

The Institute of Trichologists 10 Harley Street, London, W1G 9PF admin@trichologists.org.uk www.trichologists.org.uk

President Professor Andrew Messenger MBBS MD FRCP Vice President Dr Claire Higgins Chairman Neil Harvey MIT

IOT WEBSITE AND APP USER MANUAL

The Institute of Trichologists has created this guide to help IOT registrants access and use our registrant portal area, and the IOT's new registrant app.

JUNE 2024

THE IOT'S REGISTRANT PORTAL

The IOT's website has a private portal area that is only accessible to registrants, which contains lots of resources, information about membership renewals, and is now the home to a new community area for registrants to post questions, get updates, ask for advice from fellow Trichologists, and more.

All registrants have their own individual credentials to allow access to the portal, which have been provided by the IOT previously. Your username will be your email, and you should have previously set your own password.

If you are having problems accessing the portal, or need your credentials resetting, please contact us on <u>admin@trichologists.org.uk</u>.

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ACCOUNT LOGIN

Upon loading up the IOT website (<u>www.trichologists.org.uk</u>), you will notice a new banner along the top of the page, with sign in options on the right-hand side. Hover over **'Sign In'** and select **'Registrant's Login'** to access the login page.



The Institute Of Trichologists

The Institute of Trichologists is the foremost professional association for trichologists in the World, the largest provider of trichology training in Europe and the longest established body of its type.

Enter your email (username), password and press 'LOG IN'.



The Institute Of Trichologists Registrant's Portal

Please sign in below to access the Registrant's Portal.



REGISTRANT'S PORTAL HOMEPAGE

Once logged in, you will be taken to the portal homepage, where you will have new dropdown menus to access the range of different resources, including your profile, account, notification and other resources.



The Institute Of Trichologists' Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal



As well as the dropdown menu, you will also be able to access the resources from the buttons section on the portal homepage. Resources include best practice guides, information on CPD events, other upcoming events, recent registrant communications, and more.



COMMUNITY AREA

The community area is a new section on the website where the Institute will post updates and recent news, and where registrants can ask questions, have discussions with fellow Trichologists and comment on posts from other registrants.

There are two different ways to navigate to the new community area.

Method One: Navigate to the top left dropdown menu in the very top banner called 'Registrants Area'.

- The 'Community' button will take you to the community area.
- The 'Forums' button will take you an area where you can see any discussions you have been involved in, or allow you to post any new questions or topics.
 - Forums is a Q&A style section, where registrants can ask questions, answer questions, comment on discussion and more.



The Institute Of Trichologists' Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal

Method Two: Scroll down to the bottom of the registrant's portal homepage, you will see new links to 'Registrant Profile', 'Community' and 'Notifications'. The 'Community' button will take you to the community section.

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About Us 🝷	Hair Loss 🔻	Press & Events 🔻	News -	Find a Trichologist 🔻	Become a Trichologist	Concerns About a Trichologist
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10	l Registrants will so	oon have access to our	brand new M	ember Community, when	re you will be able to chat to	other IOT Registrants,
		ask qi	uestions, find	out the latest mormation	n and more.	
2	Click here to acces	Profile is your profile		Community Click here to the IOT's community Area		lotifications ck here to access your notifications
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COMMUNITY

PLEASE NOTE: This area of the website is monitored by the IOT, where we aim to engage and answer questions and queries where possible.

In the community area, you will see all recent posts that have been posted by both the IOT, and by fellow Trichologists. If you post an update or question, it will appear in this section.

You can create a post by typing in the 'Share what's on your mind, (your name)?' box.

	Harley Street
About Us 👻	Hair Loss 🔹 Press & Events 🔹 News 👻 Find a Trichologist 👻 Become a Trichologist Concerns About a Trichologist
6	Share what's on your mind, IOT
	All Updates
	Q. Search Feed
	The Institute of Trichologists posted an update - 2 weeks ago
	Join us at our next webinar of 2024; "Hair transplant patient selection and
	approach to hair transplant in textured hair" presented by Dr Eleojo Achimugu BSc(Hons) MB ChB MDCS EEBDS on Eriday 26th April at 10am
	Dr Eleojo is a Fellow of the European Board of Paediatric Surgeons and a member of the Royal
	College of Surgeons. It was her Read more
	ம் Like 🗘 Comment

Once you click in this section, a popup box will appear for you to write your update or question.

