

**BETWEEN SESSIONS
INTERACTIVE**

USER MANUAL

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LEARN ABOUT OUR UNIQUE TOOLS



LIBRARY OF TOOLS

Section 1



PSYCHOLOGY FORMS FILLER

Section 2



CLIENT PROGRESS ACCELERATOR

Section 3



WORKBOOK CREATOR

Section 4



VIRTUAL COUNSELING ROOMS

Section 5

SECTION 1

The Between Sessions Library of Tools

The screenshot shows the website interface with a dark blue header containing contact information (866-277-0221, info@BetweenSessions.com) and a language selector (English). The main navigation bar includes links for Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, Resources, My Account, and Logout.

The 'NEW TOOLS' section features a search bar and three tool cards:

- The 5 Rs for a Happy Home:** A worksheet defining characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It includes instructions for parents and children on how to use the form and a list of 5 Rs: 1. Respect (for rules, rewards, responsibilities, and rituals), 2. Responsibility (for family rules, rewards, responsibilities, and rituals), 3. Rewards (for good behavior), 4. Responsibility (for family rules, rewards, responsibilities, and rituals), 5. Rituals (for family rules, rewards, responsibilities, and rituals). It also includes a section for 'During a Family Meeting' and 'Determining rewards for obeying the family rules'.
- Planning Activities with Friends (Chart):** A worksheet for planning activities with friends. It includes a 'Distractives' section and a table with columns for 'Name of Child', 'Activity', 'Best Time to Do It', and 'How Will You Invite?'. Below the table are three cartoon characters.
- Regain Your Self-Respect:** A worksheet designed to help individuals regain self-respect. It includes a 'What to Know' section and a list of 19 strategies for regaining self-respect, such as 'Set and maintain firm boundaries', 'Practice vulnerability and present moment awareness', and 'Practice emotional regulation'.

Each tool card has 'Add to MY TOOLS', 'Send / Edit', and 'View / Print' buttons.

WHEN YOU LOG IN, YOU WILL BE TAKEN TO THE HOME PAGE OF THE LIBRARY. NEW TOOLS ARE ADDED TO THE SITE EVERY WORKDAY AND WILL APPEAR ON THIS PAGE.

The screenshot shows the website interface with a red arrow pointing to the 'Libraries' dropdown menu in the top navigation bar. Below the navigation bar, there is a 'NEW TOOLS' banner and a search bar. Three tool preview cards are displayed:

- The 5 Rs for a Happy Home:** A worksheet defining characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It includes instructions for how to use it and a list of 5 steps to help a family.
- Planning Activities with Friends (Chart):** A worksheet with a table for planning activities with friends. The table has columns for 'Name of Child', 'Activity', 'Best Time to Do It', and 'How Will You Invite?'. Below the table are three cartoon characters.
- Regain Your Self-Respect:** A worksheet designed to help someone regain their self-respect after a conflict. It includes a 'What to Know' section and 6 numbered steps.

Each card has 'Add to MY TOOLS', 'Send / Edit', and 'View / Print' buttons at the bottom.

YOU CAN FIND TOOLS BY CHOOSING THE APPROPRIATE LIBRARY FROM THE “LIBRARIES” DROPDOWN MENU IN THE TOP NAVIGATION.

The screenshot shows the website interface with a top navigation bar containing contact information (866-277-0221, info@betweensessions.com) and a language selector (English). Below the navigation bar are links for Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, Resources, My Account, and Logout. A 'NEW TOOLS' banner is present above a search bar. Three tool cards are displayed:

- The 5 Rs for a Happy Home:** A worksheet defining characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It includes instructions for how to use the form and buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- Planning Activities with Friends (Chart):** A chart for planning activities with one or more friends, including a table with columns for Name of Child, Activity, Best Time to Do It, and How Will You Invite This Friend? It includes instructions and buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- Regain Your Self-Respect:** A worksheet designed to help individuals feel worthy of love and respect, covering 19 strategies. It includes instructions and buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.

THE TOP NAVIGATION IS ALSO WHERE YOU CAN FIND OUR SOFTWARE APPLICATIONS, INCLUDING THE PSYCHOLOGY FORMS FILLER (PFF – SECTION 2), THE CLIENT PROGRESS ACCELERATOR (CPA – SECTION 3), AND THE VIRTUAL COUNSELING ROOMS (VCR – SECTION 4).

The screenshot shows the 'Libraries' page on the 'Between Sessions Interactive' website. At the top, there is a navigation bar with the following items: Home, My Tools, Libraries (highlighted with a red arrow), Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, and Resources. The main content area is titled 'Adults' and features a search bar. Below the search bar, there is a list of categories on the left side, including: Activity Books, Addiction, ADHD, Anger Control, Anxiety Disorders, Assignment Books, Autism, Bipolar Disorder, Bullying, Career, Child Abuse Prevention And Treatment, Depression, Divorce, Grief And Loss, Health Issues, Marriage, Miscellaneous, Other Interactive Books, Parenting, PTSD, Relationships, Self Injury, Social Skills, Spirituality, and Workplace Issues. A red arrow points to the 'Child Abuse Prevention And Treatment' category. The main content area contains text explaining that studies show better outcomes for clients with therapeutic homework and provides instructions on how to use the tools. It also includes a search box and a 'SEARCH' button. Below the text, there are two featured worksheets: 'Do You Resist Change?' and 'Choosing Effective Consequences for Your Child's Behavior'. Each worksheet has a thumbnail image, a title, a brief description, and three buttons: 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.

GO TO THE “LIBRARIES” TAB ON THE TOOLBAR TO SELECT THE TYPE OF WORKSHEETS YOU ARE LOOKING FOR. USE THE SIDE NAVIGATION TO HELP YOU FILTER THROUGH DIFFERENT CATEGORIES.

The screenshot shows the website interface for 'Between Sessions Interactive'. At the top, there is a navigation menu with links for Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, and Resources. A search bar is located at the top right of the page, with a red arrow pointing down to it. Below the search bar, there is a list of resources on the left side, including Activity Books, Addiction, ADHD, Anger Control, Anxiety Disorders, Assignment Books, Autism, Bipolar Disorder, Bullying, Career, Child Abuse Prevention And Treatment, Depression, Divorce, Grief And Loss, Health Issues, Marriage, Miscellaneous, Other Interactive Books, Parenting, PTSD, Relationships, Self Injury, Social Skills, Spirituality, and Workplace Issues. The main content area features two tool cards. The first card is titled 'Do You Resist Change?' and includes a description of the worksheet, a thumbnail image, and buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'. The second card is titled 'Choosing Effective Consequences for Your Child's Behavior' and also includes a description, a thumbnail image, and the same three buttons. A third card is partially visible at the bottom, titled 'Going with Family Enfranchisement'.

USE THE SEARCH BAR LOCATED AT THE TOP OF THE PAGE TO ENTER A KEYWORD SEARCH.

The screenshot shows the website interface with a red arrow pointing to the 'My Tools' tab in the navigation bar. Below the navigation bar, there is a 'NEW TOOLS' banner and a search bar. Three worksheets are displayed in a grid:

- The 5 Rs for a Happy Home:** A worksheet with text instructions and a list of activities. It includes sections for 'What to Know', 'The 5 Rs to Help your Family', and 'What to Do'. Below the text are three buttons: 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- Planning Activities with Friends (Chart):** A worksheet featuring a table with columns for 'Name of GMSI', 'Activity', 'Best Time to Do It', and 'How Will You Invite?'. Below the table are three buttons: 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- Regain Your Self-Respect:** A worksheet with text instructions and a list of strategies. It includes sections for 'What to Know', 'Objectives', and 'What to Do'. Below the text are three buttons: 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.

YOU CAN FIND WORKSHEETS AND FORMS YOU SAVED UNDER THE “MY TOOLS” TAB ON THE TOOLBAR.

BETWEEN SESSIONS INTERACTIVE | Home | My Tools | Libraries | Psychology Forms Filler | Client Progress Accelerator | Virtual Counseling Rooms | Assignment Books | Resources | My Account | Logout

866-277-0221 | info@BetweenSessions.com | English

NEW TOOLS

SEARCH

Editing Tools and Sending Them to Clients

You can modify any tool or form that comes with your membership with the **Psychology Forms Filler** that comes with your membership. Click **Edit/Send** by any form, and the Forms Filler will open. Then use the editing tools to add your logo, your practice information, and so on. Once you're done, you should save a copy of the form you created by downloading it to your computer for later use. You can also send it directly to a client by clicking the **SEND** button. Your client will get a notification that the form has arrived and they can then fill it out online and send it back to you with one click. Once your client has filled out the form, they can save it and send it back with one click. [Click here to see the tutorial on editing and sending tools.](#)

Introducing Virtual Therapy Rooms

We are pleased to announce the newest software in our suite of Resources. This interactive telehealth platform adds a new dimension to telehealth as well as between session assignments. Use more than a dozen Elements to add animation, games, videos, audio, and more to your sessions. [View the Tutorials to learn more.](#)

Using Your Library of Tools

Your Library includes over 2,000 downloadable tools to be used in therapy, counseling, and coaching. New tools are added every week and will appear on this home

The 5 Rs for a Happy Home

What to Know

The 5 Rs stand for Rules, Rewards, Responsibilities, Rituals, and Rituals.

What to Do

1. Decide together what family rules you would like to establish. Write them down on this chart on the next page and commit to them as a family. As the parent, decide how you will track compliance.

2. Determine rewards for obeying the family rules. You can:

- award extra rewards
- make a reward jar
- create a list of fun rewards and prizes.

3. Clearly divide family responsibilities. You can:

- make a family chore chart
- assign chores as a challenge reward
- use consequences

4. Decide on and post family rituals such as bedtime, morning routines, and so on.

5. Identify and implement one fun family ritual to build loving relationships.

Get inspired from your children choose which items and rewards they want to use.

What to Do

As a family, create rules that establish rights and responsibilities, teach children the social skills necessary to include your children and they will be more likely to follow the rules. Be consistent with these family rules. Use the reward system, establish rewards for the rules. Sometimes there might not be a reward for following the rules, and that's OK. Try to find someone who does the consequences or parent needs to set the rules. Be fair, and understand that reward and enforce long children feel safe, secure, and better self-esteem.

Buttons: Add to MY TOOLS, Send / Edit, View / Print

This worksheet defines the characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It suggests establishing these at a family meeting and

Planning Activities with Friends (Chart)

What to Know

Remember: Think of some kids you know who might be fun to hang out with. Write down activities you might do with each one.

| Name of Child | Activity | Best Time to Do It | How Will You Invite? |
|---------------|----------|--------------------|----------------------|
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Buttons: Add to MY TOOLS, Send / Edit, View / Print

This chart asks children to plan activities with one or more friends. It also asks them to think about the best time for the activity and how they will invite the other child. (0223, social skills, Add to my Tools)

Regain Your Self-Respect

What to Know

Self-respect is being proud of how you are worthy and treating yourself accordingly. It is all the care of self care, and it is the first step toward understanding that you deserve love, consideration, and respect from others. You need yourself all day long to be your best, making choices consistent with your needs. This means being kind and confident—ultimately respecting your own self-respect. You are here to complete yourself because of someone you self-respect.

Your self-respect often shows how to engage with you. When you have respectful intentions, you are considerate to people who respect you and treat you well.

You may have a hard time respecting yourself if you feel like you're not worthy to be, before you are confident, you are considerate and respect others. You may have a hard time respecting yourself if you feel like you're not worthy to be, before you are confident, you are considerate and respect others. You may have a hard time respecting yourself if you feel like you're not worthy to be, before you are confident, you are considerate and respect others.

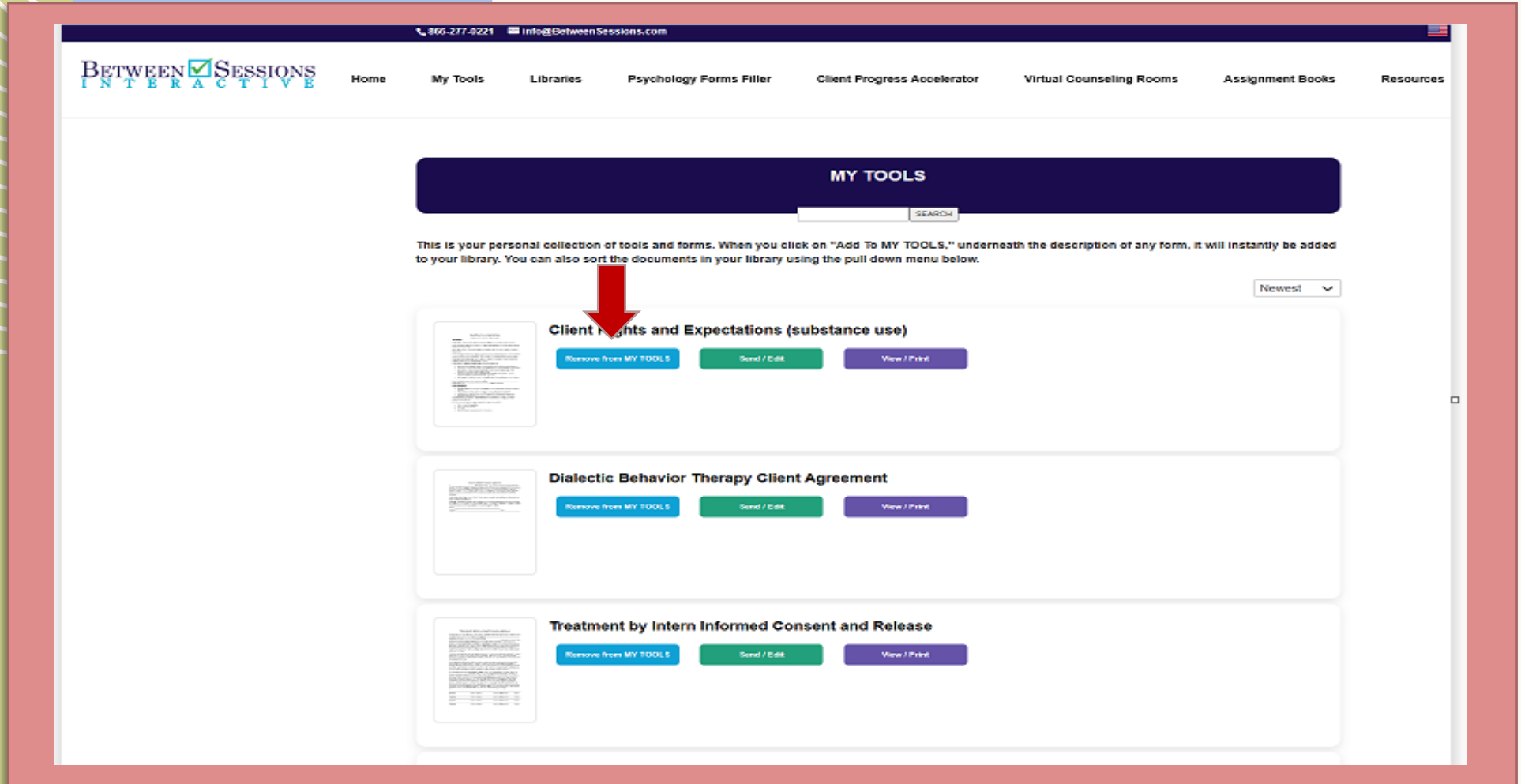
Buttons: Add to MY TOOLS, Send / Edit, View / Print

This worksheet is designed to help those who feel that they are unworthy of the love and respect of others. It covers 19 strategies for a person to regain his or her self-respect from

TO SAVE WORKSHEETS OR FORMS, CLICK “ADD TO MY TOOLS” UNDER THE WORKSHEET OR FORM YOU WANT TO SAVE. YOU CAN FIND SAVED WORKSHEETS BY CLICKING THE “MY TOOLS” TAB.

The screenshot displays the 'MY TOOLS' section of the 'BETWEEN SESSIONS INTERACTIVE' website. At the top, there is a navigation bar with the logo and links for Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, and Resources. Below the navigation bar is a dark blue header with the text 'MY TOOLS' and a search bar. A red arrow points to a dropdown menu on the right side of the search bar, which is currently set to 'Newest'. Below the search bar, there is a paragraph explaining that this is the user's personal collection of tools and forms, and that clicking 'Add To MY TOOLS' will instantly add a form to the library. Below this paragraph are three tool cards, each with a thumbnail image, a title, and three buttons: 'Remove from MY TOOLS', 'Send / Edit', and 'View / Print'. The tool cards are: 'Client Rights and Expectations (substance use)', 'Dialectic Behavior Therapy Client Agreement', and 'Treatment by Intern Informed Consent and Release'.

