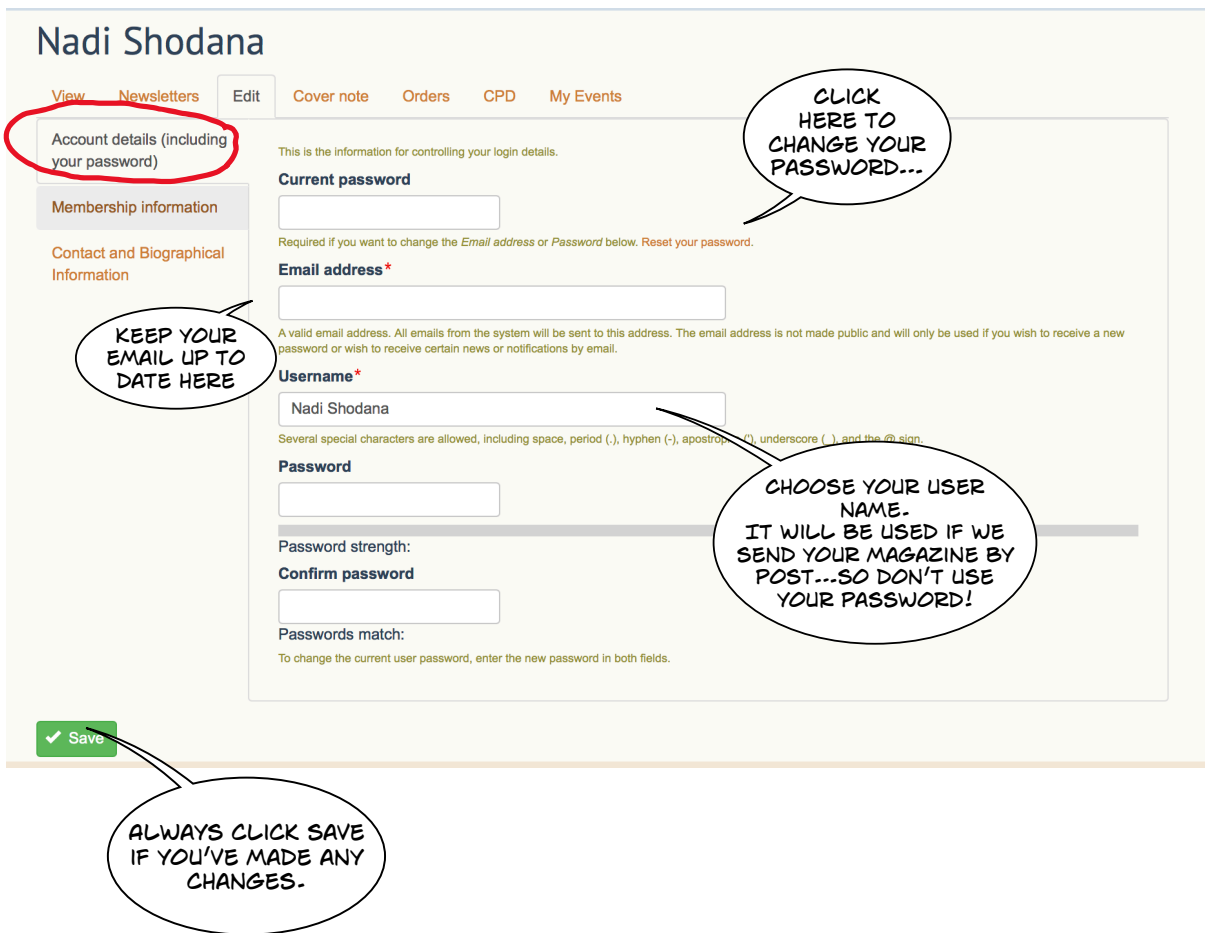


How To Set Up or Update your Yoga Scotland Account/Web Profile

Log in to Yoga Scotland and go to **My account**.
Click on the **Edit** tab.

Account details Tab



The screenshot shows the 'Nadi Shodana' account details page. The 'Edit' tab is selected. The 'Account details (including your password)' section is circled in red. A speech bubble points to the 'Current password' field with the text 'CLICK HERE TO CHANGE YOUR PASSWORD...'. Another speech bubble points to the 'Email address*' field with the text 'KEEP YOUR EMAIL UP TO DATE HERE'. A third speech bubble points to the 'Username*' field with the text 'CHOOSE YOUR USER NAME. IT WILL BE USED IF WE SEND YOUR MAGAZINE BY POST...SO DON'T USE YOUR PASSWORD!'. A fourth speech bubble points to the 'Save' button with the text 'ALWAYS CLICK SAVE IF YOU'VE MADE ANY CHANGES.'.

Nadi Shodana

View Newsletters **Edit** Cover note Orders CPD My Events

Account details (including your password)

This is the information for controlling your login details.

