

TAE Website 2020

VISUAL GUIDANCE

academyofexperts.org



Version 1.0











Login

Top right of your screen sits a panel, click **'Member Login**', a box will appear where you will need to input your **username** and **password,** once entered click the red Login button. You can also log in using the Member Login button below the 'Lady of Justice' image.

My Membership

Now you are logged in the red 'My Membership' button will appear and as long as you are logged in it will stay there to remind you are logged in.

Membership Dashboard

After logging in you will go straight to your 'Member Dashboard', where you can edit your profile and submit changes.

Return to Membership Dashboard

Once you are in your dashboard, each section/ page has a panel saying 'Take me back to my dashboard', click on this to return to your dashboard.

See more overleaf



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	EXPERT	S		
	Homepage / Membership Dashboard / Mem	ership Dashboard / Edit Profile		
	Edit Pro	file		
	UPLOAD QUALIFICATIONS	EDIT PROFILE		
	in order to maintain compliance with your TAE Member record and y information which may not be edited. These are	our original vetting/accreditation there is some		
	Name			
	Principal Occupation			
	Expert Witness Fields of Experience			
	Qualifications			
	Should you wish to amend any of these please email TAE with your documentation (eg certificates).	equest giving reasons and including any appropriate		
	General			
	Company			
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	Job Position			
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	Contact Information - Tel, Email etc			





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s not	conforming to the guidelines above will be amended by TAE during moderation.
Brief CV	
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Corporate Logo	
Choose file No file	chosen
Profile Photo	
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Additional Images	
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	300001103
Full CV	
Choose file No file	chosen

#### **Editing profile/contact details**

You will be able to make changes to your profile and contact details and submit the changes to TAE for approval.

# Edit Brief CV & Mediator CV

Lower down on the 'Edit Profile' page, you can make changes to your CV and Mediator CV, then submit the changes to TAE for approval. Please note that you should not enter any qualifications here as they require separate validation and will be removed by TAE. Moderation is done periodically so there may be a delay in seeing your changes go live.

## **Upload qualifications**

To upload qualifications for TAE to review and approve, please supply your supporting documents, to do this please click on 'Upload Qualifications', drag and drop or select the file from your computer. After upload, please click submit.

#### Upload Photo, Corporate Logo and Full CV

Using the screen to the left upload a Brief CV, Corporate Logo, Profile Photo , Full CV or additional images. Depending which level of entry you have (Bronze, Silver or Gold) or whether or not you are subscribed to the online register these may not all appear on your entry.



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#### Expert Search - find your Expert Witness

arch is a free online search for accredited Expert Witnesses and Mediators – all of the members on TAE's ne register are fully accredited Academy of Experts Members.

You can search either by Expertise or by name

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Searching by Expertise: Enter one or more terms to produce a list of individuals from which you can view their full details.

Searching by Name: you should only put in the member's surname and then select from the list of search results. Note that not all TAE members are on the register so if an individual does not show in the results it does not automatically mean that they are not a TAE member

All TAE Experts have been through a vetting process and are accredited by The Academy. It is important to be clear what your requirements are when selecting the appropriate expert.

You should consider the following when selecting any Expert Witness:

- Academic qualifications
  Membership of professional bodies
  Pravious experience and relevant work
  Accreditation as an expert witness
  Geographic location
  Relevant training as an expert witness
  Additional skills such as languages vant work as an expert witness



Log Out

Search the Academy Website

#### Search our registers

In most areas of the website you will see 'Search our registers', please click on the relevant button, where you will be taken to a separate page that allows you to search our TAE database for the relevant member.

#### Search registers page

To make a search please enter your keywords in the search panel below the introduction content.

#### Log out

A small window will appear below My Membership sits 'Log Out', please click this and you will be logged out.

#### General website search

Top right of your screen sits a search icon, click on this, a small window appear 'Search the Academy Website'. Enter your search criteria and press return.



Find it here...

#### Return to homepage

At anypoint using the new website you can revert to the homepage by clicking on the The Academy of Experts Logo



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# Thank you

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