On the popup, there will be an option to change who can see your post. If you click on the small dropdown that says **'Public'**, it will ask you to select who can see your post.



Create a post	×	
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Share what's on your mind, IOT		
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A dropdown will appear to select who can see your post. **Please note:** by default there will be a 'Public' option which will say it is visible to anyone. However, the community feature has been made completely private, and will only be accessible and visible to registrants of the IOT who have been given access to the portal.

We do, however, recommend selecting the **'All Members'** option when posting any updates or questions.

Who can see your post?	×
Public Visible to anyone, on or off this site All Members	\circ
Visible only to you	° °



You can also like or comment on other people's posts, by clicking on the relevant buttons under the selected post.



The comment button will bring up a text box to type in. Once written, press the blue arrow button to post.



TheInstituteof Trichologists Harley Street Founded 1902

REGISTRANT PROFILE

In your registrant profile, you will see your basic information such as your name. Your nickname is used by the portal to identify you (this will also be your name). These can be edited and will be visible to other registrants in the portal. You are also able to upload a profile picture (this is not required).

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Making changes to your information

You will be able to make changes to your name, nickname, account email, password and upload a profile picture. This can all be done via the **'Profile'** and **'Account'** tabs in this section.

Changing Your Name

Changes to your name and nickname can be done directly in the profile section. Just select the relevant box and type.

Once updated, click 'Save Changes'.

Changing Your Email

To change your email, go the **'Account'** tab and update this in the **'Account Email'** box shown below. **Please note,** this will change the email which you use to login to the registrant's area.

Once updated, click 'Save Changes'.

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Changing Your Password

To change your password, enter it in the **'Add Your New Password'** field. This needs to be repeated in the second box.

Once updated, click 'Save Changes'.

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	Save C	changes				

To update your email without updating your password, make the changes to your email, leave the password boxes blank, and press '**Save Changes'**.

NOTIFICATIONS

From the notifications tab, you will be able to see any of your notifications. This will be when someone mentions you in a comment, or comments on one of your posts etc.

To change your notification preferences, go to the accounts tab, and select notification settings. This will allow you to enable or disable notification types from the community area using the checkboxes.

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REGISTERING FOR WEBINARS

You can now register for IOT webinars directly from the IOT website. Once registered, you will be emailed with a confirmation and a link to the webinar.

Most of our webinars are free to attend for IOT registrants but are at a small cost for non-registrants. Due to this, you will be able to register for webinars for free, however, in order to do so, you will need to be logged into the IOT website using your IOT credentials.

To access registration for webinars, hover over the **'Press & Events'** tab in the website menu and select **'Events'**.



The Institute Of Trichologists

The Institute of Trichologists is the foremost professional association for trichologists in the World, the largest provider of trichology training in Europe and the longest established body of its type.

This will bring up a list of all of our upcoming webinars and events. This can be filtered by view to show; a list of all events, a month view and daily view. To change the view, click on the circled icon shown below. To bring up more information on the event, or to register, click on the title of the event.



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April 2024 FRI 26	April 26 @ 10:00 am - 11:00 am Webinar – Hair transplant patient selection and approach to hair transplant in textured hair		E List Month Day
	Webinar SPEAKER: Dr Eleojo Achimugu, Hair Transplant Surgeon, BSc(Hons), MB ChB, MRCS, FH TOPIC: Hair transplant patient selection and approach to hair transplant in textured hair D Eleojo is a Fellow of the European Board of Paediatric Surgeons and a member of the Ro	έθΡS γr yai	
	College of Surgeon, it was her expertise as a Paediatric Surgeon, a Read More = Get Tickets, Free - £15.00		
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Among the different views, there is also the option to subscribe to our calendar. This will mean you will be notified of any newly added events and will give you the option to add our events to your own calendar automatically.

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TheInstituteof Trichologists

Once you are on the specific event page that you would like to register for, you will see two options; to RSVP and to purchase tickets. If you are not logged in to the IOT website using your credentials, you will not be able to select the RSVP button, and there will be a banner along the top of this section prompting you to login.



If you are logged in, you will be able to RSVP to register. To do this, press the **'Going'** button.

