

How to turn on your public profile within The Registry® of Fitness Professionals

Complete this step **only** if you **have not** already accessed your account on The Registry®. If you have accessed your account, go to “How to turn on your public profile” below. To access your account for the first time, please complete the following steps:

- Go to www.thefitnessregistry.com
- Click the “Login” link located in the top right hand corner of the screen
- Click “Request new password” and enter in your e-mail address (must match the same email address on BCRPA records).

An e-mail will then be sent to you with a link to access and update your account.

How to turn on your public profile (reference image below)

1. Log into your account and click on the Profile tab.
2. On the Profile screen, ensure that the ‘listed’ option is selected
3. Click ‘save’ at the bottom of the page.

hello Maxwell Logout Shopping Cart

The Registry OF FITNESS PROFESSIONALS *The Source for Qualified Fitness Professionals*

MAIN PAGE EDIT ACCOUNT MANAGE REGISTRATION EXAM HISTORY COURSES AND WORKSHOPS

Home

LEADER FUNCTIONS

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- Order History
- Registration History
- Change Password

Main Password **Profile** Exam history Course history Orders

Please enter in the information below that you would like to have appear on your public profile page. Mandatory fields are marked with a red star. *

Your profile is unpublished by default. Once you are happy with your information below, set your profile to Published.

Your profile will only be visible in the Registry search if your profile is set to published and all of your required accreditations are up to date.

Note: All information entered below will be visible to the public when you set your profile to Published.

First name: *
Maxwell

Last name: *
Eleven

Public profile

Your public profile is not visible to members of the public while it is unlisted. If you select listed, your profile will be searchable in The Registry™ as long as all of your membership prerequisites are met.

unlisted
 listed

Select 'listed'

Personal contact info (for administrative purposes only)
This information will never be displayed on your public profile.

Note:

Your public profile can only be made visible if **all** of the following conditions are met:

1. Your BCRPA registration is current;
2. Your CPR is current and is not in the process of being audited
3. Your First Aid is current and is not in the process of being audited;
4. All your public profile information is filled in; and
5. You choose to make it visible by checking the “listed” option on your Profile page.