TO FILTER YOUR SAVED WORKSHEETS, CLICK THE DROPDOWN MENU UNDER THE SEARCH BOX. THE SYSTEM AUTOMATICALLY FILTERS YOUR SAVED FORMS BY NEWEST SAVED, AND CAN ALSO FILTER BY OLDEST, TITLE, OR DESCRIPTION.



TO DELETE A WORKSHEET, CLICK “REMOVE FROM MY TOOLS” UNDER THE WORKSHEET YOU WOULD LIKE TO REMOVE.

The screenshot displays the BetweenSessions Interactive website interface. At the top, there's a navigation bar with contact info (866-277-0221, info@BetweenSessions.com) and language settings (English). Below is a main menu with categories like Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, Resources, My Account, and Logout. A 'NEW TOOLS' banner is visible. The main content area features three worksheets:

- The 5 Rs for a Happy Home:** A text-based worksheet with a large red arrow pointing to its 'Send / Edit' button.
- Planning Activities with Friends (Chart):** A worksheet featuring a table with columns for 'Name of Child', 'Activity', 'Best Time to Do It', and 'How Will You Invite?'. Below the table are three cartoon characters.
- Regain Your Self-Respect:** A text-based worksheet with several numbered steps.

Each worksheet has three buttons at the bottom: 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.

Editing Tools and Sending Them to Clients

You can modify any tool or form that comes with your membership with the **Psychology Forms Filler** that comes with your membership. Click **Edit/Send** by any form, and the Forms Filler will open. Then use the editing tools to add your logo, your practice information, and so on. Once you're done, you should save a copy of the form you created by downloading it to your computer for later use. You can also send it directly to a client by clicking the **SEND** button. Your client will get a notification that the form has arrived and they can then fill it out online and send it back to you with one click. Once your client has filled out the form, they can save it and send it back with one click. [Click here to see the tutorial on editing and sending tools.](#)

Introducing Virtual Therapy Rooms

We are pleased to announce the newest software in our suite of Resources. This interactive telehealth platform adds a new dimension to telehealth as well as between session assignments. Use more than a dozen Elements to add animation, games, videos, audio, and more to your sessions. [View the Tutorials to learn more.](#)

Using Your Library of Tools

Your Library includes over 2,000 downloadable tools to be used in therapy, counseling, and coaching. New tools are added every week and will appear on this home

TO EMAIL WORKSHEETS DIRECTLY TO YOUR CLIENT, CLICK “SEND/EDIT” UNDER THE WORKSHEET. YOU WILL BE REDIRECTED TO THE PSYCHOLOGY FORMS FILLER (PFF), WHERE YOU CAN EDIT THE WORKSHEET, ADD PRACTICE INFORMATION, OR MAKE ANY OTHER CHANGES YOU’D LIKE.

Sending Worksheets Using the PFF:

The screenshot displays the Psychology Forms Filler (PFF) software interface. At the top, there is a toolbar with buttons for 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. A red arrow points to the 'Send Form' button. Below the toolbar is a menu bar with 'File', 'Edit', 'Tools', and 'View'. The 'Tools' menu is open, showing options like 'Text', 'Image', 'Link', 'Whiteout', 'Freehand', and 'Form Field'. The main workspace shows a document titled 'Staying Calm When You Make Mistakes'. The document has two pages, with the first page highlighted in red. The first page contains the title, a 'What to Know' section, and a 'What to Do' section. The 'What to Do' section includes a table for tracking reactions.

Staying Calm When You Make Mistakes

What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

Over time you will begin to choose these activities when you feel upset to calm yourself down.

Another thing that can help you calm down is if your parent gives you the negative consequence kindly and calmly. If you can learn to stay calm when you receive a negative consequence, it shows you are developing more self-control.

This worksheet can help you track your reactions when you receive a negative consequence.

What to Do

For each negative consequence you receive this month, fill in the chart on the next page. Write down the date and describe what you did to receive the negative consequence. In the third column, describe the consequence. Then answer yes or no whether your parent stayed calm while giving the negative consequence to you, and if you stayed calm while receiving the negative consequence. In the final column describe what you did to stay calm.

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FROM THE PFF, CLICK "SEND FORM" ON THE TOP TOOLBAR, FILL OUT THE EMAIL INFORMATION, AND CLICK "SEND."

The screenshot displays the BetweenSessions Interactive website interface. At the top, there is a navigation bar with the logo and menu items: Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms, Assignment Books, Resources, My Account, and Logout. A search bar is located below the navigation bar.

The main content area features a 'NEW TOOLS' banner. Below it, three worksheets are displayed in a grid:

- The 5 Rs for a Happy Home:** A worksheet defining characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It includes instructions for parents and children. A red arrow points to the 'View / Print' button.
- Planning Activities with Friends (Chart):** A worksheet with a table for planning activities with friends. The table has columns for 'Name of Child', 'Activity', 'Best Time to Do It', and 'How Will This Benefit This Friend?'. It includes illustrations of three children. A red arrow points to the 'View / Print' button.
- Regain Your Self-Respect:** A worksheet designed to help individuals regain self-respect through 19 strategies. It includes an objective and a 'What to Know' section. A red arrow points to the 'View / Print' button.

TO VIEW, DOWNLOAD, OR PRINT A WORKSHEET, CLICK THE "VIEW/PRINT" BUTTON UNDER THE WORKSHEET. YOU CAN THEN DOWNLOAD, SAVE, OR PRINT THE WORKSHEET.

The screenshot shows the website interface with a top navigation bar containing 'Home', 'My Tools', 'Libraries', 'Psychology Forms Filler', 'Client Progress Accelerator', 'Virtual Counseling Rooms', 'Assignment Books' (highlighted with a red arrow), 'Resources', 'My Account', and 'Logout'. A search bar is located below the navigation. The main content area features a 'NEW TOOLS' banner and three featured workbooks:

- The 5 Rs for a Happy Home:** A worksheet defining characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It includes instructions for parents and children to create their own family rules and responsibilities.
- Planning Activities with Friends (Chart):** A chart for children to plan activities with one or more friends, including a table with columns for 'Name of Child', 'Activity', 'Best Time to Do It', and 'How Will You Invite This Friend?'. It also includes illustrations of children.
- Regain Your Self-Respect:** A worksheet designed to help individuals feel worthy of love and respect, covering 19 strategies for regaining self-respect.

IN THE TOP NAVIGATION YOU WILL FIND THE “ASSIGNMENT WORKBOOKS” TAB. BETWEEN SESSIONS ASSIGNMENT WORKBOOKS INCLUDE COLLECTIONS OF WORKSHEETS TARGETING A SPECIFIC PROBLEM OR AREA OF THERAPY. YOU WILL ALSO FIND JOURNALS FOR YOUR CLIENTS TO USE.

Assignment Workbooks:

ASSIGNMENT WORKBOOKS AND JOURNALS CAN BE:

- PRINTED OUT FOR A CLIENT.
- SENT TO A CLIENT USING THE PSYCHOLOGY FORMS FILLER (PFF).
- UPLOADED TO A VIRTUAL COUNSELING ROOM (VCR).

The screenshot shows the website interface for 'BETWEEN SESSIONS INTERACTIVE'. The navigation bar includes: Home, My Tools, Libraries, Psychology Forms Filler, Client Progress Accelerator, Virtual Counseling Rooms (highlighted with a red arrow), Assignment Books, and Resources. The 'Assignment Books' section is active, displaying a search bar and a list of categories on the left. The main content area shows three featured workbooks:

- Finding Hope: A Teen's Guide to Overcoming Depression**: This workbook contains 12 activities to help teens understand their depression and develop skills to find hope, manage stress, reach out to others, and more. (0223, 0224, 0225, 0226, 0227, 0228, 0229, 0230, 0231, 0232, 0233, 0234). It has buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'. A red arrow points to the 'Send / Edit' button.
- Help for The Holidays**: This workbook contains 15 worksheets to help clients who are struggling with holiday problems like loneliness, family estrangement, depression, and more. (1222, holidays, stress, depression, drinking problems). It has buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- The Healing Workbook**: The Healing workbook contains 45 Therapeutic activities in 7 sections including Understanding Grief, Self-Care, Healthy Ways to Cope, Receiving Support, Family Relationships, Remembering Your Loved One, and Moving Forward. Each worksheet has three sections: What to Know, What to Do, and Reflections on This Exercise. What to Know offers background information about the issue(s) being addressed in the worksheet. What to Do features a variety of exercises, including thought-provoking questions to answer, charts to track activities, and questionnaires to complete. (0422, healing, grief, death, loss). It has buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.
- Psychotherapy & Counseling Intake Forms**: 50 Ready-To-Use Forms. It has buttons for 'Add to MY TOOLS', 'Send / Edit', and 'View / Print'.

On the left side of the 'Assignment Books' section, there is a list of categories: Activity Books, Addiction, ADHD, Anger Control, Anxiety Disorders, Asperger Syndrome, **Assignment Books** (highlighted in red), Autism, Bipolar Disorder, Bullying, Career, Child Abuse Prevention And Treatment, Depression, Divorce, Grief And Loss, Health Issues, Marriage, Miscellaneous, Other Interactive Books, Parenting, PTSD, Relationships, Self Injury, Social Skills, Spirituality, and Workplace Issues.

Extracting Pages from a Workbook:

The screenshot displays the Psychology Forms Filler (PFF) web application. At the top, the logo 'PSYCHOLOGY FORMSFILLER' is visible, along with navigation buttons: 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. A red arrow points to the 'Extract Pages' button. Below the navigation bar is a menu with 'File', 'Edit', 'Tools', and 'View' options. The 'View' section shows 'Fit', '50%', '100%', and '200%' options. The main interface is divided into three sections: 'Insert', 'Annotate', and 'Page'. The 'Insert' section includes 'Text', 'Image', and 'Link'. The 'Annotate' section includes 'Whiteout', 'Freehand', and 'Form Field'. The 'Page' section shows a preview of the extracted worksheet, which is titled 'Staying Calm When You Make Mistakes'. The preview shows two pages, with the first page highlighted in red. The main content area displays the extracted worksheet, which includes the title, a 'What to Know' section, a 'What to Do' section, and a grid for tracking reactions. The grid has columns for 'Date', 'Description', 'Stayed Calm?', and 'Describe what you did to stay calm.' The copyright notice at the bottom reads 'Copyright 2023 Between Sessions Resources'.

YOU CAN ALSO EXTRACT WORKSHEETS FROM A WORKBOOK USING THE PSYCHOLOGY FORMS FILLER (PFF).

SECTION 2

The Psychology Forms Filler (PFF)

866-277-0221 info@BetweenSessions.com English

BETWEEN SESSIONS INTERACTIVE Home My Tools Libraries Psychology Forms Filler Client Progress Accelerator Virtual Counseling Rooms Assignment Books Resources My Account Logout

NEW TOOLS

SEARCH

The 5 Rs for a Happy Home

This worksheet defines the characteristics of a happy home as Rules, Rewards, Responsibilities, and Rituals. It suggests establishing these at a family meeting and provides a checklist for parents to follow.

Add to MY TOOLS **Send / Edit** **View / Print**

Planning Activities with Friends (Chart)

This chart asks children to plan activities with one or more friends. It also asks them to think about the best time for the activity and how they will invite the other child.

| Name of Child | Activity | Best Time to Do It | How Will You Invite This Friend? |
|---------------|----------|--------------------|----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Add to MY TOOLS **Send / Edit** **View / Print**

Regain Your Self-Respect

This worksheet is designed to help those who feel that they are unworthy of the love and respect of others. It covers 19 strategies for a person to regain his or her self-respect.

Add to MY TOOLS **Send / Edit** **View / Print**

Editing Tools and Sending Them to Clients

You can modify any tool or form that comes with your membership with the **Psychology Forms Filler** that comes with your membership. Click **Edit/Send** by any form, and the Forms Filler will open. Then use the editing tools to add your logo, your practice information, and so on. Once you're done, you should save a copy of the form you created by downloading it to your computer for later use. You can also send it directly to a client by clicking the **SEND** button. Your client will get a notification that the form has arrived and they can then fill it out online and send it back to you with one click. Once your client has filled out the form, they can save it and send it back with one click. [Click here to see the tutorial on editing and sending tools.](#)

Introducing Virtual Therapy Rooms

We are pleased to announce the newest software in our suite of Resources. This interactive telehealth platform adds a new dimension to telehealth as well as between session assignments. Use more than a dozen Elements to add animation, games, videos, audio, and more to your sessions. [View the Tutorials to learn more.](#)

Using Your Library of Tools

Your Library includes over 2,000 downloadable tools to be used in therapy, counseling, and coaching. New tools are added every week and will appear on this home

CLICK "SEND/EDIT" UNDER THE WORKSHEET TO BE REDIRECTED TO THE PSYCHOLOGY FORMS FILLER.

PSYCHOLOGY FORMSFILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View: Fit 50% 100% 200%

Insert Annotate Page

Text Whiteout
Image Freehand
Link Form Field
More

1 of 2

2 of 2

Staying Calm When You Make Mistakes

What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

Over time you will begin to choose these activities when you feel upset to calm yourself down.

Another thing that can help you calm down is if your parent gives you the negative consequence kindly and calmly. If you can learn to stay calm when you receive a negative consequence, it shows you are developing more self-control.

ADD TEXT: CLICK THE "TEXT" BOX ON THE TOP-LEFT NAVIGATION.

PSYCHOLOGY FORMSFILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View: Fit 50% 100% 200%

Insert Annotate Page Arial 20 B I U

Click and drag on page to insert a new object. Click here to disable.

Text Whiteout Image Freehand Link Form Field More

1 of 2

2 of 2

Staying Calm When You Make Mistakes

What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What can you do? Write down some ideas.

What do you think?

Over time you will begin to choose these activities when you feel upset to calm yourself down.

Another thing that can help you calm down is if your parent gives you the negative consequence kindly and calmly. If you can learn to stay calm when you receive a negative consequence, it shows you are developing more self-control.

This worksheet can help you track your reactions when you receive a negative

MOVE YOUR CURSOR TO THE AREA WHERE YOU'D LIKE TO ADD TEXT AND CLICK YOUR CURSOR TO CREATE A DIALOGUE BOX. THEN, CLICK INSIDE THE DIALOGUE BOX TO START TYPING. CLICK THE YELLOW BAR WHEN YOU ARE DONE WRITING TO USE A DIFFERENT EDITING TOOL.

PSYCHOLOGY FORMSFILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View: Fit 50% 100% 200%

Insert Annotate Page

T Image Link Whiteout Freehand Form Field More

1 of 2

2 of 2

Staying Calm When You Make Mistakes

What to Know

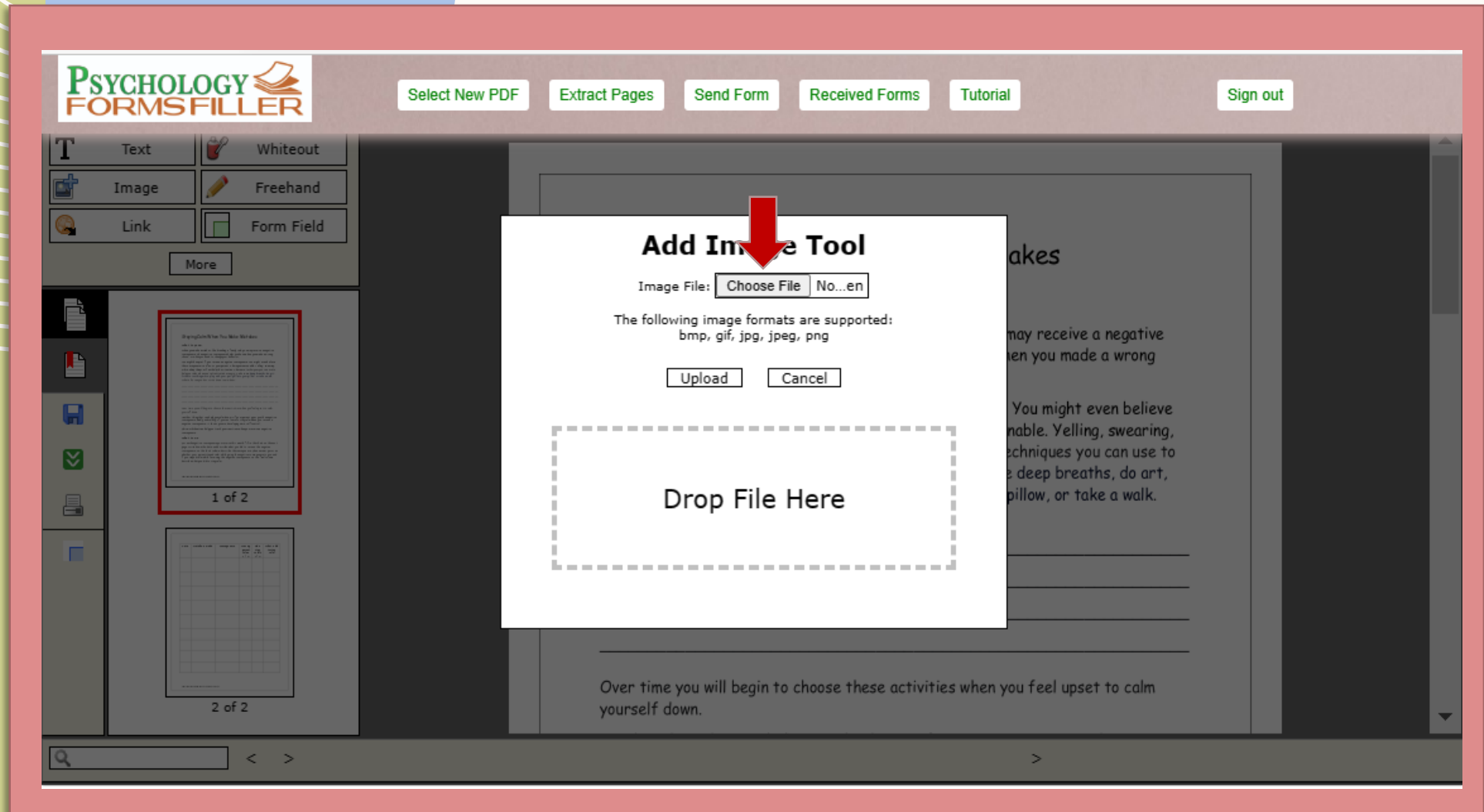
When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

What do you think?

