



August 7, 2019

Dear Odelia Shargian,

Congratulations and Welcome!

We are glad to inform you that you have been approved by the International Somatic Movement Education & Therapy Association to become a member of our registry as a Registered Somatic Movement Educator (RSME) and/or Registered Somatic Movement Therapist (RSMT).

Membership means that from now until the end of your active membership term, you may refer to yourself as a Registered Somatic Movement Educator/Therapist and use the ISMETA Logo for RSME, RSMT or RSME/T. There are guidelines on the website to help you choose Educator and/or Therapist as your registration title(s). You may also refer to your practice as Somatic Movement Education or Somatic Movement Therapy, as long as you are referring to your practice as defined in the ISMETA Scope of Practice and abiding by the professional standards and code of ethics as set forth by ISMETA. You will find the [Logo's and Policy for use](#) in the Member Portal on the website. By using these Logo's and referring to yourself as a Somatic Movement Educator or Therapist in as many venues as possible is strengthening the profession for us all.

As a member of ISMETA we hope that you will take advantage of the many benefits that you are entitled to. One valuable benefit of ISMETA Membership is your Professional Profile in our [Practitioner Directory](#). Detailed directions are attached below to help you create a vibrant profile. Once in the website look around at the other Member Only Features, new benefits are added monthly. We encourage you to join our private ISMETA Facebook page at <https://www.facebook.com/groups/41401846931/about/> And also check out our [member bookstore](#) where members receive a 20% discount and free shipping. Now that you are an ISMETA Member you are invited to post in our monthly newsletter. The details for submissions are on the [website](#).

Your renewal date is listed in your account profile on the website where you always have access. There will be a reminder sent a month before your expiration date. It is important, to respond quickly to this notice in order to keep Professional Registration and not have your profile removed from the website. If you are Registered Professional Member Plus your membership begins on the date of this letter. A Certificate of Insurance will be mailed within 3 weeks. A renewal notice will be sent via email one month prior to your renewal date. You **must** renew two weeks prior to your due date to insure no lapse in liability insurance coverage. Please remember to keep your email address up to date and make sure ISMETA emails are not landing in your spam box.

Thank you for your interest and participation in our global community of somatic movement professionals! We are so very happy to welcome you as a registered member of ISMETA and to have you begin taking advantage of the benefits of ISMETA membership.

Please let us know if you have any questions.

Sincerely,

Elisa Cotroneo

Executive Director

and the ISMETA Board of Directors

Directions for Website:

Click "MEMBERS" on the menu at the top of our website and select "LOGIN / MY ACCOUNT". Use the **email address associated with your account** and use the password set during your application process or request a new password to get to your profile. The password and email can be changed in your profile in the contact info section at anytime. Please keep your email up to date so you will receive your renewal notice and other important mail. Make sure you have us in your address book so our emails do not land in your spam folder.

Here are some important things you will need TO DO once you have access:

1. SAVE SAVE SAVE.... before leaving any page or section make sure to SAVE.
2. Edit your **Basic Info** for accuracy. There is a place for the public address you would like listed on the map AND a listing for ISMETA's private records so we can have mail contact you; please fill out both. If you do not want your street address listed on the website leave it out but please enter it in the section for ISMETA's records. We will not share with others.
3. There is also an option for **Additional** Contacts to be listed. They can be set to public or private. These contacts will receive mailings from ISMETA. This is where Organizations should add their ISMETA Leadership Council Representatives, business office contact for billing, and the Director's name if you choose to not have that address in the public view. All these contacts must have emails and position or title listed. It is your responsibility to keep these up to date. **Please make sure to not list the main email address here a second time in additional contacts because this will limit your access to editing your account.** If you are having trouble editing your profile this may be your problem, please contact us, if this happens we can save you a lot of trouble.
4. Individuals might use this area if they have a business partner but only ISMETA members should be listed publicly here.
5. The **Business card** is what people see first. Put in a **Profile Picture (headshot rather than logo)** and **Short Description**. The description is searchable for content so please be wise when choosing words. Identify yourself based on what you believe people might search for.
6. The rest is self-explanatory, and there are video tutorials if you need help. Profile description, Practitioner information, education, photo gallery... Everything you post should be focused on you as a Registered Somatic Movement Educator or Therapist not your business. You may certainly speak about your business but this is a place for the public to search for individual practitioners not programs. If you would like a listing for your program you can join as an Associate Member Organization or Approved Training Program in addition to you Registered Professional Membership. As you finish each section save and continue, the last page is where you will find the **Additional** contacts section. This area also allows you to add locations...this is a great way to show all the areas of the globe you practice or teach. Please note: This is NOT a place to add NON ISMETA member's names and contact info unless they are an administrator. If you are a Registered Professional Member and also have an ISMETA Approved Training Program or Associate Organization, you can log in to both with the same email in turn by requesting a password and the system will ask which account. If you have a problem with anything please contact us at info@ISMETA.org