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		IOT Registrants 26 Going	RSVP Here Going)	
		Tickets Non-Registrants	£15.00		
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This will open a registration form, where you need to enter your name, and email address. Once filled in, press **'Finish'**.



<u>Please note</u>, please leave number of guests as 1. If you are registering for other people (registrants), please register each person individually.

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MEMBERSHIP RENEWALS

Annual membership renewals are now completed by filling out and submitting our annual membership form, which can be accessed from the registrant's area of the IOT website and on the IOT's registrant app.

To renew your membership, you must be logged in to the IOT website or app using your IOT credentials. Either follow the link that will be emailed to you, or go to the registrant's area menu in the top left of the banner of the website, and click on the **'Registration'** tab.

The Institute of Trichologists [®] Harley Street



The Institute Of Trichologists' Registrant Portal

Hi IOT, welcome to the IOT's Registrant Portal

This will open the membership renewal page on our website which contains the annual membership renewal form.

Before you start the renewal form, please make sure you have checked to see if your clinic information is up to date or needs updating on our register. To check your clinic listing, click on the following links and search by your name:

UK Registrants

https://trichologists.org.uk/trichologists-register-united-kingdom/

International Registrants

https://trichologists.org.uk/trichologists-register-international/

Please also make sure you have read and understood the <u>Articles of</u> <u>Association and Code of Professional Practice and Ethics</u>.

The membership renewal page will look like the below:



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About Us 👻	Hair Loss 👻	Press & Events 🔻	News -	Find a Trichologist 👻	Become a Trichologist	Concerns About a Trichologist
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		Please fill o	ut and subm	it the Annual IOT Membe	rship form below.	
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Pa	syment for your a	nnual membership fee	e can be mad	e on the renewal form. Pa	ayment is made via our secu	ure Stripe Checkout.
PLI	EASE NOTE – fail	ure to return this form	will restrict ir	formation on the Institut	e Register and therefore aff	ect possible referrals.
	Your Info -	- Step 1 of 6				
	e					
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Enter your name, email address and contact number – these are required and are the details you would like the IOT to contact you on for registrant communications. These contact details can be different to your clinic listing information and will not be shared publicly.

Tick to accept our data protection policies.

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The Institute of Trichologists

STEP 2

This part of the form is the Articles of Association and Code of Ethics Declarations:

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	I have read	I and understood, and a	gree to abide b	y the Code of Professional	Practice and Ethics	
	Agree					
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You do not have to declare any spent convictions that will not appear on a DBS check

Have you ever received a sanction from a professional body e.g. General Medical Council *

Previous

Next

No

No

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The Institute of Trichologists

STEP 4

This part of the form is to update the information that we hold on your clinic listing on the 'Find a Trichologist' section of the IOT website. To find out what information we hold on your clinic, visit the links on page 18 of this document.

If your clinic listing information is up to date and does not need updating or changing, select 'my information is up to date'.

If you would like to make any changes to the information on your clinic listing, select 'my information needs updating'.

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When you select 'my information needs updating, more form fields will appear for you to enter information, including;

- Title
- Name
- Membership status (AIT/MIT/FIT)
- Additional information such as clinic opening times, or any additional qualifications (please note, we may ask for proof of these before published to your clinic listing)
- Special expertise /special interests: such as services offered, including any areas of focus within your clinic
- Clinic address
- Clinic number and website



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Once you have completed this section, it states 'Do you have another clinic or practice?". If you do, click yes and this will bring up a second section with all of the information above. You can add up to 3 clinics on the membership form. If you do not have another clinic or practice, select no, and it will let you progress to the next step of the form.



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Clinic or Practice Address		
Address Line 1		
Address Line 2		
City	State / Province / Region	
	Select country	
Postal Code	Country	
Clinic or Practice Number		
₩ • 07400 123456		
Clinic or Practice Website		
Do you have another clinic or	practice? *	
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	Previous Next	ſ

STEP 5

This part of the form allows you to upload your insurance certificate, which is a condition of your membership.