Over time you will begin to choose these activities when you feel upset to calm yourself down.

CLICK THE "IMAGE" BUTTON ON THE TOP, LEFT-SIDE NAVIGATION.



CLICK "CHOOSE FILE" IN THE POPUP BOX AND SELECT YOUR IMAGE FILE.

The screenshot displays the Psychology Forms Filler application. At the top, there is a navigation bar with buttons for 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. Below this is a menu bar with 'File', 'Edit', and 'Tools'. A 'View' section shows 'Fit', '50%', '100%', and '200%' options. A toolbar contains 'Insert', 'Annotate', and 'Page' tabs. The 'Insert' tab is active, showing options for 'Text', 'Image', 'Link', 'Whiteout', 'Freehand', and 'Form Field'. A yellow bar below the toolbar contains the text: 'Click and drag on page to insert a new object. Click here to disable.' The main workspace shows a document titled 'Staying Calm When You Make Mistakes'. A red box highlights a section of the document, and a red arrow points from the 'Image' button to a red plate icon being placed on the page. The document content includes a title, a 'What to Know' section, and a paragraph of text.

USING YOUR CURSER, HIGHLIGHT THE AREA WHERE YOU'D LIKE YOUR IMAGE TO APPEAR. CLICK THE YELLOW BAR OR THE "IMAGE" BUTTON WHEN YOU ARE DONE TO USE A DIFFERENT EDITING TOOL.

PSYCHOLOGY FORMSFILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View: Fit 50% 100% 200%

Insert Annotate Page

Text Whiteout
Image Freehand
Link Form Field
More

1 of 2

2 of 2

Staying Calm When You Make Mistakes

What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

What do you think?

Over time you will begin to choose these activities when you feel upset to calm yourself down.

CLICK THE "WHITEOUT" BUTTON ON THE TOP-LEFT NAVIGATION.

The screenshot displays the Psychology Forms Filler application. At the top, there is a navigation bar with buttons for 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. Below this is a menu bar with 'File', 'Edit', 'Tools', and 'View' (set to 'Fit' at 50% zoom). The 'Annotate' tab is active, showing a toolbar with 'Text', 'Image', 'Link', 'Whiteout', 'Freehand', and 'Form Field' options. A yellow tooltip reads 'Click and drag on page to insert a new object. Click here to disable.' The main workspace shows a PDF document titled 'Staying Calm When You Make Mistakes'. A red rectangular box highlights a section of text in the first page, and a red arrow points from the 'Whiteout' button in the toolbar to this highlighted area. The second page of the document is visible below, showing a grid and a form field.

USING YOUR CURSOR, SELECT EVERYTHING YOU'D LIKE TO REMOVE. ONCE FINISHED, CLICK THE "WHITEOUT" BUTTON AGAIN TO STOP USING THE TOOL.

PSYCHOLOGY FORMSFILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View: Fit 50% 100% 200%

Insert Annotate Page

Text Whiteout Image Freehand Link Form Field More

1 of 2

2 of 2

Staying Calm When You Make Mistakes

What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

What do you think?

Over time you will begin to choose these activities when you feel upset to calm yourself down.

Another thing that can help you calm down is if your parent gives you the negative consequence, and you can learn to stay calm when you receive a

YOU CAN SEND SPECIFIC PAGES FROM WORKBOOKS, OR EVEN SPECIFIC PAGES FROM WORKSHEETS TO CLIENTS BY FIRST OPENING THE PDF (WORKBOOK OR WORKSHEET) INSIDE THE PFF. CLICK “EXTRACT PAGES” ON THE TOOLBAR.

The Psychology Forms Filler – Extract Pages:

The screenshot displays the Psychology Forms Filler web application. At the top, there is a navigation bar with the logo and buttons for 'Select New PDF', 'Save Extracted Pages', 'Received Forms', 'Tutorial', and 'Sign out'. Below this is a PDF viewer interface showing a document with six pages. Pages 2 and 3 are highlighted with red boxes and green checkmarks, indicating they are selected for extraction. A red arrow points to the 'Save Extracted Pages' button, and another red arrow points to the highlighted pages. The right side of the interface shows a preview of the selected page content, which includes numbered sections: 8. Delete social media apps, 9. Make a list of your positive attributes, 10. Avoid isolating yourself, and 11. Serve others. Below these sections is a 'What to Do' section with instructions to answer questions about family estrangement.

SELECT THE PAGES YOU'D LIKE TO EXTRACT AND CLICK "SAVE EXTRACTED PAGES."

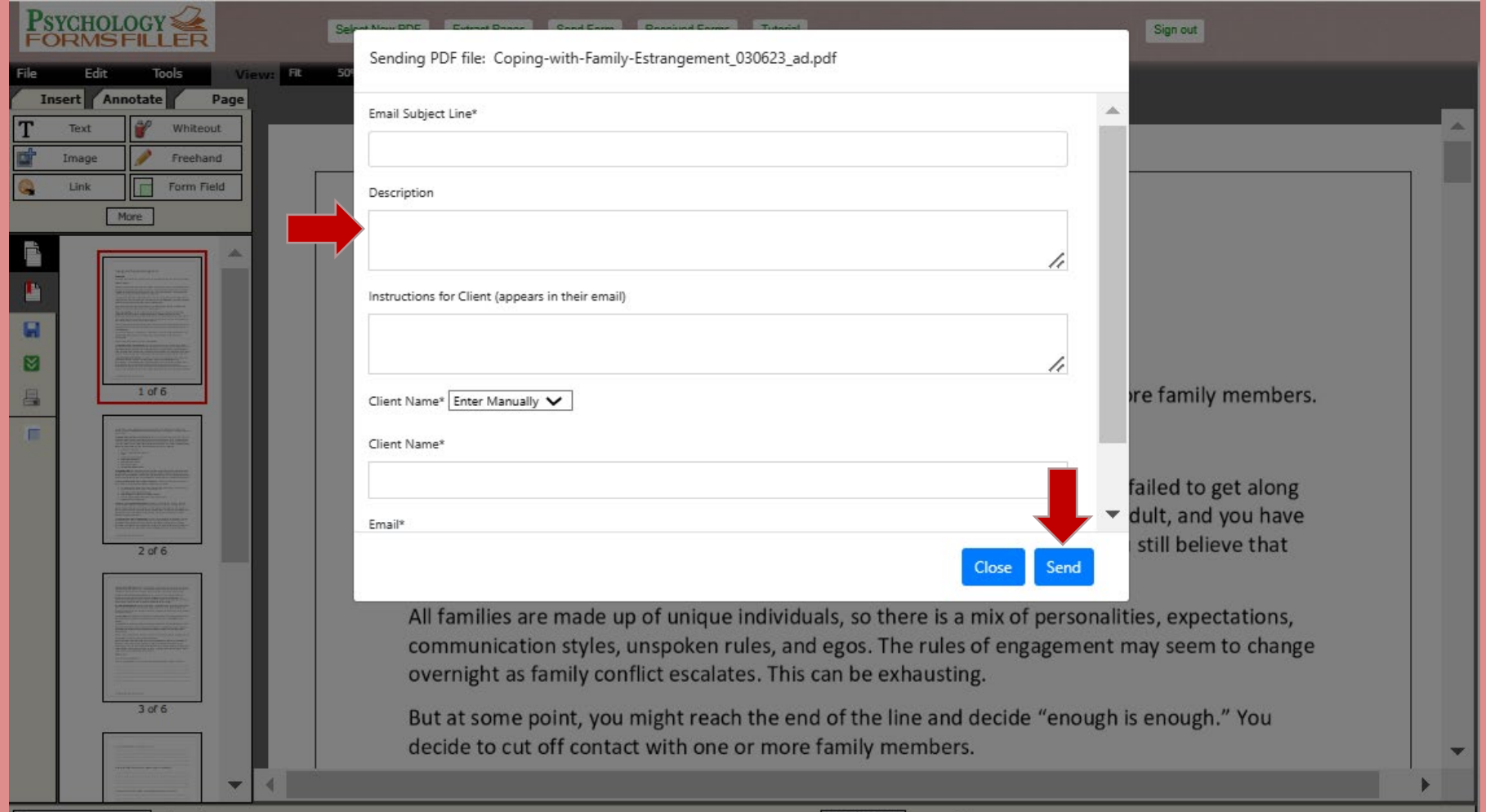
The screenshot shows the Psychology Forms Filler web application. At the top, there is a navigation bar with buttons for 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. Below this is a menu bar with 'File', 'Edit', 'Tools', and 'View' (with options for 'Fit', '50%', '100%', '200%'). A toolbar contains 'Insert', 'Annotate', and 'Page' tabs, with sub-options for Text, Image, Link, Whiteout, Freehand, and Form Field. A left sidebar contains a vertical list of icons: a document, a folder, a blue disk icon, a green checkmark icon, a printer, and a blue square. Two red arrows point to the blue disk icon and the green checkmark icon. The main content area displays a document titled 'Staying Calm When You Make Mistakes' with a 'What to Know' section and a grid at the bottom. The document is labeled '1 of 2' and '2 of 2'.

CLICK THE BLUE DISK ICON ON THE LEFT NAVIGATION TO SAVE YOUR WORK. CLICK THE GREEN ICON WITH TWO WHITE ARROWS TO DOWNLOAD A WORKSHEET. ONCE DOWNLOADED, YOU CAN SAVE IT FOR YOUR RECORDS.

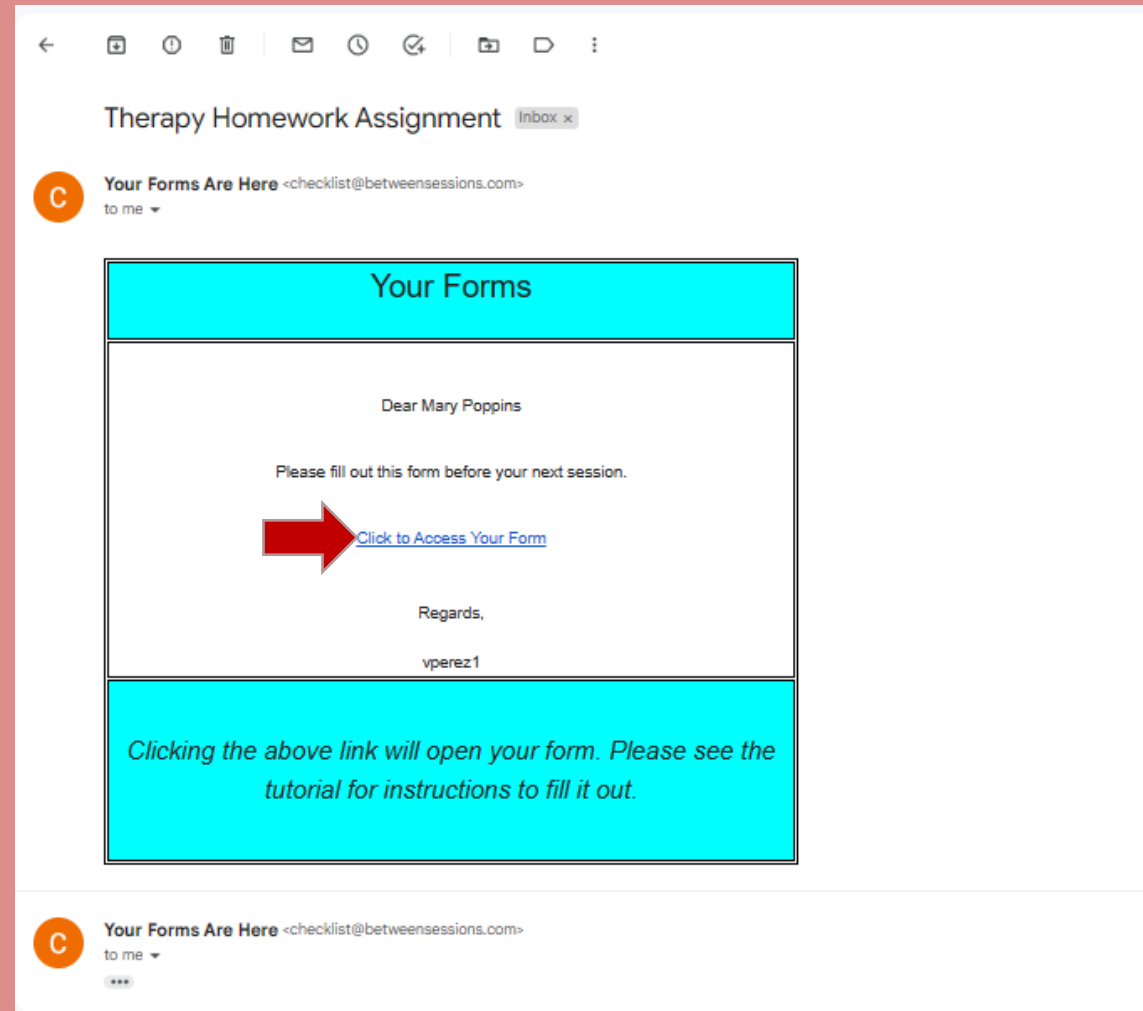
The screenshot shows the Psychology Forms Filler software interface. At the top, there is a navigation bar with buttons for 'Select New PDF', 'Extract Pages', 'Send Form', 'Received Forms', 'Tutorial', and 'Sign out'. A red arrow points to the 'Send Form' button. Below this is a menu bar with 'File', 'Edit', and 'Tools'. The 'View' section shows 'Fit', '50%', '100%', and '200%' options. The main toolbar includes 'Insert', 'Annotate', and 'Page' tabs. Under 'Insert', there are buttons for 'Text', 'Image', and 'Link'. Under 'Annotate', there are buttons for 'Whiteout', 'Freehand', and 'Form Field'. A 'More' button is also present. On the left side, there is a vertical toolbar with icons for file operations. The main workspace shows a preview of a document with two pages. The first page is titled 'Staying Calm When You Make Mistakes' and contains text and a grid. The second page is a grid. The text on the first page reads: 'When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior. You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.' Below the text are four horizontal lines for writing. The second paragraph reads: 'Over time you will begin to choose these activities when you feel upset to calm yourself down. Another thing that can help you calm down is if your parent gives you the negative consequence kindly and calmly. If you can learn to stay calm when you receive a neagative consequence, it shows you are developina more self-control.'

CLICK THE “SEND FORM” BUTTON ON THE TOP TOOLBAR.

