

SYL-WP-ENG-003 Specialist Profile Registration and Configuration

ShiftYourLife

1. Purpose and Overview

The purpose of this guide is to provide a consistent process for registering and configuring a Specialist Profile on the shiftyourlife.eu platform.

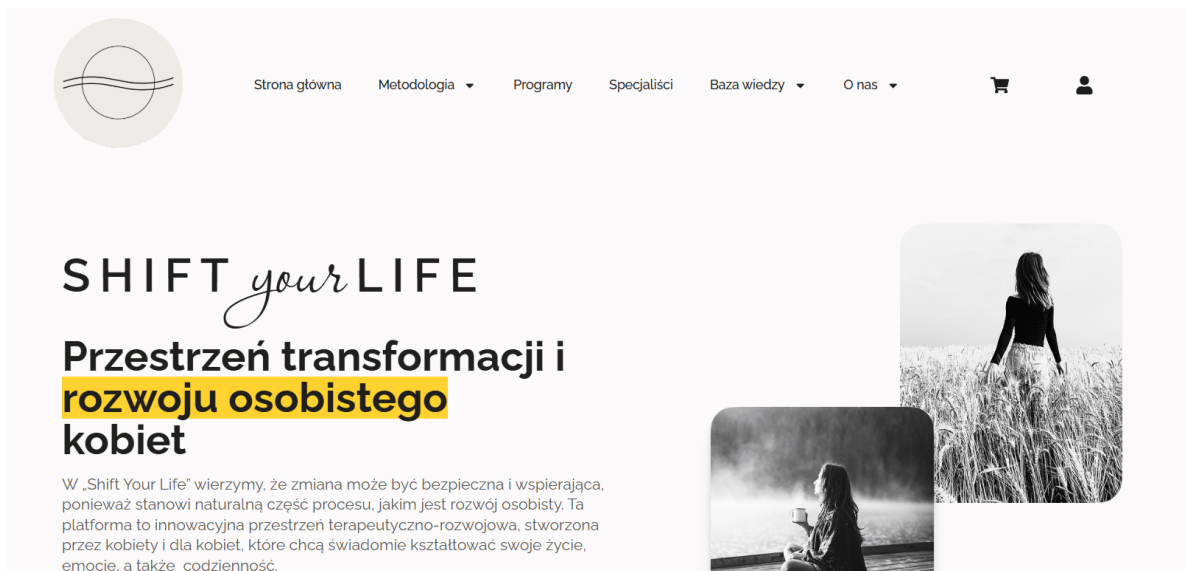
This guide is intended for Specialists joining the Institute who need to independently set up and configure their profile.

The process includes:

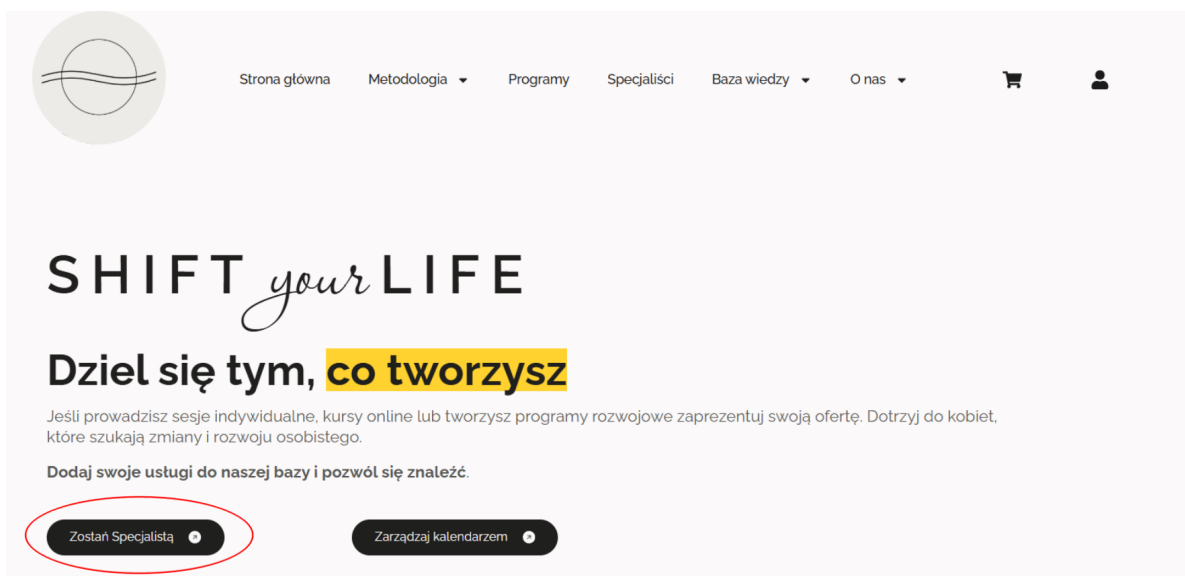
1. Registering a Specialist Profile,
 2. Assigning a Calendar and Services,
 3. Setting prices, working hours, special days, and days off,
 4. Managing additional tabs (e.g., consultations).
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2. Registering a Specialist Profile