Current password

Required if you want to change the *Email address* or *Password* below. [Reset your password.](#)

Email address*

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

Password strength:

Confirm password

Passwords match:

To change the current user password, enter the new password in both fields.

Membership Information Tab

Nadi Shodana

View Newsletters Edit Cover note

Account details (including your password)

Membership information

Contact and Biographical Information

Gift Aid

Tick this box if you would like to Gift Aid to apply to any eligible payments you make to YogaScotland. By ticking this box you are confirming that you are a UK taxpayer, and will have paid sufficient tax to cover the Gift Aided amount, or are willing to pay the difference if required. For your payments to qualify for Gift Aid, you must also supply a postal address.

Address

Enter a postal address if you have chosen to receive your Yoga Scotland magazine by post. First select 'UK' as a country, and then the rest of the fields will appear. If you have opted to Gift Aid any of your payments, you must also supply your postal address.

Country

✓ - None -
United Kingdom

Request CPD check

Insured teachers only: Tick this box when you have completed your year's CPD and need to have it verified in order to renew your membership.

Magazine by post?

Tick this to receive a hardcopy of the Yoga Scotland Magazine by post (you must also supply a UK address). Otherwise you will receive your copy of the magazine as a PDF via email.

✓ Save

TICK THIS BOX IF YOU WOULD LIKE TO INCLUDE GIFT AID. PLEASE PROVIDE YOUR ADDRESS IF YOU ARE ADDING GIFT AID.

START ADDING YOUR ADDRESS BY SELECTING UNITED KINGDOM

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Gift Aid

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Address

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Country

United Kingdom

Street address*

Post town*

Postal code*

Request CPD check

Insured teachers only: Tick this box when you have completed your year's CPD and need to have it verified in order to renew your membership.

Magazine by post?

Tick this to receive a hardcopy of the Yoga Scotland Magazine by post (you must also supply a UK address). Otherwise you will receive your copy of the magazine as a PDF via email.

YOUR ADDRESS IS USED FOR RECEIVING YOUR PAPER MAGAZINE. IT IS ONLY VISIBLE TO AUTHORISED YS STAFF/TRUSTEES.

AT THE END OF EACH YEAR, YOU WILL GET AN EMAIL ASKING IF YOU WANT TO RECORD ANY NON-YS CPD. SIMPLE INSTRUCTIONS WILL BE INCLUDED WITH THE EMAIL.

IF YOU'VE ATTENDED YS CPD, YOUR POINTS WILL BE ADDED AUTOMATICALLY FOR YOU AFTER THE SESSION.

TICK THIS BOX TO RECEIVE YOUR MAGAZINE IN THE POST RATHER THAN AS A PDF. YOU MUST PROVIDE YOUR ADDRESS.

ALWAYS CLICK SAVE IF YOU'VE MADE ANY CHANGES.

✓ Save

Contact and Biographical Information

Nadi Shodana

View Newsletters Edit Cover note

Account details (including your password)

Membership information

Contact and Biographical Information

Public profile IF YOU WANT TO ADVERTISE YOUR CLASSES, PLEASE MAKE YOUR PROFILE "PUBLIC"... THEY WON'T SHOW UP OTHERWISE.

Tick this box to make your contact details visible on the public website (sign). You must tick this in order to display, edit, or add your yoga classes on the website.

Telephone number YOU CAN CHOOSE TO INCLUDE YOUR PHONE NUMBER OR NOT.

Add a telephone number. You may use spaces or dashes to separate numbers.

Website IF YOU HAVE A WEBSITE, YOU CAN LINK TO IT HERE.

- If you have a personal or yoga website, enter the URL here (for example, <http://www.example.com>)
- This must be an external URL such as <http://example.com>.

Picture no file selected

YOU CAN UPLOAD A PHOTO OR OTHER IMAGE HERE TO BRIGHTEN UP YOUR PROFILE.

Upload a picture of yourself. [Upload requirements](#)

Qualifications CHOOSE YOUR TEACHING QUALIFICATIONS FROM THE LIST HERE...JUST START TYPING.

Add any recognised yoga qualifications you have. Once you start typing, suggestions will appear and you can select the correct qualification. If you have a qualification not on this list, please contact the website coordinator to request an addition.

Notes

Yoga Scotland's very own test user...let me help you with your profile!

WRITE A BIT ABOUT YOURSELF HERE IF YOU'RE ADVERTISING CLASSES.

Add a brief description of [your yoga](#) and what kind of yoga you offer.

ALWAYS CLICK SAVE IF YOU'VE MADE ANY CHANGES.

IF YOU DON'T USE YOGA SCOTLAND INSURANCE, IT'S A GOOD IDEA TO LET YOUR STUDENTS KNOW WHO YOU'RE INSURED WITH.