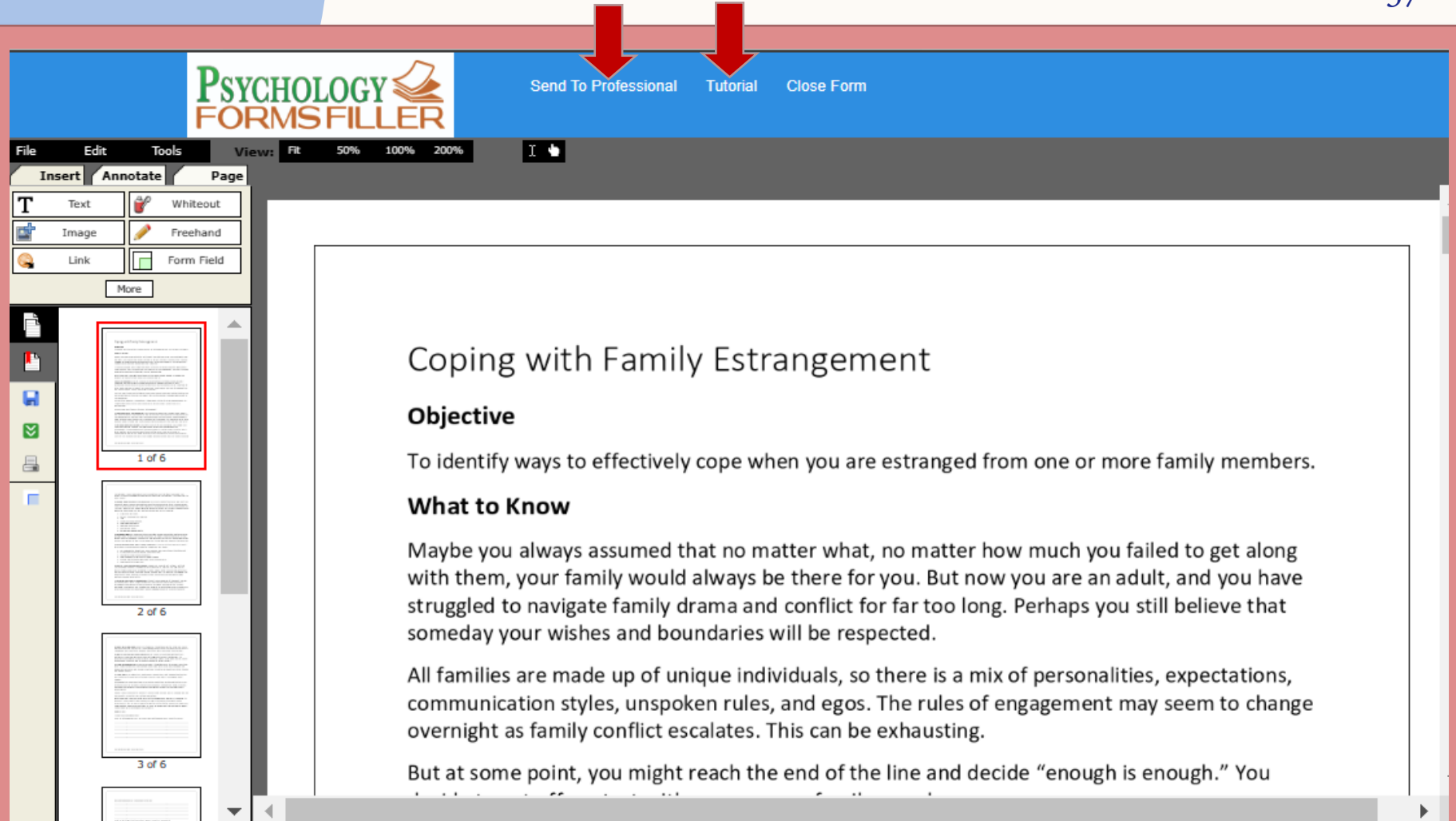
The Psychology Forms Filler – Sending Forms, Worksheets, and Workbooks to Clients:



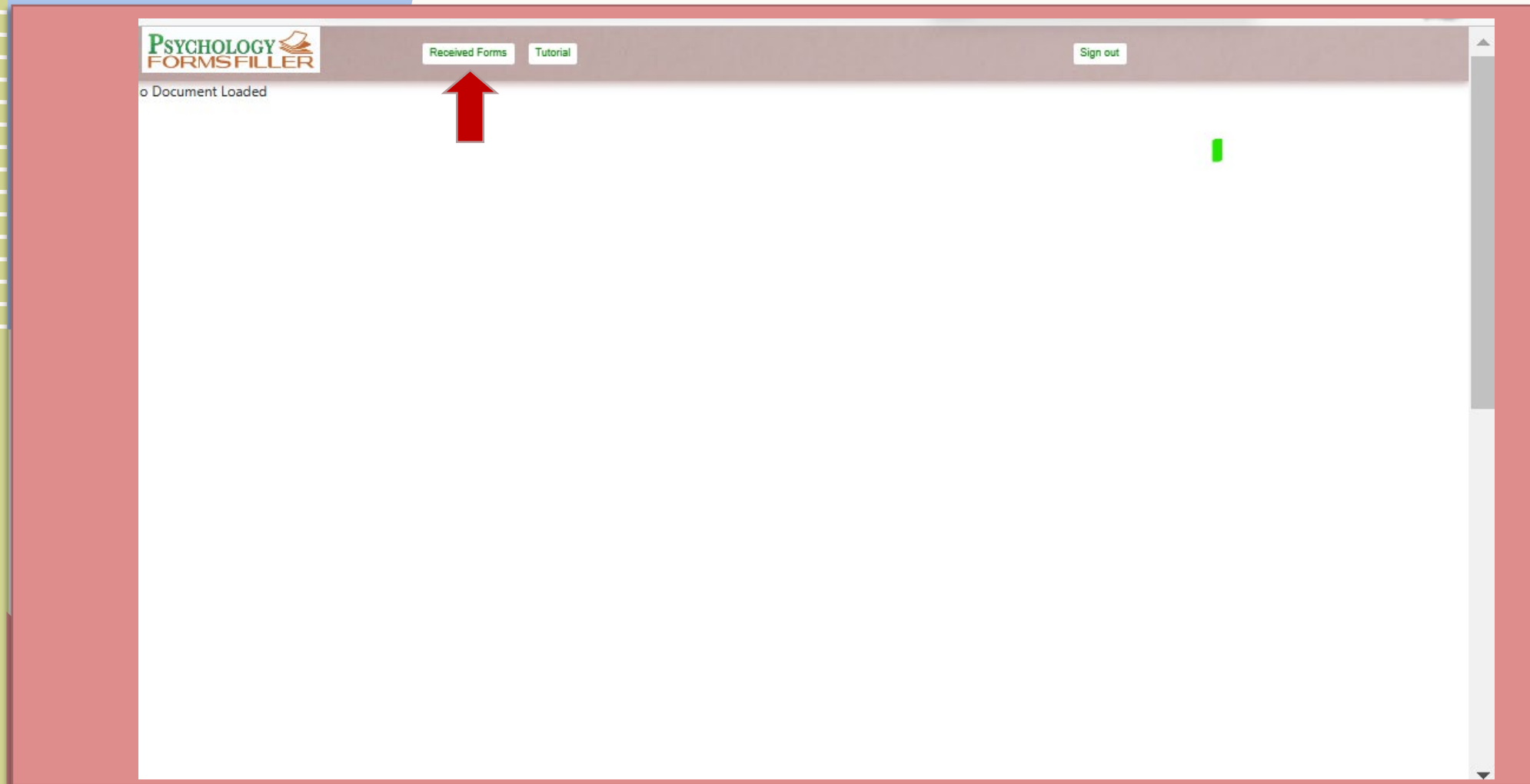
FILL OUT THE EMAIL INFORMATION AND THEN CLICK, "SEND."



CLIENTS RECEIVE AN EMAIL WITH A LINK TO THE WORKSHEET, WHICH ALSO INCLUDES THE DESCRIPTION AND INSTRUCTIONS YOU PROVIDE. THE LINK DIRECTS CLIENTS TO THE PFF WHERE THEY CAN ADD TO OR EDIT THE FORM.



UPON COMPLETION, THEY WILL CLICK THE "SEND TO PROFESSIONAL" BUTTON ON THE TOP OF THE PAGE. THERE IS A TUTORIAL AVAILABLE FOR CLIENTS FOR THE PFF IN THE TOP NAVIGATION.



YOU WILL RECEIVE AN EMAIL NOTIFICATION ADVISING YOU THE WORKSHEET OR FORM HAS BEEN RETURNED. GO TO THE PFF AND CLICK “RECEIVED FORMS” ON THE TOP TOOLBAR TO VIEW YOUR CLIENTS’ FORMS AND WORKSHEETS.

The screenshot shows the Psychology Forms Filler web application. At the top, there is a navigation bar with buttons for 'Select New PDF', 'Received Forms', 'Tutorial', and 'Sign out'. The main content area features a search bar and a legend indicating that red text means 'outstanding' and green text means 'received'. Below this is a table listing uploaded forms. A red arrow points to the 'Date' column, specifically to the red text '11:42' in the second row, which indicates that the form has not yet been returned.

| Actions | Client Name | Email | File Name | File Size | Date |
|------------------------------|------------------|-------------------------------|--|-----------|--------------------|
| View / Print | tinker | virginiamarie_perez@yahoo.com | Coping-with-Family-Estrangement_030623_ad.pdf | 186710 | 3/8/2023 15:48 |
| View / Print | tinker | virginiamarie_perez@yahoo.com | Coping-with-Family-Estrangement_030623_ad.pdf | 186710 | 3/8/2023 15:48 |
| View / Print | James | virginiamarie_perez@yahoo.com | Relationship-Violence-Assessment_102722_ad.pdf | 99319 | 11/2/2022 11:42 |
| View / Print | Snoopy's brother | virginiamarie_perez@yahoo.com | Bad-Day-Do-Over_102822_MS_ad.pdf | 97270 | 11/2/2022 10:39 |
| View / Print | Snoopy's brother | virginiamarie_perez@yahoo.com | Bad-Day-Do-Over_102822_MS_ad.pdf | 97270 | 11/2/2022 10:39 |

Instructions

1. Upload a PDF.
2. Extract pages from a long document if you like.
3. Edit as you see fit.
4. Save your changes and download the PDF for your files.
5. Send the form to your client.
6. See the returned forms by clicking "Received Forms."
7. Download or print the filled-in form.

Please view the [tutorial](#) for more details.

THE RED MESSAGE IN THE FAR-RIGHT COLUMN WILL TURN GREEN WHEN THE WORKSHEET IS COMPLETED AND RETURNED. IF IT IS RED, THE WORKSHEET HAS NOT YET BEEN RETURNED TO YOU.

PSYCHOLOGY FORMS FILLER

Select New PDF Extract Pages Send Form Received Forms Tutorial Sign out

File Edit Tools View Fit 50% 100% 200%

Insert Annotate Page

Sticky Note Highlight
Insert Strikeout
Underline Rectangle
More

1 of 2
2 of 2

Staying Calm When You Make Mistakes

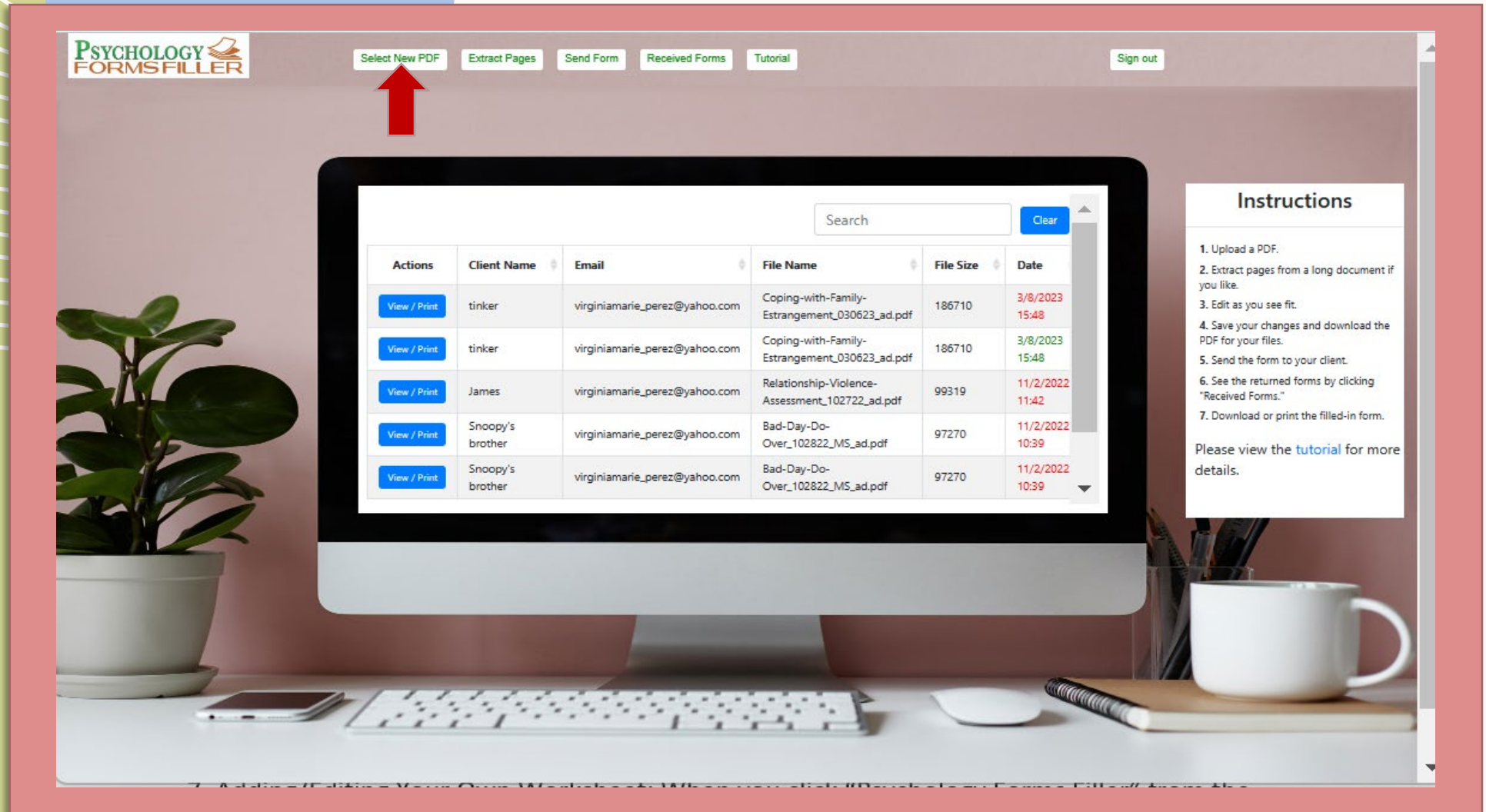
What to Know

When you make mistakes, like breaking a family rule, you may receive a negative consequence. The negative consequence helps you know when you made a wrong choice, or when you need to change your behavior.

You might be upset if you receive a negative consequence. You might even believe the consequence is unfair, or your parent is being unreasonable. Yelling, swearing, or breaking things will not help the situation. There are techniques you can use to help you relax when you're frustrated or angry. Take some deep breaths, do art, listen to soothing music, play with your pet, yell into your pillow, or take a walk. What else can you do? Write down some ideas.

1 of 2

CLICK THE “ANNOTATE” TAB ON THE TOP, LEFT TOOLBAR TO HIGHLIGHT, ADD ELECTRONIC STICKY NOTES, UNDERLINE, CREATE A RED RECTANGLE, OR STRIKEOUT TEXT. CLICK THE “PAGE” TAB ON THE TOP LEFT TOOLBAR TO ROTATE OR CROP THE WORKSHEET.



WHEN YOU CLICK “PSYCHOLOGY FORMS FILLER” FROM THE TOOLBAR, YOU WILL BE DIRECTED TO A SCREEN WHERE YOU CAN UPLOAD YOUR OWN PDF. USING OUR PFF SOFTWARE, YOU CAN EDIT, SEND, AND COLLECT YOUR OWN FORMS TO INCLUDE IN YOUR CLIENT’S ONLINE PORTAL.

SECTION 3

Section 3: Client Progress Accelerator (CPA)

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

Logout

Client Information Create Generic Book

Instructions:

1. Add a client by clicking the "Add Client" button and filling in all required information.
2. To create an individualized client workbook, start by clicking "Send Problem Checklist."
3. This will take you to a screen to send a Problem Checklist to your client, which will be the basis of the book.
4. When your client returns the Problem Checklist, the label "Pending" will change to "Completed." If a client has checked a problem that indicates immediate attention, you will see a warning here.
5. Use the icons by each client to: send a Pre-Session Questionnaire, enter Progress Notes for the client, send a Session Feedback form to a client, or Create a Book.

NOTE: if you want to create a generic workbook for a group, or agency, click the "Create Generic Book" navigation at the top of the page.
Click here to see tutorials.

ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|-----------------------------------|------------|---------------------------------------|
| Bill Clinton Completed | vperezsprinkle@gmail.com | 07/27/2021 | Send/View Problem Checklist [Icons] |
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist [Icons] |
| Minnie mouse Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist [Icons] |
| Pete Davidson Completed | virginiamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist [Icons] |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist [Icons] |

CLICK "ADD CLIENT" AND FILL IN THEIR INFORMATION. THEIR NAME WILL THEN APPEAR LISTED BELOW IN "CLIENT INFORMATION."

