. Please read through these guidelines and then follow the instructions to submit your request for posting multiple locations. Contact the Multiple Locations Coordinator if you need any assistance.

1. Some practitioners offer services in more than one location. A “location” need not be a specific physical building or address, but does need to be geographically discrete. For example, someone having separate practices in two cities can list separately for each city. Someone with separate practices in different neighborhoods of the same city, however, should list once for that city only.
2. For each location, you must fill out a separate Personal Profile page. Note that for each location/Profile, you must maintain a practice that is regularly scheduled and predictably cyclical (i.e. daily, weekly, monthly).
3. Each separate location will require its own email address for the corresponding Personal Profile page. Separate email addresses are the only way a pin/locator can be generated for each of your locations on the interactive practitioner map.
4. You must choose one of these locations to serve as a primary location. This primary location/Profile will appear in the listing of AHSE practitioners on the “Find A Practitioner” page. Any additional Profiles will appear when the corresponding pin/locator on the map is clicked. You must indicate your primary location/Profile at the time you submit your request for multiple locations.

5. Practitioners are also encouraged to create an Expanded Profile for each of these Profile pages. On each Expanded Profile, you can list all of your other locations. In this way, whenever a visitor to the AHSE web site uses the Search Function to search for one of your locations, all of the multiple pins/locators, together with the corresponding Profiles, will be highlighted on the interactive map that appears.
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How to request and post multiple locations:

- a) Submit a list of the locations you wish to have posted on the interactive practitioners map to the **Multiple Locations Coordinator**:
Ryan@RyanMoschell.com
- b) Upon approval to post these locations, the **AHSE website coordinator** will then request that you fill out a Personal Profile for each location, using separate email addresses for each Profile as described in Guideline #3. You'll need to identify which is your primary location/ Profile.
- c) Once your multiple Profiles have been processed and posted on the interactive AHSE Practitioners map, you may then submit an Expanded Profile for each location/Profile as suggested in Guideline #4. To do this, go to the Home page of the AHSE website and at the upper right corner click on "Log In". Once you log on, then click on "Update Profile". In the right hand column, click on "Expanded Profile Instructions". Create an Expanded Profile for each of your Profile pages by following these instructions. (It might be possible for you to create one Expanded Profile that can be used for all of your Profile pages.)
Then submit these to the **Expanded Profile Committee**:
jadeforest@comcast.net