1. Log in to ShiftYourLife: <https://shiftyourlife.eu/login/> and go to your account settings.



2. Select **Become a Specialist (Zostań Specjalistą).**



3. Complete the registration form.

⚠ Note: You may create more than one profile, but all will share the same booking system.

For example, if you create one profile for past-life therapy and another for Lomi Lomi massage, both profiles will display both services and their prices.

For now, we strongly recommend creating only one profile.

SHIFT *your* LIFE

Dołącz do naszej bazy **specjalistów!**

Uzupełnij swój profil, aby Twoje usługi były widoczne w bazie specjalistów na naszej Platformie. Pamiętaj, im pełniejsze informacje o sobie przekazesz, tym większa szansa, że trafią do Ciebie osoby szukające wsparcia właśnie u Ciebie.

Informacje ogólne / General information

Imię i nazwisko / Name and Surname: *

Podaj swoje nazwisko i imię

Specjalizacja / Specialization: *

Wybierz specjalizację

Informacje o usłudze / Service details

Field descriptions:

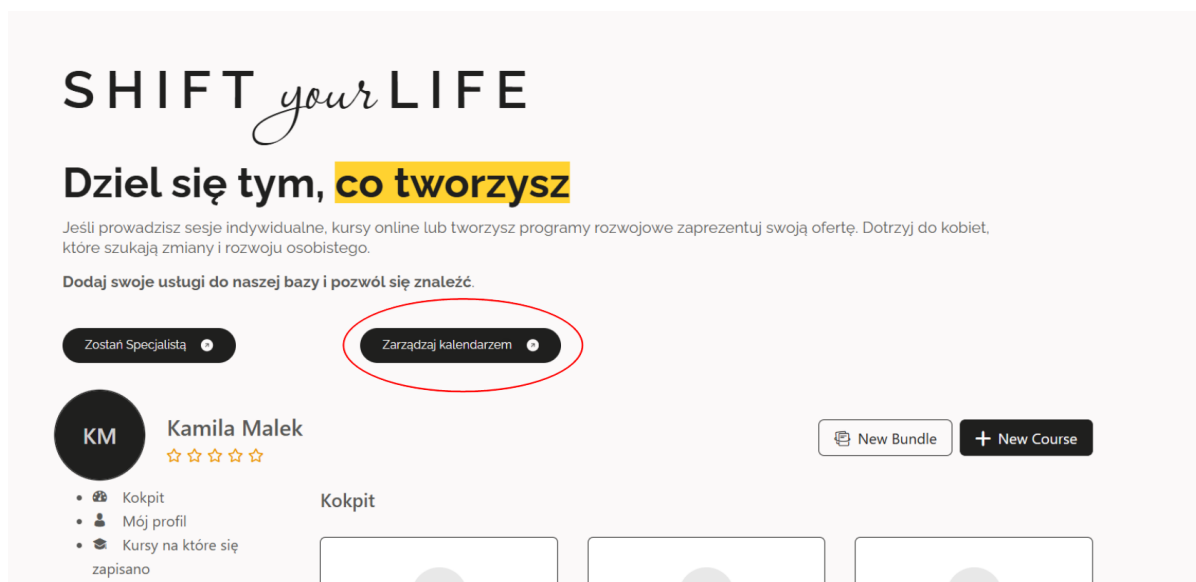
- **Full Name** – enter in the format *first name last name* (e.g., Kamila Małek).
 - **Specialization** – select all your specializations from the list (e.g., Access Bars, Lomi Lomi, psychological support).
 - **! If your specialization is missing – please report it to the Administrator.**
 - **Languages, Service Type, Service Category** – select all applicable options.
 - **About the Service** – a short description of all services provided.
 - **Profile Photo** – upload your photo and certifications.
 - **About Me** – personal description.
 - **Competencies** – education, courses, certifications.
 - **Address, Postal Code** – required for in-person services.
 - **City, Country** – required field.
 - **Map** – optional (can be hidden).
4. Click **Add Service** – your services will be submitted for Administrator approval.