The screenshot shows the 'BETWEEN SESSIONS' web application interface. At the top left is the logo 'BETWEEN SESSIONS THERAPEUTIC TOOLS FOR GROWTH AND CHANGE'. At the top right is a 'Logout' button. Below the header is a navigation bar with 'Client Information' (highlighted in green) and 'Create Generic Book'. A large light blue box contains instructions for adding clients and sending checklists. Below this is a table titled 'Client Information' with an 'ADD CLIENT' button. The table has columns for 'CLIENT NAME', 'EMAIL', 'DATE ADDED', and 'ACTIONS'. A red arrow points to the 'ACTIONS' column of the first row, which contains a 'Send/View Problem Checklist' button and several icons.

Instructions:

1. Add a client by clicking the "Add Client" button and filling in all required information.
2. To create an individualized client workbook, start by clicking "Send Problem Checklist."
3. This will take you to a screen to send a Problem Checklist to your client, which will be the basis of the book.
4. When your client returns the Problem Checklist, the label "Pending" will change to "Completed." If a client has checked a problem that indicates immediate attention, you will see a warning here.
5. Use the icons by each client to: send a Pre-Session Questionnaire, enter Progress Notes for the client, send a Session Feedback form to a client, or Create a Book.

NOTE: if you want to create a generic workbook for a group, or agency, click the "Create Generic Book" navigation at the top of the page.
[Click here to see tutorials.](#)

Client Information ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|-----------------------------------|------------|-------------------------------------|
| Bill Clinton Completed | vperezsprinkle@gmail.com | 07/27/2021 | Send/View Problem Checklist [Icons] |
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist [Icons] |
| Minnie mouse Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist [Icons] |
| Pete Davidson Completed | virginiamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist [Icons] |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist [Icons] |

CLICK 'SEND/VIEW PROBLEM CHECKLIST.'

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

Logout

Client Information | **Problem Checklist** | Feedback | Pre-Session Questionnaire | Progress Notes

Client Name: Bill Clinton Date of Birth: 09/17/2003 Email: vperezsprinkle@gmail.com

PROBLEM CHECKLIST

Instructions:
(1) Email the Client Problem Checklist to your client OR
(2) Print it out and give it to the client to fill out (then you will have to send it to your own email, and fill it out on the website using your client's completed checklist).
(3) Once the client has filled out the Problem Checklist you will get a message it has been completed on your Dashboard. You can then view the client's responses and print them out.
(4) When a client has completed a Problem Checklist, click the "Create Book" button.

PLEASE NOTE: When clients check problems that indicate they may harm themselves or others, you will find a red warning note on your Dashboard. This indicates the need for immediate attention to this problem.

[Click here to see tutorials.](#)

Name Of Checklist: Adult

1 E - MAIL TO CLIENT

2 PRINT BLANK CHECKLIST

3 VIEW / PRINT COMPLETED CHECKLIST

CREATE BOOK

SELECT WHETHER YOU WOULD LIKE TO EMAIL, PRINT, OR VIEW THE COMPLETED FORM. YOU CAN ALSO DOWNLOAD AND PRINT A BLANK PROBLEM CHECKLIST.

Client Information ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|-----------------------------------|------------|--|
| Billy Jean Completed <i>Problems that were checked indicate that this client may be in crisis.</i> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
| Minnie mouse Completed <i>Problems that were checked indicate that this client may be in crisis.</i> | virginiaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist |

OUR SYSTEM SHOWS A RED WARNING MESSAGE UNDER YOUR CLIENT’S NAME IF THEIR RESPONSES INDICATE THEY MAY BE IN CRISIS.

Client Information

ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|---|----------------------------------|------------|---|
| Billy Jean Completed <small style="color: red;">Problems that were checked indicate that this client may be in crisis.</small> | viriniaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
| Minnie mouse Completed <small style="color: red;">Problems that were checked indicate that this client may be in crisis.</small> | viriniaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist |
| Pete Davidson Completed | viriniamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist |
| RJ Perez Completed | vperezsprinkle@gmail.com | 07/26/2021 | Send/View Problem Checklist |

CLICK THE CLIPBOARD ICON TO EMAIL A PRE-SESSION QUESTIONNAIRE TO YOUR CLIENTS. YOU CAN ALSO DOWNLOAD AND PRINT A BLANK FORM.

Client Information

ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|----------------------------------|------------|-----------------------------|
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | viriniaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
| Minnie mouse Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | viriniaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist |
| Pete Davidson Completed | viriniamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist |
| RJ Perez Completed | vperezsprinkle@gmail.com | 07/26/2021 | Send/View Problem Checklist |



Click the Progress Notes Icon and click “Create Note” to fill out the form to record your notes. Click “Save” when you are finished.

| Client Information | | ADD CLIENT | |
|--|-----------------------------------|------------|-----------------------------|
| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
| Minnie mouse Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist |
| Pete Davidson Completed | virginiamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist |
| RJ Perez Completed | vperezsprinkle@gmail.com | 07/26/2021 | Send/View Problem Checklist |



Click the Megaphone icon  to email or print a blank feedback form for your client.

SECTION 4

Workbook Creator

Client Information Create Generic Book


Instructions:

1. Add a client by clicking the "Add Client" button and filling in all required information.
2. To create an individualized client workbook, start by clicking "Send Problem Checklist."
3. This will take you to a screen to send a Problem Checklist to your client, which will be the basis of the book.
4. When your client returns the Problem Checklist, the label "Pending" will change to "Completed." If a client has checked a problem that indicates immediate attention, you will see a warning here.
5. Use the icons by each client to: send a Pre-Session Questionnaire, enter Progress Notes for the client, send a Session Feedback form to a client, or Create a Book.

NOTE: if you want to create a generic workbook for a group, or agency, click the "Create Generic Book" navigation at the top of the page.
[Click here to see tutorials.](#)


Client Information **ADD CLIENT**

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|-----------------------------------|------------|-----------------------------|
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
| Minnie mouse Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 04/18/2022 | Send/View Problem Checklist |
| Pete Davidson Completed | virginiamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |

Click the Notebook icon  or click "Create Generic Book" on the top toolbar. If your client completed the Problem Checklist, the software will auto-suggest worksheets for them based on the answers they provided.

| Client Information | | ADD CLIENT | |
|--|----------------------------------|------------|-----------------------------|
| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | viriniaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
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| Pete Davidson Completed | viriniamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist |
| RJ Perez Completed | vperezsprinkle@gmail.com | 07/26/2021 | Send/View Problem Checklist |



Click the Pencil icon  to edit your client's basic information
Click "Submit" to save it.

Client Information ADD CLIENT

| CLIENT NAME | EMAIL | DATE ADDED | ACTIONS |
|--|-----------------------------------|------------|-----------------------------|
| Billy Jean Completed <small>Problems that were checked indicate that this client may be in crisis.</small> | virginiaperez@betweensessions.com | 10/13/2021 | Send/View Problem Checklist |
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| Pete Davidson Completed | virginiamarie_perez@yahoo.com | 06/08/2022 | Send/View Problem Checklist |
| Poppy Pending | martalovepoppy@gmail.com | 09/07/2022 | Send/View Problem Checklist |
| RJ Perez Completed | vperezsprinkle@gmail.com | 07/26/2021 | Send/View Problem Checklist |

Click the Trash Can icon  to delete your client from the database.

1 Techniques In Book

- Add Suggested Techniques
- Add Techniques From Database
- Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)

ADD TO BOOK / UPDATE BOOK Total pages in book: 19

| TECHNIQUE NAME | DESCRIPTION | OBJECTIVE | VIEW | MORE INFO | PAGE COUNT |
|--|--|--|------|-----------|------------|
| <input checked="" type="checkbox"/> Alternative Actions Can Help You Cope with Problematic Eating Habits | This worksheet is designed to help people delay their urges to engage in unhealthy habits around eating by substituting alternative healthy behaviors. | Identifying alternative actions to reduce problematic habits around eating. | | | 3 |
| <input type="checkbox"/> Are You Too Rigid About Routines and Schedules? | This worksheet helps teens explore rigid routines and habits are, and review some strategies for making changes. | To help you identify rigid habits, patterns, routines, and schedules and explore strategies for less rigidity and more spontaneity in your life. | | | 4 |

Click “Add Suggested Techniques” on the side navigation bar to view the worksheets suggested for your client. Click the checkboxes next to the worksheets you’d like to include. You will see a check mark appear next to worksheets you’ve added. To remove a worksheet, click on the box again, and the checkmark will disappear, indicating the worksheet was removed.

1 Techniques In Book

[Add Suggested Techniques](#)

[Add Techniques From Database](#)

[Upload techniques](#)

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

[DOWNLOAD BOOK](#)

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)

[ADD TO BOOK / UPDATE BOOK](#) Total pages in book: 19

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1 Techniques In Book

[Add Suggested Techniques](#)

[Add Techniques From Database](#)

[Upload techniques](#)

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

[DOWNLOAD BOOK](#)

LIST OF OTHER TECHNIQUES





[ADD TO BOOK / UPDATE BOOK](#) Total pages in book: 15

anxiety [SUBMIT](#)

Clicking “Add Techniques from Database” will prompt a search box to help you find specific worksheets using the keyword search. You can also add your own PDFs by clicking “Upload Techniques.”

1 Techniques In Book

ADD TO BOOK / UPDATE BOOK Total pages in book: 19

| TECHNIQUE NAME | DESCRIPTION | OBJECTIVE | VIEW | MORE INFO | PAGE COUNT |
|--|--|--|---|-----------|------------|
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DOWNLOAD BOOK



1 Techniques In Book

ADD SUGGESTED TECHNIQUES

ADD TECHNIQUES FROM DATABASE

Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

ADD INTRODUCTION

Instructions:

- a. Click Select or Change File (PDF only).
- b. Click Add Introductory Page to Book to insert or replace the intro content in the current book.

Current file:

None selected

SELECT OR CHANGE FILE



Click “Upload Introduction” to upload a personalized letter, introduction, or directions for your client (upload PDFs only).

1 Techniques In Book

Add Suggested Techniques

Add Techniques From Database

Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)

ADD TO BOOK / UPDATE BOOK Total pages in book: 19

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1 Techniques In Book

Add Suggested Techniques

Add Techniques From Database

Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

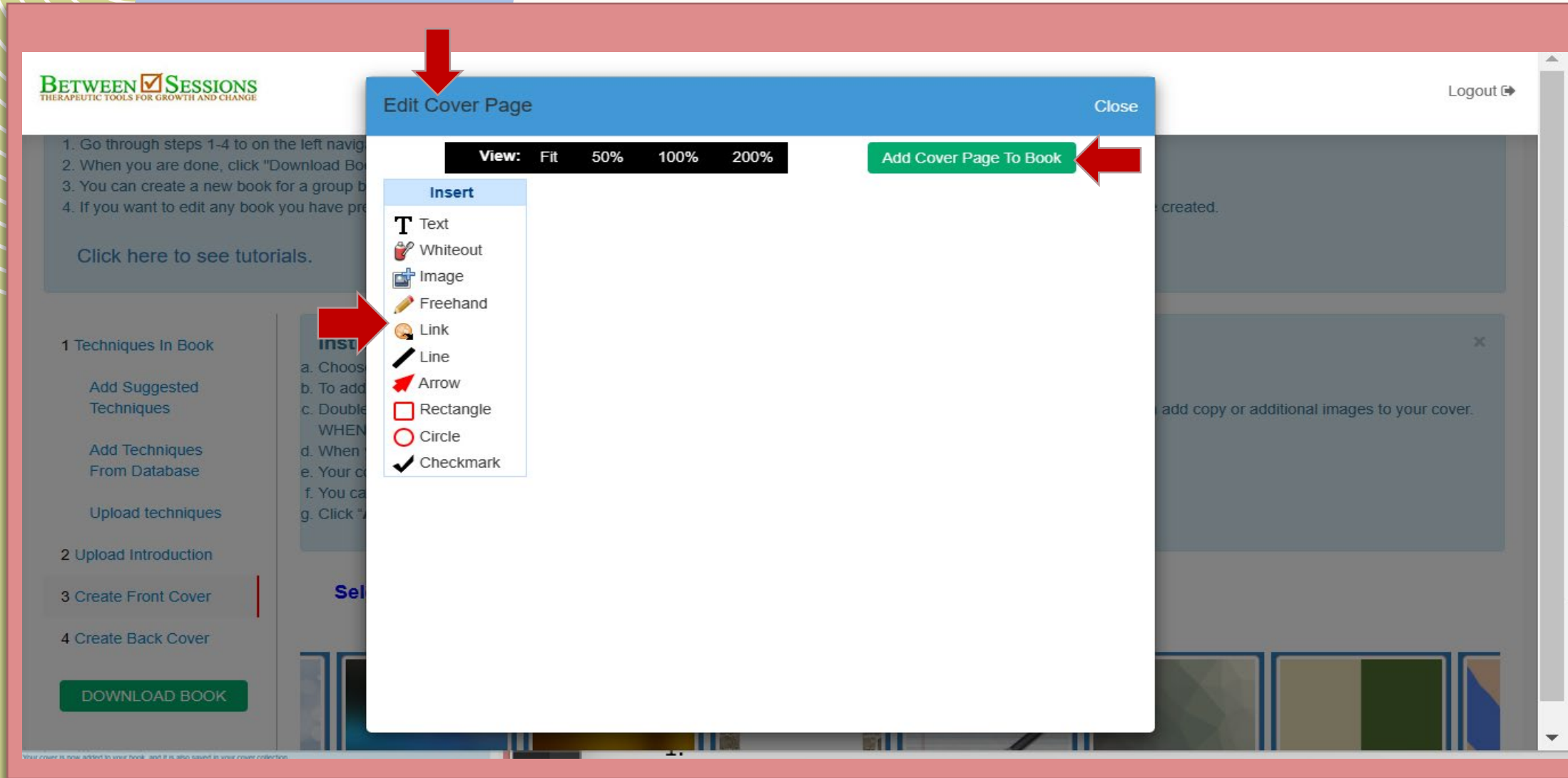
Instructions to Add a Front Cover

- Choose a **Front Cover** from the images below or add your own.
- To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
- Double click the image you want to use for the **Front Cover** and an editor will open. Using the tools on the left, you can add copy or additional images to your cover. **WHEN YOU ARE DONE USING A TOOL, CLICK THE YELLOW BAR TO DISABLE THAT TOOL.**
- When you are happy with the cover you have created, click **"Add to Book"** and close the editor.
- Your cover is now added to your book, and it is also saved in your cover collection.
- You can change the **Front Cover** to your book by repeating this process.
- Click **"Add Back Cover"** from the left navigation to add a back cover to the workbook.

Select a cover image :

Upload a new cover : No file chosen





Click “Create a Front Cover” to design a cover. You can click on the images provided to select a stock image or upload your own by clicking “Choose File” on the bottom of the page.



You can add text, images, or your logo by selecting the tool you'd like to use on the left navigation bar. Point and click your cursor in the area where you'd like to insert the tool and it will appear. Once you've finished, click "Add Cover Page to Book" to save it.

LIST OF SUGGESTED TECHNIQUES (Click to add techniques to your book)

ADD TO BOOK / UPDATE BOOK Total pages in book: 19

| TECHNIQUE NAME | DESCRIPTION | OBJECTIVE | VIEW | MORE INFO | PAGE COUNT |
|--|--|--|---|-----------|------------|
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You can see the total number of pages included in the workbook listed above the blue bar.

1 Techniques In Book

Add Suggested Techniques

Add Techniques From Database

Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)

ADD TO BOOK / UPDATE BOOK Total pages in book: 19

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Add Suggested Techniques

Add Techniques From Database

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4 Create Back Cover

DOWNLOAD BOOK

Instructions to Add a Back Cover

- Choose a **Back Cover** from the images below or add your own.
- To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
- Double click the image you want to use for the **Back Cover** and an editor will open. Using the tools on the left, you can add copy or additional images to your cover. **WHEN YOU ARE DONE USING A TOOL, CLICK THE YELLOW BAR TO DISABLE THAT TOOL.**
- When you are happy with the cover you have created, click **"Add to Book"** and close the editor.
- Your cover is now added to your book, and it is also saved in your cover collection.
- You can change the **Back Cover** to your book by repeating this process.
- When you are ready, click **"Download Book"** to create your workbook.
- Save it to your computer, print it out, or send it to a client using the Psychology Forms Filler.

Upload a new cover : No file chosen

Click "Create Back Cover" to select a back cover for the workbook. You can edit the page with text and images using the same instructions in step 4.