			The Instit Harley Street	uteof Tricholog	ists [®] nded 1992	
About Us 👻	Hair Loss 🝷	Press & Events 💌	News 💌	Find a Trichologist 👻	Become a Trichologist	Concerns About a Trichologis
	Insurance	Certificate - Step 5 of	6			
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	Please enclos and must be (e a copy of your current Busine up to date and on record.	ss Insurance Certil	ficate for Our Records, this can be	in electronic scan, this is a condition of	Membership
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The Institute of Trichologists Harley Street Founded 1902

STEP 6

This part of the form allows you to make the required membership declaration and payment for your annual membership fees.

TheInstituteof Trichologists

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	City		State / Province /	Region		6
			select cou	inury		

Select which membership type you are (a full member or retired member). Secure payments can be made by card directly on this section of the form via the IOT's Stripe.

TheInstituteof Trichologists

	Membership Payment
	Please select your membership type and make payment for your annual membership fee below. Secure payments can be made using credit or debit card, via the IOTS stripe Checkout. Once you have submitted your registration/membership form and payment, you will receive a copy of your form and payment receipt via smail.
	Membership Register 2023/2024: I wish to be registered as (please select one box).*
	A Full Member - £379.50
	We are still offering spin payments and a second structure of the second s
	Total
	£379.50
	Payment Details *
	Card number MM/YY CVC
(Card
	Name on Card
	Stripe secure checkout - Please make payment for your annual membership fee using a debit or credit caraft

Once completed, a receipt for your payment will be emailed directly to you, along with a copy of your membership renewal form.

THE IOT REGISTRANT APP

The IOT have developed a brand-new registrant app that works in-conjunction with the IOT's registrant portal. Your login credentials for the app will be the same, and any resources in the registrant's portal will be available in the app.

Information such as notifications, profile information and more will be synced between the app and the portal automatically.

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App Download	
App Login	
App Homepage and Navigation	
Community Area	
Registering for Webinars	
Membership Renewals	

APP DOWNLOAD

The IOT registrant app is available for iPhone and Android on the Apple and Google App stores. The app is called 'The IOT', and to download, click the following links, or scan the QR code below:

Apple App Store: https://apps.apple.com/us/app/the-iot/id6479173451

Google Play Store:

https://play.google.com/store/apps/details?id=com.theinstituteoftrichologists.app&pcampaignid=web_share



APP LOGIN

Similar to the IOT's registrant portal, the app can only be accessed by logged in users. All registrants have their own individual credentials to allow access to the portal and app (the credentials are the same for both), which have been provided by the IOT previously. Your username will be your email, and you should have previously set your own password.

If you are having problems accessing the app or logging in, or need your credentials resetting, please contact us on <u>admin@trichologists.org.uk</u>.

When you open the app, this screen will be the first one you see. To login, enter your username and password and click submit.



APP HOMEPAGE AND NAVIGATION

Once logged in, you will be taken to the homepage. From the homepage and throughout the app, there will be links to the different areas of the app via the following:

- The menu tab along the bottom of the app which takes you to the key areas of the app (home, community, news and notifications). This menu is visible on every page.
- Side menu where you can access every page on the app by pressing the three lines in the top left corner of the app. This opens a side screen with the app's full menu, and this is accessible on every page of the app.
- Select buttons on the homepage of the app which take you to a selection of the main pages.



The menu tab along the bottom of the app which takes you to the



To logout, scroll down to the bottom of the side menu and press the 'Logout' button. Unless this is clicked, the app will remain logged in so you should not have to keep entering your login details when you open the app.



From the homepage, you will also be able to access registrant resources, such as best practice guides, view upcoming events, access newsletters, view recent registrant communications and IOT updates, and more. To access these, click on the relevant buttons.



In sections such as IOT updates, research and newsletters, there will be a list of additional posts that you will be able to click to bring up more information. For example, in the newsletters section, if you click on the box that says '2024 Issue 1', it will bring up a secondary page where you can view and download that particular newsletter as a PDF file. To go back to the section, press the back arrow in the top left corner.





COMMUNITY AREA

The community area can be accessed via the side menu, or by pressing the community button in the tab menu along the bottom. All posts, comments and likes etc are synced with the community area in the portal area of the IOT website, so whatever is posted in the portal will be visible in the app and vice versa.



Once you click on the create a post button, a separate window will open. Type your post in the 'Message' area and press 'post activity' when done.