No need to notify us – the system will send the notification automatically. Once approved, you will gain the role enabling calendar management.

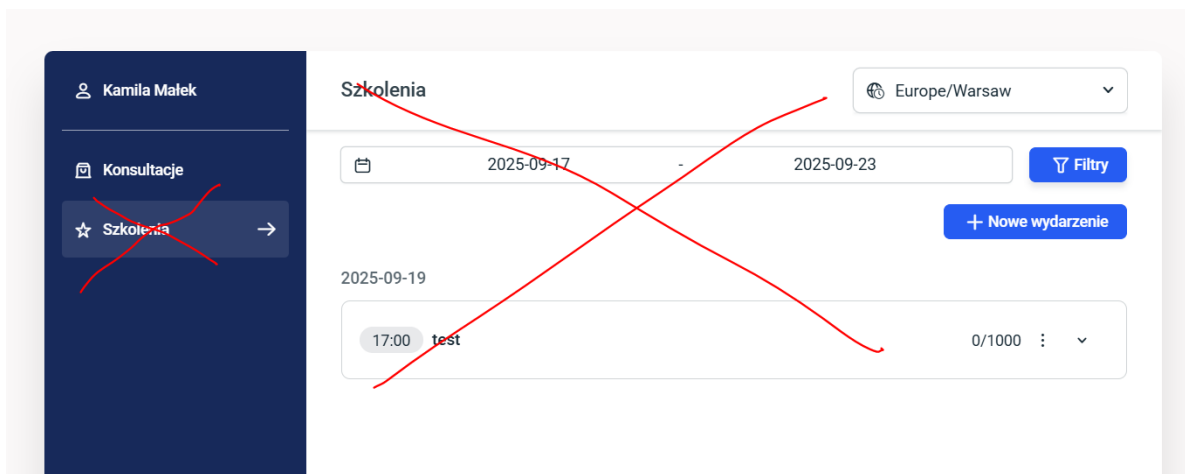
5. ⚠️ **Send the details of your services (type, duration, free consultation option) to:** kontakt@shiftyourlife.eu.
6. You will then receive confirmation that your role has been activated, allowing you to integrate your calendar.

3. Assigning a Calendar

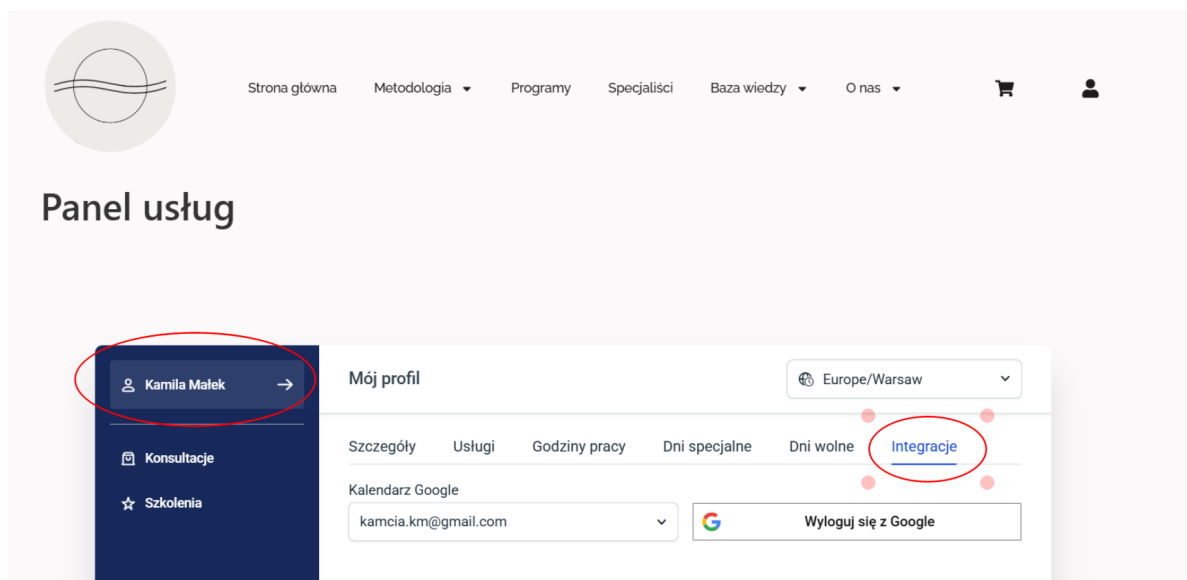
1. After logging in, go to your account dashboard: <https://shiftyourlife.eu/kokpit/>.
2. Select **Manage Calendar (Zarządzaj Kalendarzem)** – you will be redirected to the Services Panel.



