

## TALKING ONLINE SECURE CHATROOMS HELP FILE

All IPs are logged as a way of keeping track of who is on the system. Everything that happens within a room is completely confidential as long as a password is used and the rooms cannot be hacked into as they are within a secure socket layer – shown by the https in the website address and the padlock at the end of the address on the toolbar.

### HOW TO USE THE GROUP ONLINE SUPERVISION – free of charge

Register on the system with your own name as it will be shown in the room. The password you choose will be yours for the main login. You will need to use the room password you were sent. You can download a transcript at the end of the session.

### HOW TO BOOK ROOMS TO SEE CLIENTS – free of charge

1. Contact Anne about booking a room on [anne@counsellinginfrance.com](mailto:anne@counsellinginfrance.com)
2. Indicate how long the room will be needed for.
3. Anne will create the room and a unique password for one client and send it to you. Please let Anne know when the client has finished so that it can be deleted from the system.
4. If you are planning to see more than one client, another room and password will be created.

### HOW TO BOOK ROOMS FOR PRIVATE SUPERVISION – free of charge

1. As above but your room will be uniquely named so that you can have constant use of it. Your password will be sent to you and the room will be only for your use.

### HOW TO BOOK ROOMS FOR COURSES, GROUPS OR WORKSHOPS – 5 euro fee

1. Rooms can be created for courses, groups or workshops.
2. A small fee of 5 euros will be charged for each course, workshop or group (whether one session or more as long as it's for one specific course, group or event) which will go towards upgrading the software. The aim is to have a webcam facility which can be purchased as an extra.
3. A Paypal request for 5 euros will be sent to you.

### HOW TO BOOK ROOMS FOR TRAINING PURPOSES – 10 euro fee

1. Rooms can be created for training purposes with a common password for all people attending.
2. A fee of 10 euros will be charged for a one-off training course, with a maximum of 10 sessions.
3. A Paypal request for 10 euros will be sent to you.
4. All fees will go towards purchasing a webcam facility.