To add media such as an image, click on the 'Add Media' button.

the community area

To like or comment on other people's posts, press the buttons underneath the post you wish to interact with. The thumbs up button is to like, and the speech mark button is to post a comment. Once you click on the speech button, it will bring up a separate window for you to compost and post your reply.



Registrant Profile

To access your profile, open the side menu, scroll down to **'More'** and click on **'My Profile'**. In your profile, you will see your basic information such as your name, nickname (your unique identifier), and profile picture (this is not required). You will also be able to see if you have any notifications.

PLEASE NOTE: If you post in the community area, all other registrants in the community area will be able to see your name, nickname and your profile photo if you chose to upload one.

MAKING CHANGES TO YOUR INFORMATION

Unfortunately, you will only be able to make changes to your name and profile photo from the app. In order to do this, please click the **'Edit Profile'** button. To make further changes, you will need to login to the registrant's portal on the IOT website (please follow the instructions above).

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Regis	ster for the Webinar				BSc(Hon Eriday 26	by Dr Eleojo Achimugu s), MB ChB, MRCS, FEBPS, th April at 10am, Dr Eleoio	on is a
alt	Resources				Fellow of	the European Board of Pa	ediatri

Notifications

Your notifications can be accessed via the side menu, by pressing the community button in the tab menu along the bottom, or via your profile.



	No notifications to display.
TheInstituteof Trichologists Futly Street	
The Institute of Trichologists	
@admintrichologists-org-uk	
MESSAGES	
Last activity	
During the Annual General Meeting of the	
2024), a resolution was passed to amend	
the Articles of Association to change the	
details to the post nominal letters AIM	

REGISTERING FOR WEBINARS

You can now register for our IOT webinars directly from the IOT app. To access registration for webinars, to go **'Webinars'** either from the side menu or from the homepage.

Underneath a brief description of each webinar, there will be a 'register' button. Press this to bring up additional information and to register for the webinar.

Upcoming Webinars	Webinar – Hair transplant patient
Webinar – Hair	selection and approach to hair transplant in textured hair
transplant patient selection and approach	April 26 @ 10:00 am - 11:00 am
to hair transplant in	SPEAKER: Dr Eleojo Achimugu, Hair
textured hair	Transplant Surgeon, BSc(Hons), MB
	ChB. MRCS, FEBPS
April 26 @ 10:00 am - 11:00 am	TOPIC: Hair transplant patient
SPEAKER: Dr Eleojo Achimugu, Senior	selection and approach to hair
Hair Transplant Surgeon BSc(Hons), MB	transplant in textured hair
ChB, MRCS, FEBPS	Dr Elegio is a Fellow of the European
TOPIC: Hair transplant patient coloction	Board of Paediatric Surgeons and a
and approach to bair transplant in	member of the Royal College of
textured hair	Surgeons. It was her expertise as a
	Paediatric Surgeon, a core interest in the
	restorative art of surgery and her love for
REGISTER	hair that first attracted her to hair
ALGIGTER	transplant surgery. Both types of surgery
	require intricate precision, attention to

Once on the specific webinar page, scroll down to the section that says **'RSVP Here'**. To register, click the **'Going'** button, and it will ask you to enter your name and email address. Once entered, click **'Finish'**. You will then be registered for the webinar, and will be sent a confirmation email with further information on it.



MEMBERSHIP RENEWALS

Annual membership renewals can now also be completed on the app. When membership renewals are due, there will be a 'Annual Membership Renewal' button along the top of the homepage, which will take you directly to the membership renewal form. This can also be accessed by going to the side menu and scrolling down to more.





The form is identical to the form in the registrant's portal. For help with filling out the form, please visit the instructions in the portal section above.

Annual Membership	Your Info - Step 1 of 6			
Ist July 2024 - 30th June 2025				
Please fill out and submit the	Name			
Annual IOT Membership form				
pelow.				
Before you start, please make	First Last			
sure you have checked to see if	Email *			
our clinic information is up to				
fate or needs updating on our				
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ou have read and understood	Contact Number			
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Association and Code of				
Professional Practice and Ethics.	DATA PROTECTION: The Institute of Trichologists (IOT) take the privacy of our			
Payment for your annual				
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he renewal form. Payment is	information you provide in this			
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Checkout.	dealing with you as a memb			
Place NOTE AN A Place Terra	of the institute in accordant			