1 Techniques In Book

Add Suggested Techniques

Add Techniques From Database

Upload techniques

2 Upload Introduction

3 Create Front Cover

4 Create Back Cover

DOWNLOAD BOOK

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)

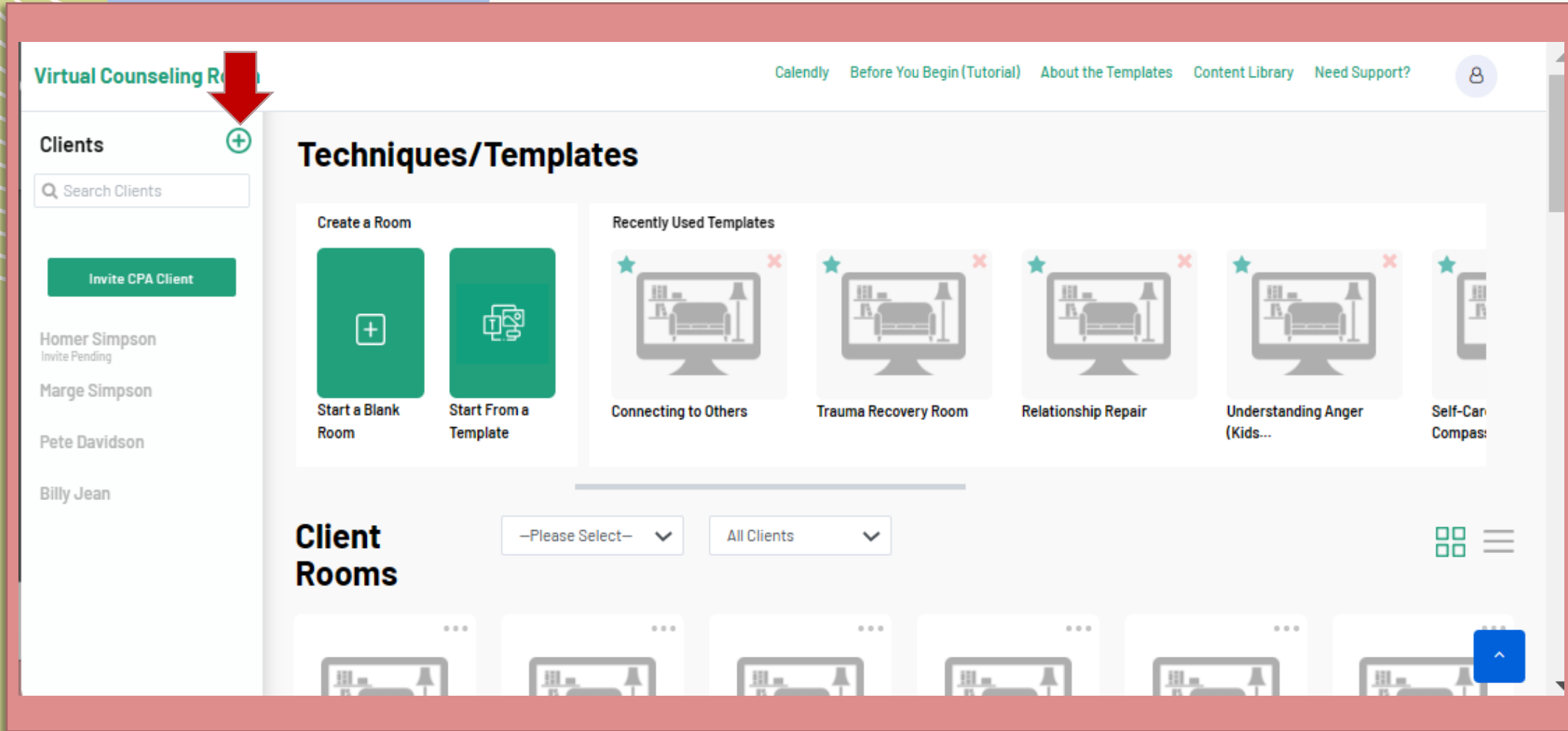
ADD TO BOOK / UPDATE BOOK Total pages in book: 19

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Click “Download Book” when you’ve finished the workbook. The book will automatically and immediately download. You can save it, email it as an attachment, or print it for your client.

SECTION 5

Section 4: Virtual Counseling Rooms (VCR)



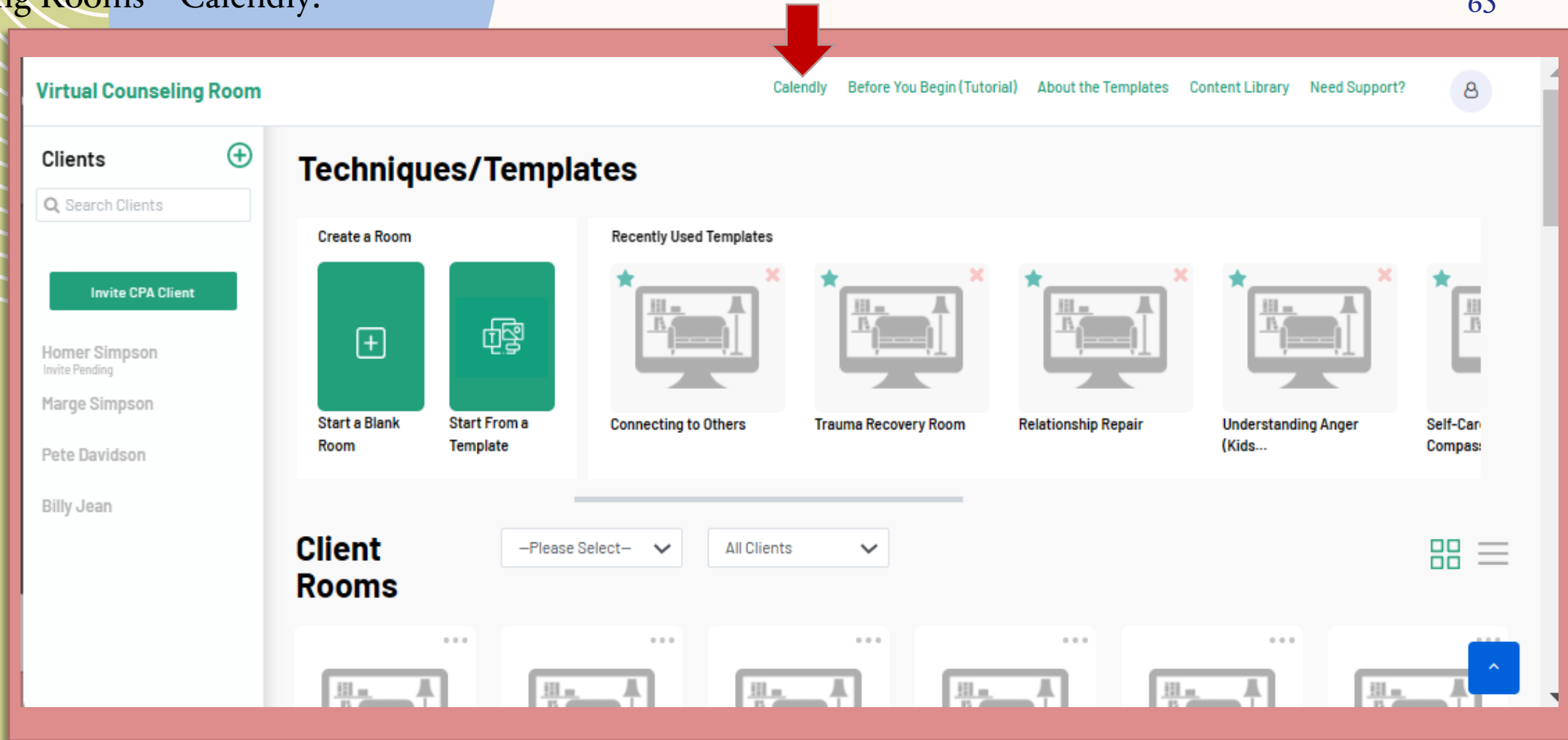
Click the plus icon  on the top-left navigation. Add the client's information and click "Save." Your client will automatically receive a link to the email address you provided.

The screenshot shows the 'Virtual Counseling Room' interface. On the left, there is a 'Clients' sidebar with a search bar and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. A red arrow points to a green button labeled 'Invite CPA Client' in the sidebar. The main area is titled 'Techniques/Templates' and includes options to 'Create a Room' (Start a Blank Room, Start From a Template) and 'Recently Used Templates' (Connecting to Others, Trauma Recovery Room, Relationship Repair, Understanding Anger (Kids...), Self-Care Compass).

The dialog box is titled 'Invite Users to Virtual Counseling Room'. It contains the text: 'Your client list from Client Progress Accelerator have been imported here. you need to invite each user to activate their account. Please choose which clients to invite below.' Below this text is a table with three columns: 'Select All', 'Client Name', and 'Email'. A red arrow points to the 'Select All' checkbox. The table lists three clients: Poppy (martalovepoppy@gmail.com), Homer Simpson (martalovespoppy@gmail.com), and RJ Perez (vperezsprinkle@gmail.com). At the bottom right of the dialog, there is a green button labeled 'Invite CPA Client', with another red arrow pointing to it.

| Select All | Client Name | Email |
|--------------------------|---------------|---------------------------|
| <input type="checkbox"/> | Poppy | martalovepoppy@gmail.com |
| <input type="checkbox"/> | Homer Simpson | martalovespoppy@gmail.com |
| <input type="checkbox"/> | RJ Perez | vperezsprinkle@gmail.com |

Click “Invite CPA Client” on the left navigation bar. Select the clients you’d like to invite and click “Invite CPA Client.” Your clients will receive an email with a link inviting them to join the VCR.



Calendly: This feature helps keep your schedule organized and sends appointment reminder notifications to your clients. There is also a paid option when you upgrade in Calendly.

The screenshot shows the 'Virtual Counseling Room' dashboard. At the top right, a navigation bar contains links for 'Calendly', 'Before You Begin (Tutorial)', 'About the Templates', 'Content Library', and 'Need Support?'. A red arrow points to the 'Before You Begin (Tutorial)' link. On the left, there is a 'Clients' sidebar with a search bar and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. Below the sidebar is a green 'Invite CPA Client' button. The main area is titled 'Techniques/Templates' and features two sections: 'Create a Room' with 'Start a Blank Room' and 'Start From a Template' options, and 'Recently Used Templates' with five cards: 'Connecting to Others', 'Trauma Recovery Room', 'Relationship Repair', 'Understanding Anger (Kids...', and 'Self-Car Compass'. Below these is a 'Client Rooms' section with a dropdown menu set to 'All Clients' and a grid of room cards. A blue arrow button is visible in the bottom right corner of the interface.

Tutorials: Click “Before You Begin (Tutorials)” on the top right navigation bar to access video and PDF tutorials.

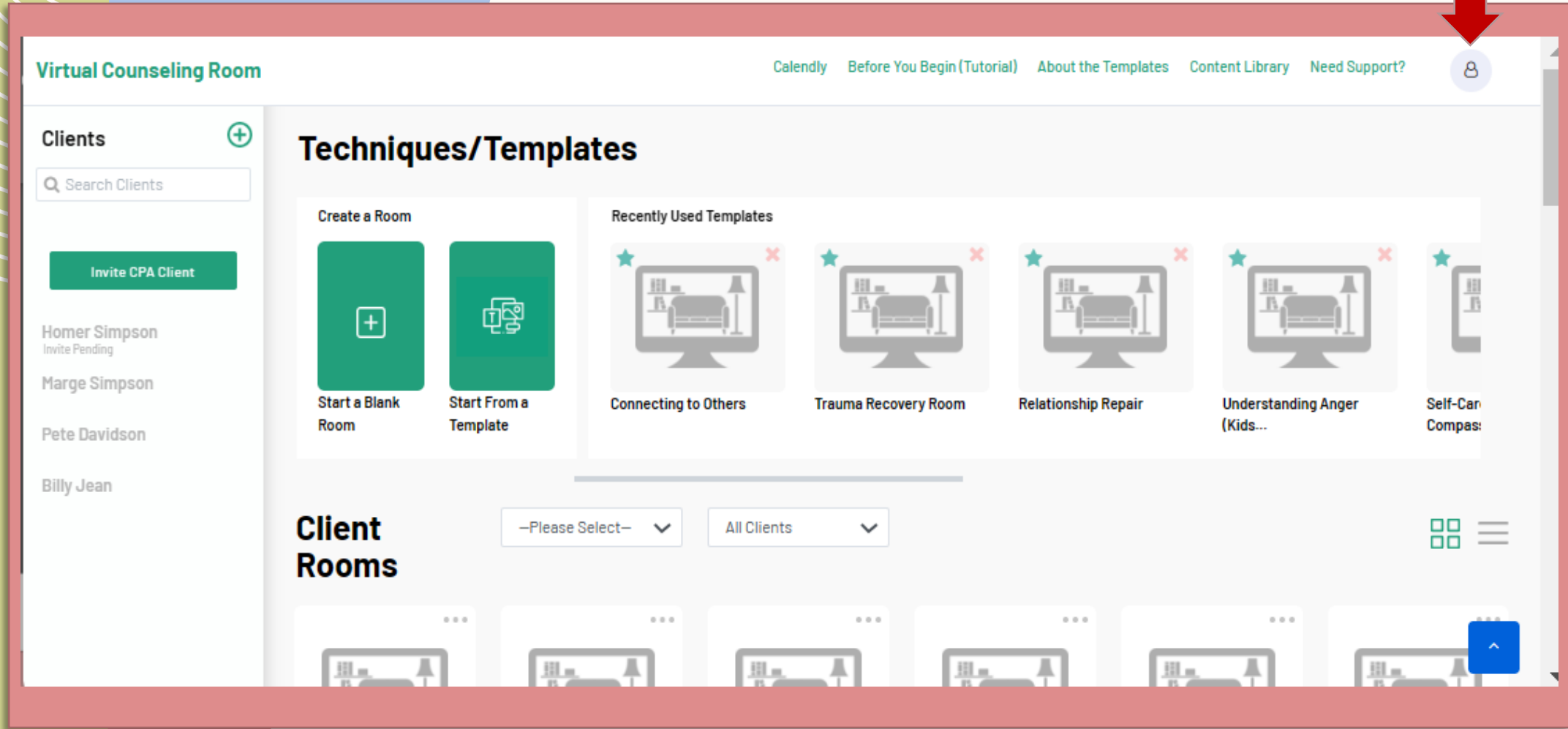
The screenshot displays the 'Virtual Counseling Room' interface. At the top, a navigation bar includes links for 'Calendly', 'Before You Begin (Tutorial)', 'About the Templates', 'Content Library', and 'Need Support?'. A red arrow points to the 'About the Templates' link. On the left, a sidebar titled 'Clients' features a search bar and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. The main content area is titled 'Techniques/Templates' and is divided into two sections: 'Create a Room' and 'Recently Used Templates'. The 'Create a Room' section has two options: 'Start a Blank Room' and 'Start From a Template'. The 'Recently Used Templates' section shows five templates: 'Connecting to Others', 'Trauma Recovery Room', 'Relationship Repair', 'Understanding Anger (Kids...)', and 'Self-Car Compas...'. Below this, the 'Client Rooms' section is visible, with a dropdown menu set to 'All Clients' and a grid of room icons. A blue arrow icon is located in the bottom right corner of the interface.


Here you will find a thorough description of all the Room templates, including age groups, descriptions, Elements included, and the problems the Room addresses.

The screenshot displays the 'Virtual Counseling Room' interface. At the top right, a navigation menu includes 'Calendly', 'Before You Begin (Tutorial)', 'About the Templates', 'Content Library', and 'Need Support?'. A red arrow points to the 'Content Library' link. On the left, a 'Clients' sidebar lists 'Homer Simpson', 'Marge Simpson', 'Pete Davidson', and 'Billy Jean', with an 'Invite CPA Client' button. The main area is titled 'Techniques/Templates' and features a 'Create a Room' section with 'Start a Blank Room' and 'Start From a Template' options. Below this is a 'Recently Used Templates' section with five items: 'Connecting to Others', 'Trauma Recovery Room', 'Relationship Repair', 'Understanding Anger (Kids...', and 'Self-Car Compas:'. At the bottom, a 'Client Rooms' section is visible with a filter dropdown set to 'All Clients' and a grid of room thumbnails.

You will find resources to add to your Room, such as blank board games used to create games, meditations, backdrops, data collection forms, icons to use for card decks, notes, and posters.