⚠️ **Do not use the Trainings (Szkolenia) tab – it is not integrated.**



3. Select your **Full Name**. In the **Integrations** (Integracje) tab, link your **Google Calendar** and log in. Confirm access in the email or login window.

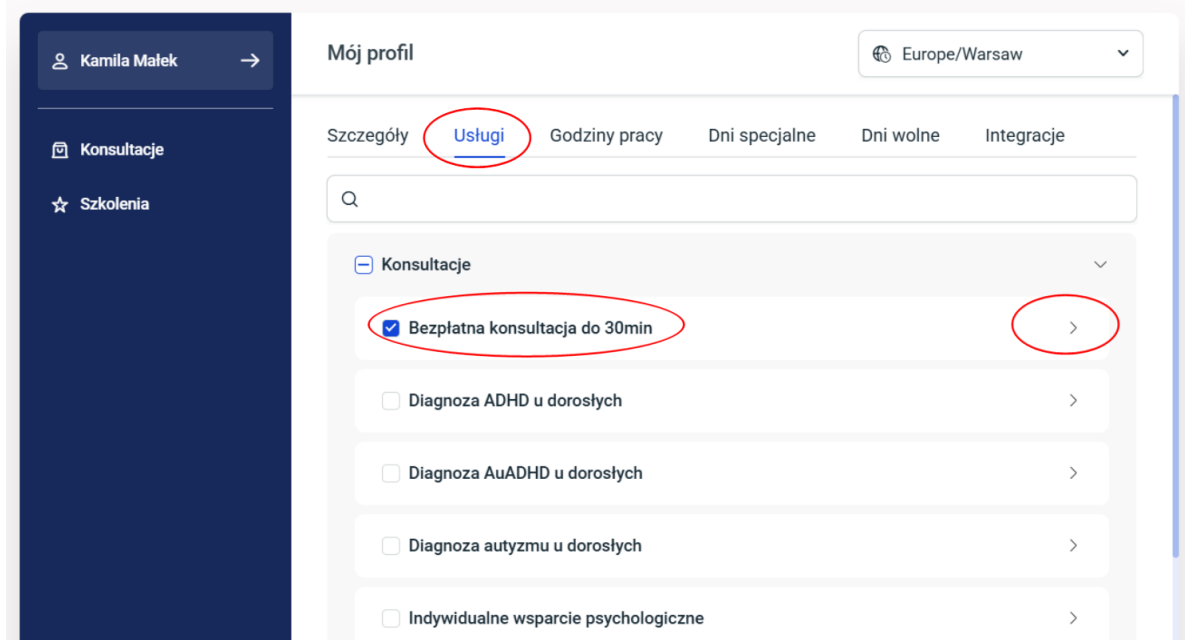


4. Assigning Services, Working Hours, and Availability

1. In the **Details (Szczegóły)** tab, you will find your email, location, and phone number.

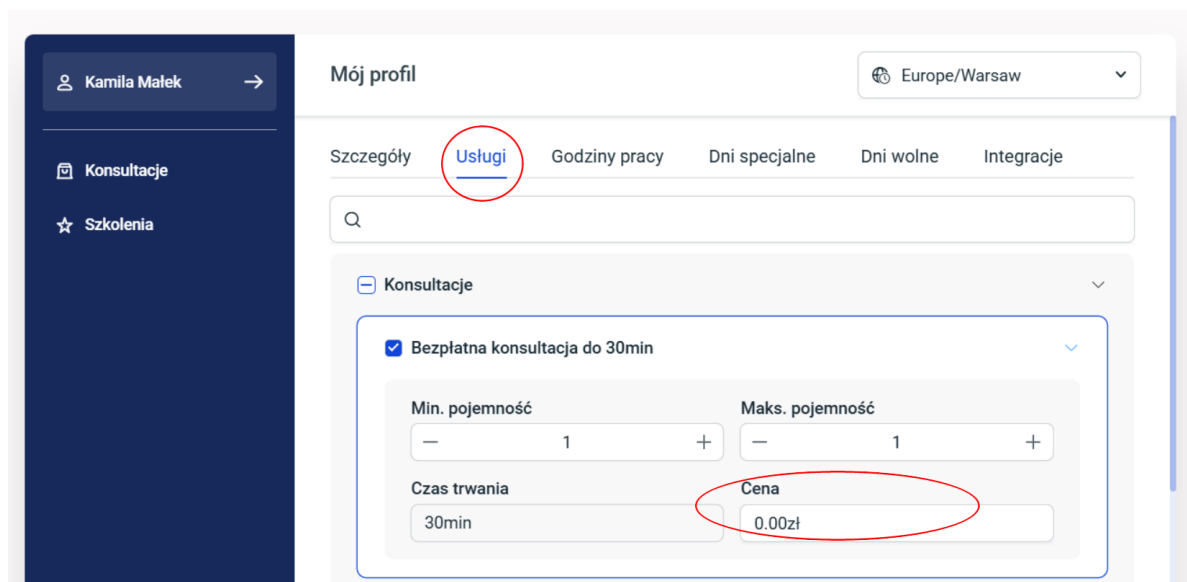
- **Location** (lokalizacja) → if you did not enter an address, the system will display "**online**." For in-person services, your workplace address will appear here. If you offer both online and in-person services – select your in-person location.
2. In the **Services (Usługi)** tab, verify the services assigned to your profile. If you will give me names of your service, I will update it in english, so you have your list.

Service durations are predefined and cannot be edited. You can view the duration in the service details (click the arrow).



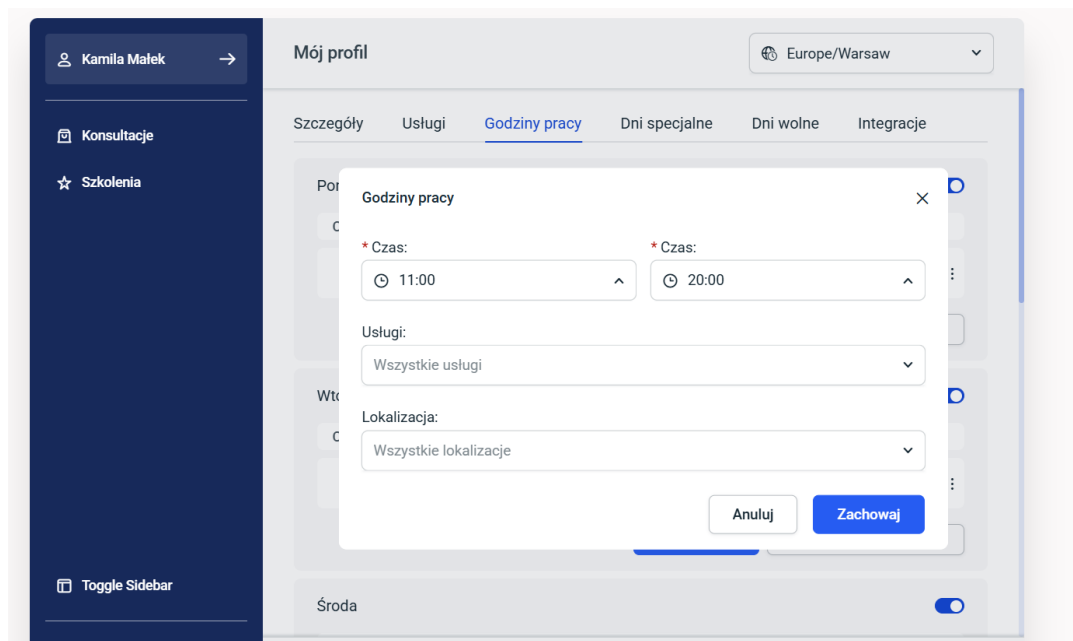
3. Set the **price (Cena)** for your service (this is individual to you) and adjust the following parameters:

- **Min. Capacity (min. pojemność)** – the minimum number of participants required for the booking to be confirmed.
 - *Example: if set to 2 and only 1 person books → the system may not confirm the reservation.*
- **Max. Capacity (maks. pojemność)** - the maximum number of participants allowed per session.
 - If set to **1** → the meeting is individual.
 - If set to **10** → the service functions as a group session.