Virtual Counseling Rooms – Changing Your Password:



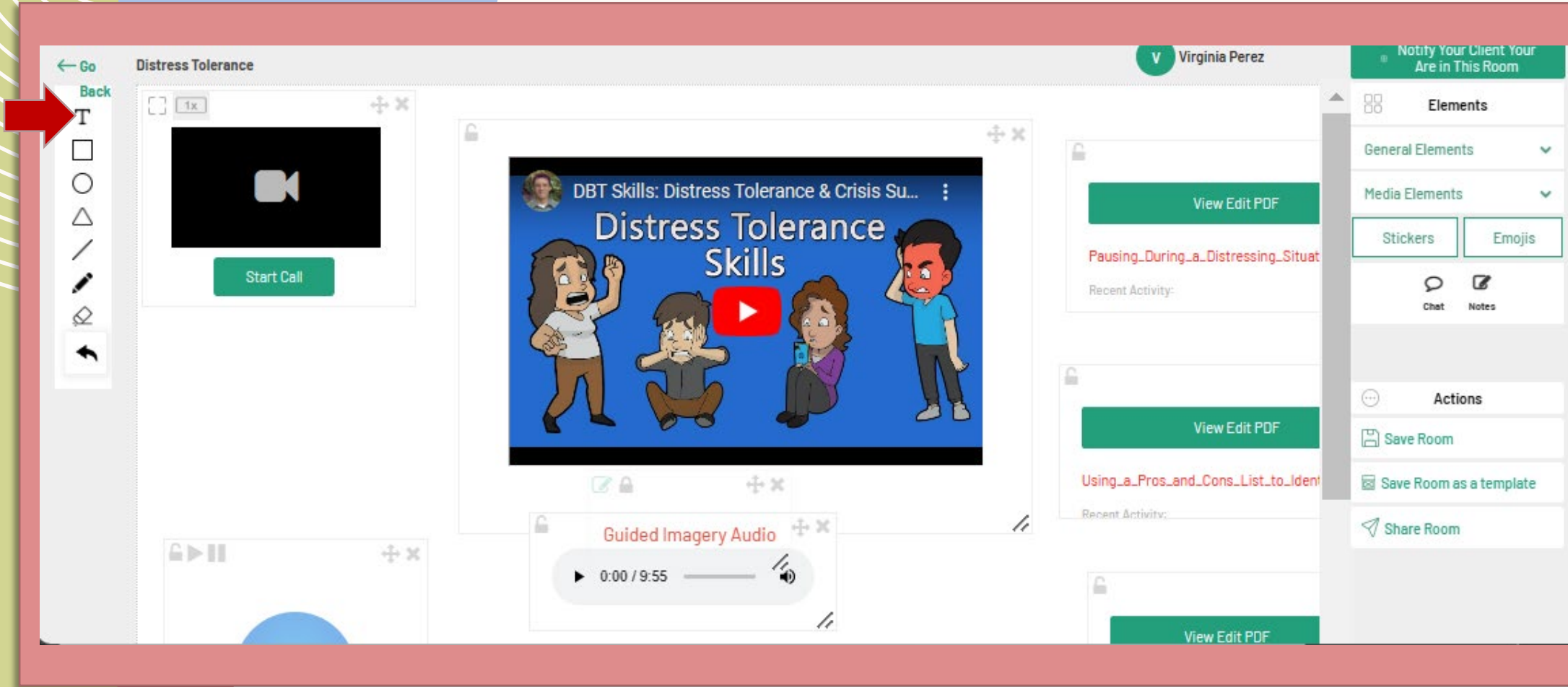
To update your password, click the Person icon  on the top-right navigation bar. Then click, “Change Password.”

The screenshot displays the 'Virtual Counseling Room' interface. On the left is a sidebar with a 'Clients' section containing a search box and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. The main area is titled 'Techniques/Templates' and features two columns: 'Create a Room' and 'Recently Used Templates'. The 'Create a Room' column has two buttons: 'Start a Blank Room' and 'Start From a Template'. The 'Recently Used Templates' column shows several template cards, each with a star icon and a red 'x' in the top right corner. Below the templates are two dropdown menus: '-Please Select-' and 'All Clients'. The 'Client Rooms' section is partially visible at the bottom. Red arrows point from the 'Start From a Template' button to the dropdown menus, and from the dropdown menus to the 'Client Rooms' section.

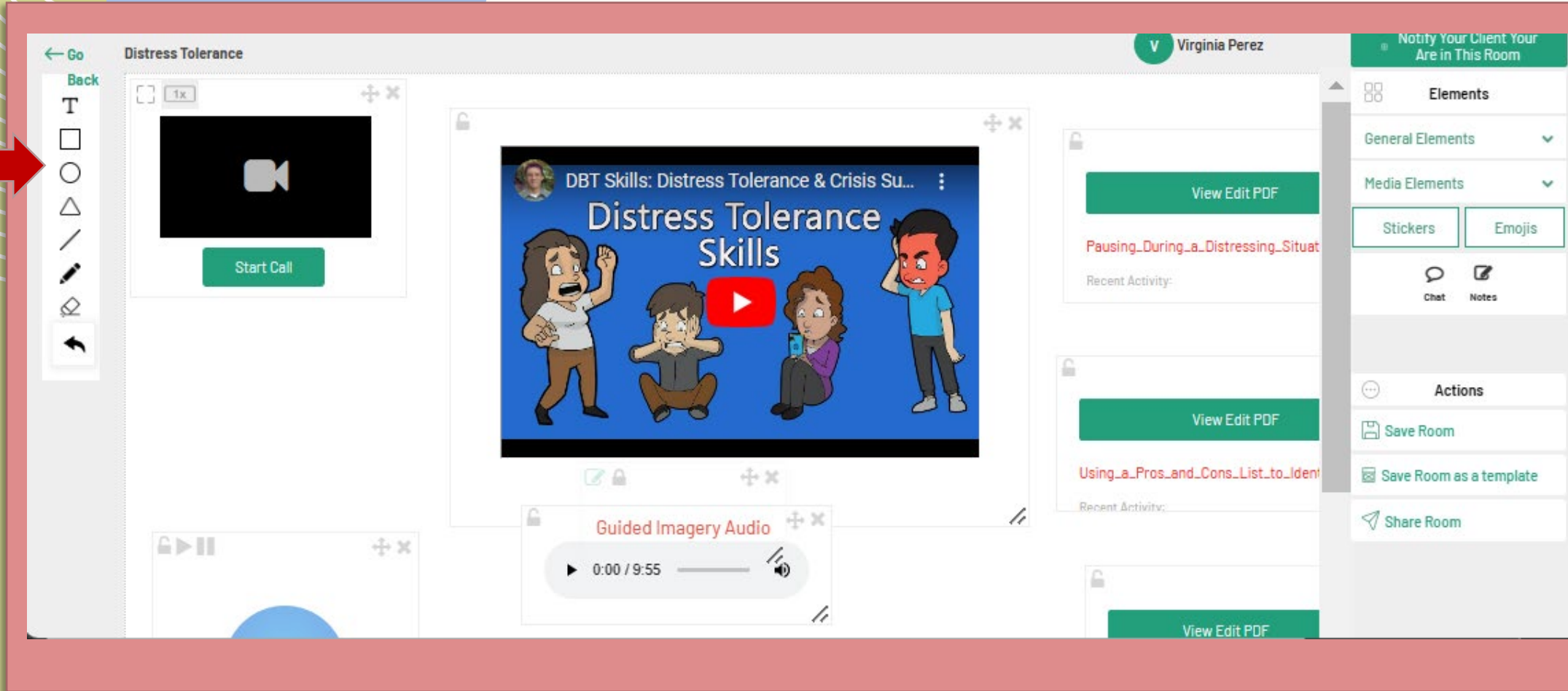
Under “Techniques/Templates,” click “Start from a Template.” Either use the search box or the dropdown menu to sort through the Template Rooms database. Click the template name to view the Room.

The screenshot displays the 'Virtual Counseling Room' dashboard. On the left, a 'Clients' sidebar lists Homer Simpson, Marge Simpson, Pete Davidson, and Billy Jean. The main area is titled 'Techniques/Templates' and features a 'Create a Room' section with two options: 'Start a Blank Room' and 'Start From a Template'. A large red arrow points to the 'Start a Blank Room' button. Below this is a 'Recently Used Templates' section with five options: 'Connecting to Others', 'Trauma Recovery Room', 'Relationship Repair', 'Understanding Anger (Kids...', and 'Self-Car Compas'. The 'Client Rooms' section is partially visible at the bottom. A modal window titled 'Add Board' is open, showing a 'Board Name' input field and an 'Open' button. A red arrow points to the input field.

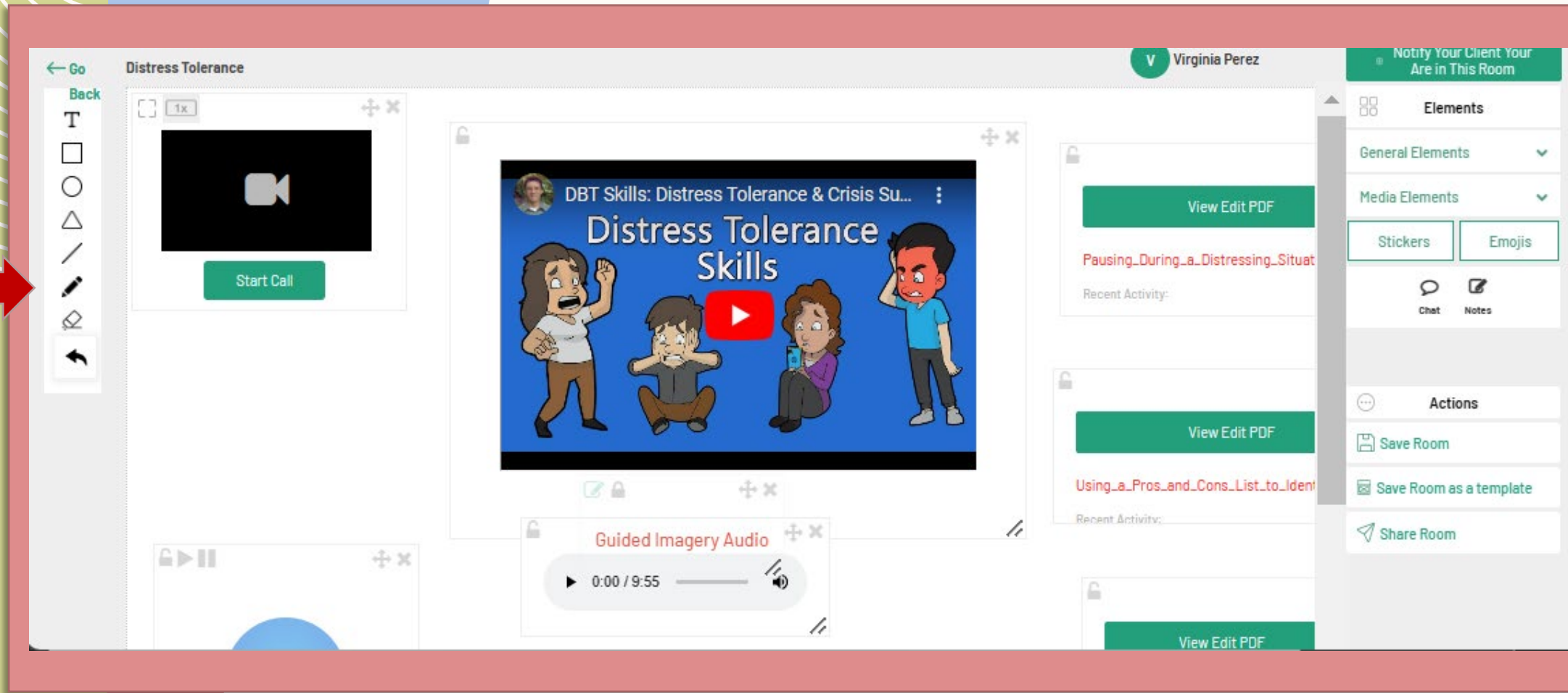
Click “Start a Blank Room.” Create a name for your Room and click “Save.” The blank Room will automatically open. All blank Rooms include the Video Chat Element.



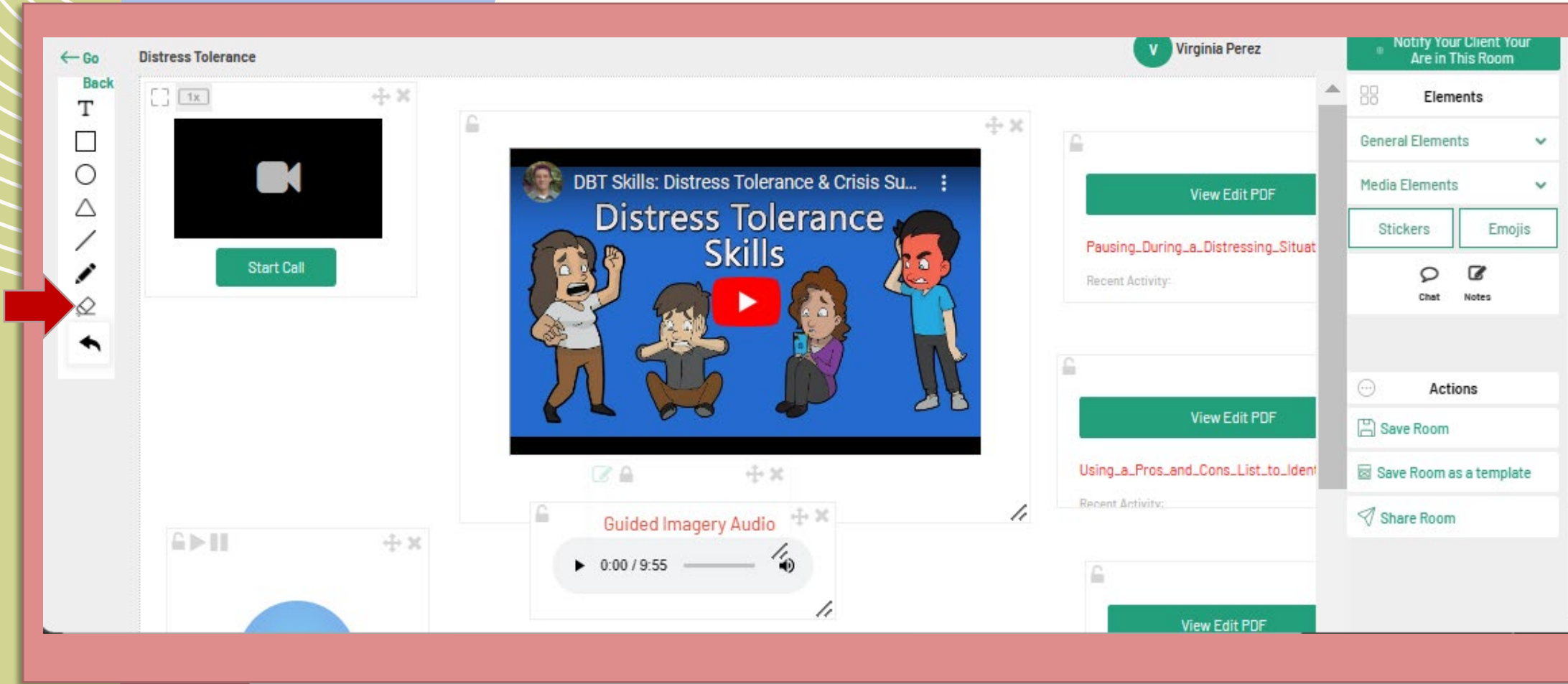
Click the "T" icon **T** to add Text.