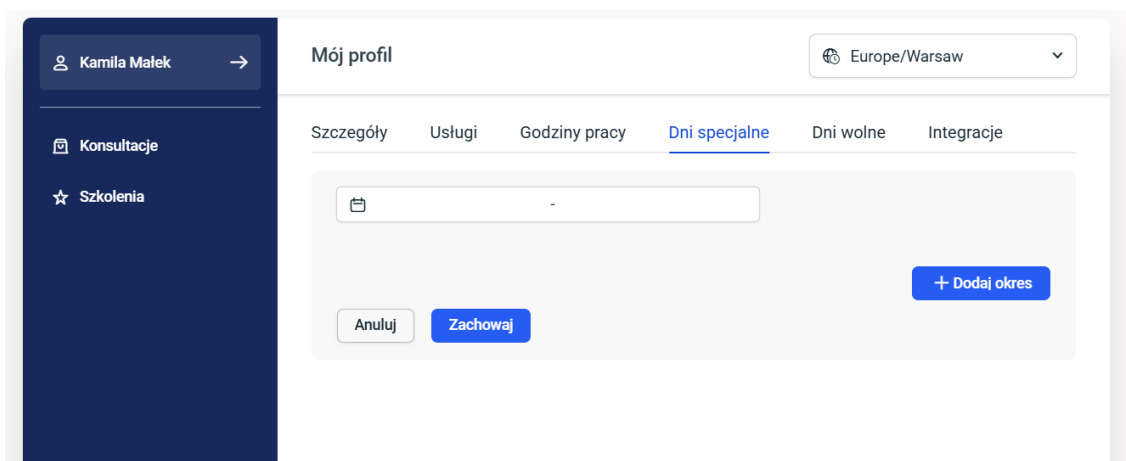
4. In the **Working Hours (Godziny Pracy)** tab – define your availability:

- **Add Period (Czas)** – adds another time block on the same day (e.g., 9:00–12:00 and 14:00–18:00).
 - *Example: Monday 11:00–20:00 → clients can book any time between 11:00 and 19:00.*
- **Apply to All Days (Zastosuj do wszystkich dni)** – copies the same hours across the week.
- **Service and Location (Usługi, Lokalizacja)** – assign specific services to specific time slots or locations.
 - *Example: 9:00–12:00 → Online consultations, 14:00–18:00 → In-person meetings (if you entered a location).*



5. In the **Special Days (Dni specjalne)** tab – define custom availability (e.g., extra hours on a Saturday):

- Select a date (e.g., September 20).
- Add time slots (e.g., 09:00–14:00).
- You can add more than one period using **+Dodaj okres** button
- Click **Save**.



6. In the **Days Off (Dni wolne)** tab – define times when you are unavailable (e.g., vacation, holidays, travel):

- **Date (Data)** – choose a single day or a range.
- **Name (Nazwa)** – e.g., "Vacation," "Holiday."
- **Repeat annually (powtarzaj co rok)** – the system will automatically block the date every year (e.g., December 25).
- Click **Save**.

👉 Difference:

- **Special Days (Dni specjalne)** = exceptional working hours.
- **Days Off (Dni wolne)** = complete unavailability.

7. After completing all settings, click **Save** at the bottom of the page to store your profile and availability.

The screenshot displays the 'Mój profil' (My Profile) page. On the left is a dark blue sidebar with a user profile 'Kamila Małek' and navigation links for 'Konsultacje' (Consultations) and 'Szkolenia' (Trainings). The main content area is titled 'Mój profil' and includes a location dropdown set to 'Europe/Warsaw'. Below this are several tabs: 'Szczegóły', 'Usługi', 'Godziny pracy', 'Dni specjalne', 'Dni wolne' (which is selected), and 'Integracje'. The 'Dni wolne' section contains a table with headers 'Data', 'Nazwa', and 'Powtarzaj co rok'. Below the table, there are input fields for 'Data' and 'Nazwa', a checkbox for 'Powtarzaj co rok', and two buttons: 'Anuluj' and 'Zachowaj'. The 'Zachowaj' button is highlighted with a red circle.

5. Additional Features

1. **Consultations (Konsultacje)** – you can manually add a booking for an existing client.

Fields descriptions:

- **Service (Usługa)** – choose from services assigned to your profile.
- **Date and Time (Data, Czas)** – select a time within your schedule. The system will automatically calculate service length and block time slots.
- **Notify client(s) (Powiadom klient(ów))** – select this option if you want the client to receive an email/SMS notification.
- **Internal Note (notatka wewnętrzna)** – visible only to you and the Administrator.
- **Clients Tab (Klienci)** – assign a booking to someone already listed as your client.

2. Trainings (Szkolenia)

⚠ **This feature is not yet integrated – do not use it.**