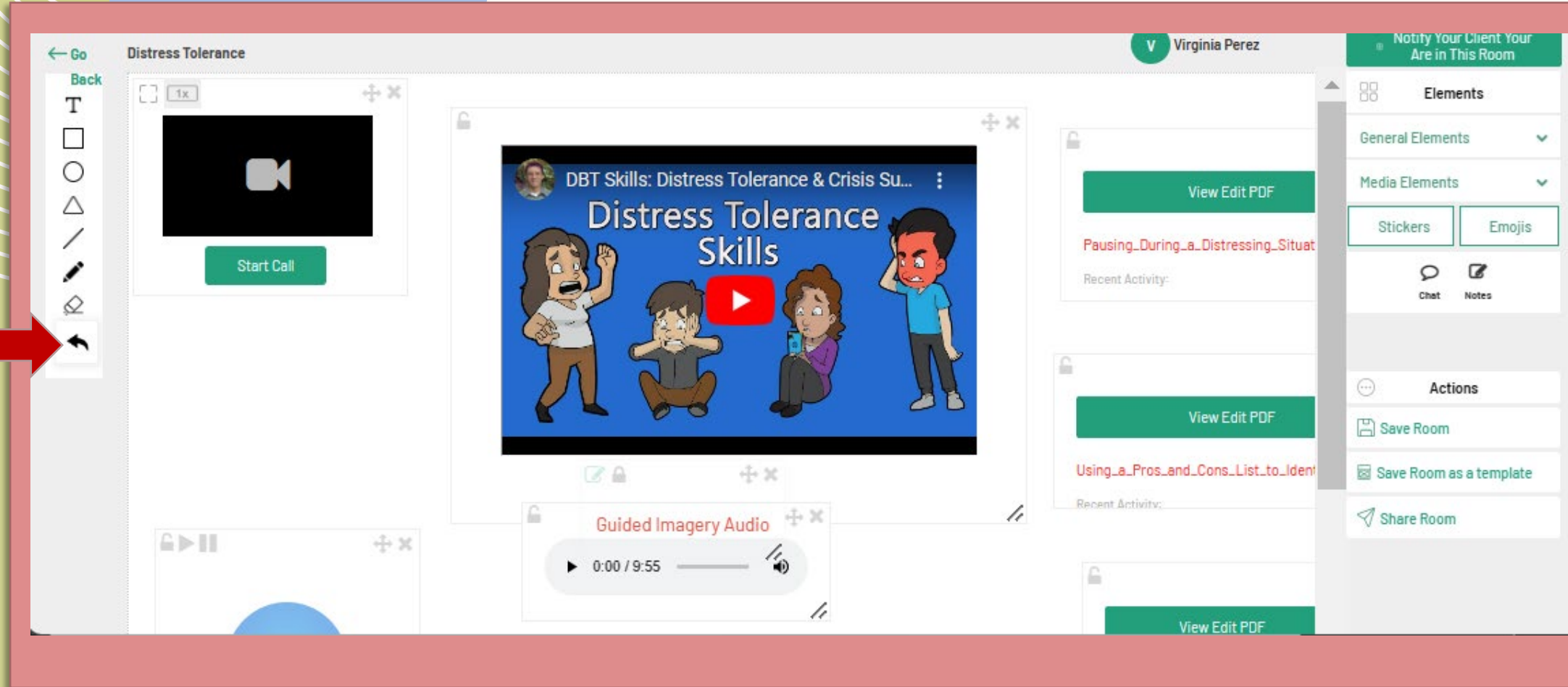
Click one of the Shape icons or the Line icon to add that character.



Click the Pencil icon  to draw in freehand.



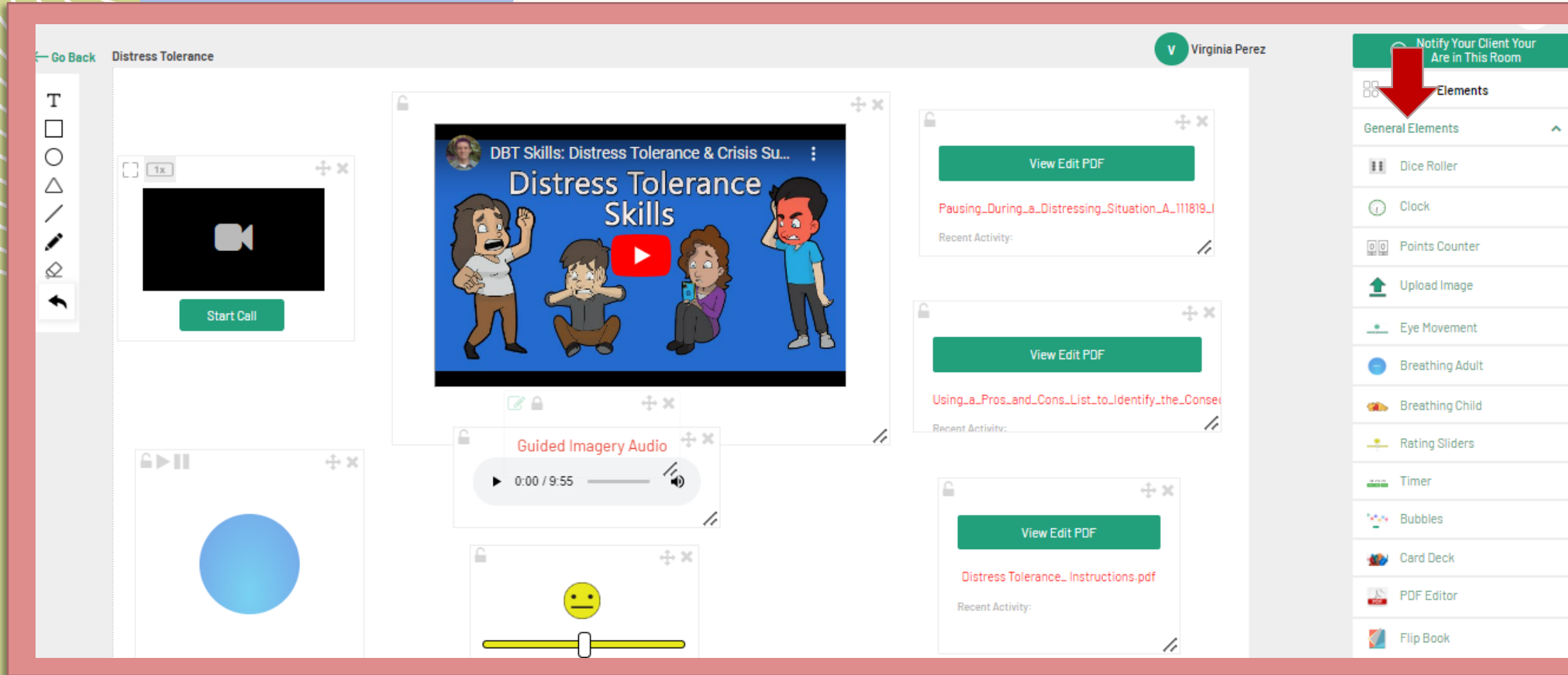
Click the Eraser icon to  remove something you added using a tool from this navigation bar.



Click the Back Arrow icon

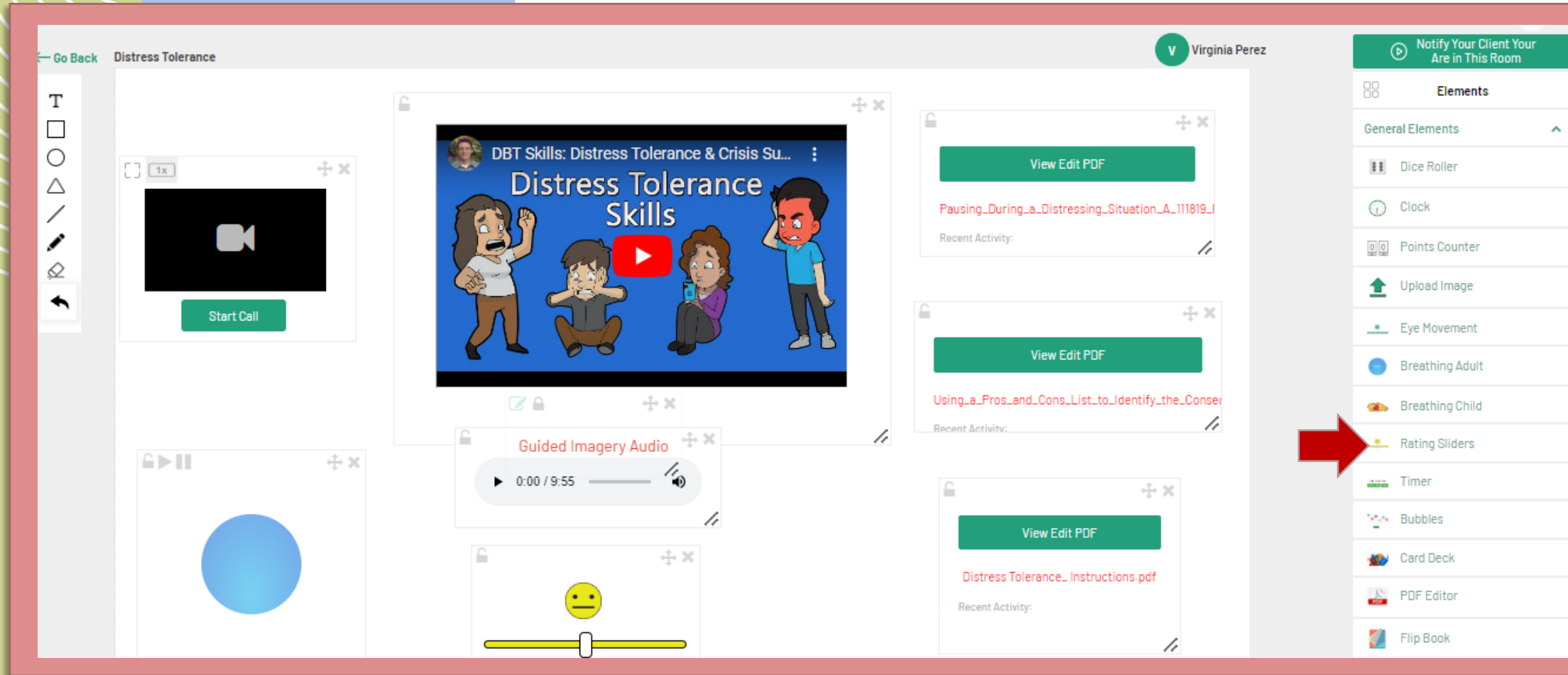


to undo your last addition to the room.



General Elements are tools you can add to any Room.

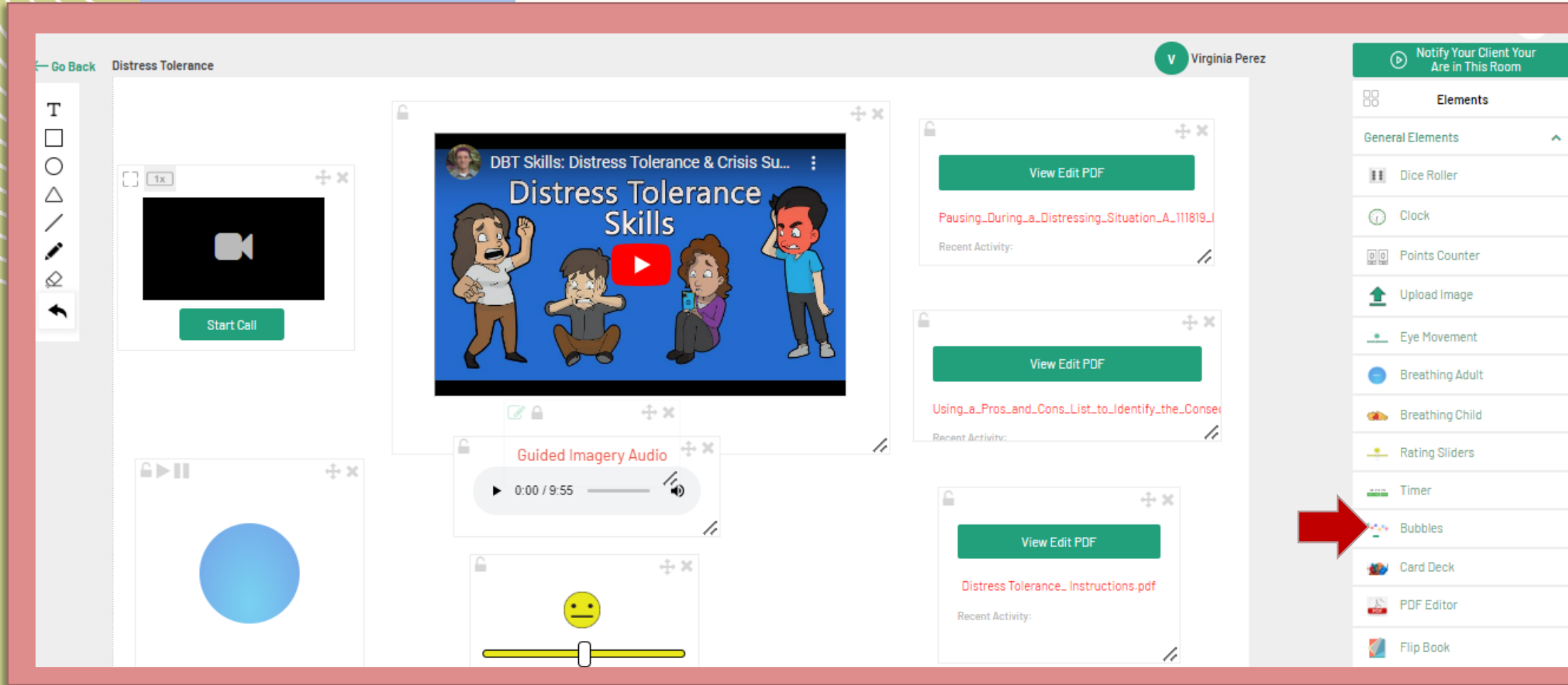
You can add dice, a clock, points counter, upload an image, add a feelings rating slider, a timer, a card deck, any worksheet, and even a flip book!




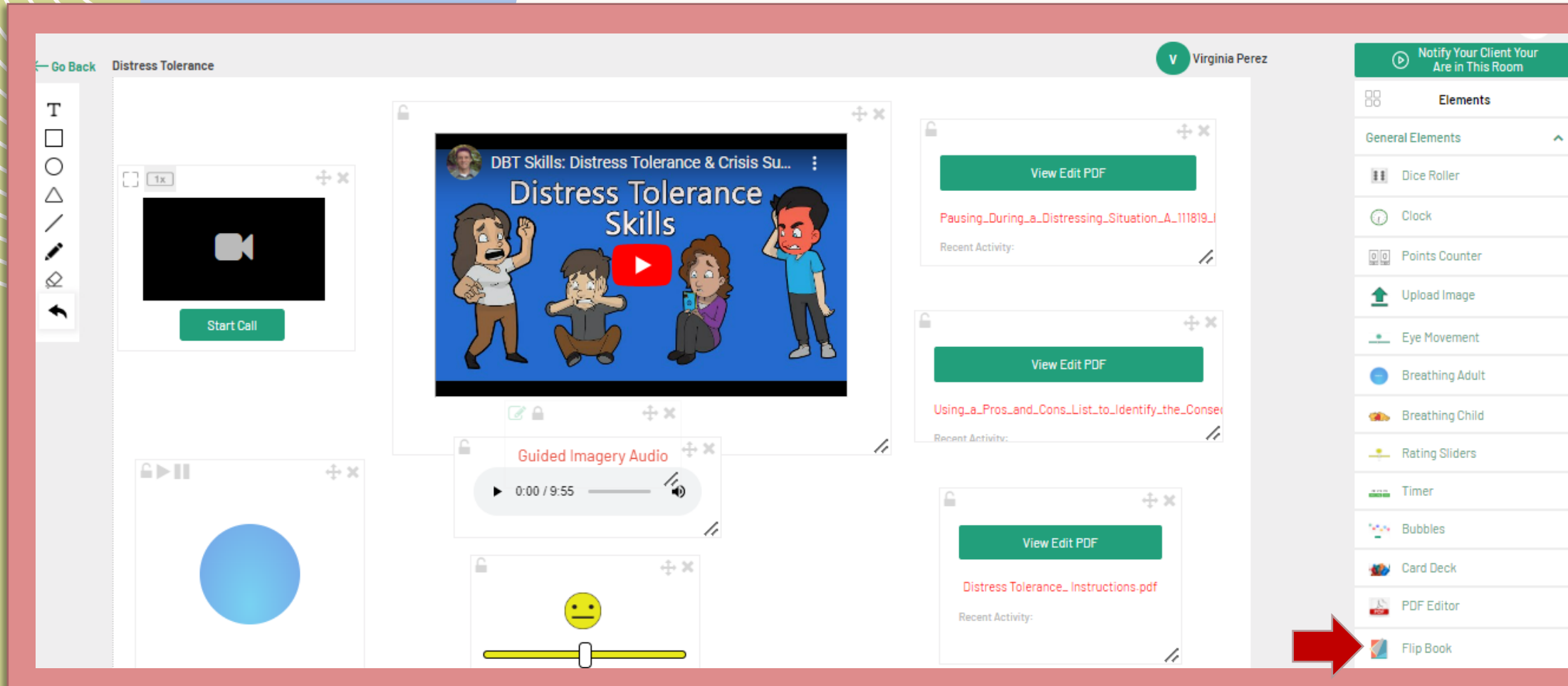
Click the Rating Sliders  Rating Sliders


to add a rate-your-

feeling slider.



Click the Bubbles Icon  Bubbles to add the Bubbles Game. Bubbles with a variety of facial expressions will rise on the screen. To gain points, clients must focus their attention to select all the positive facial expressions they see. Additional games are provided in certain Template Rooms.



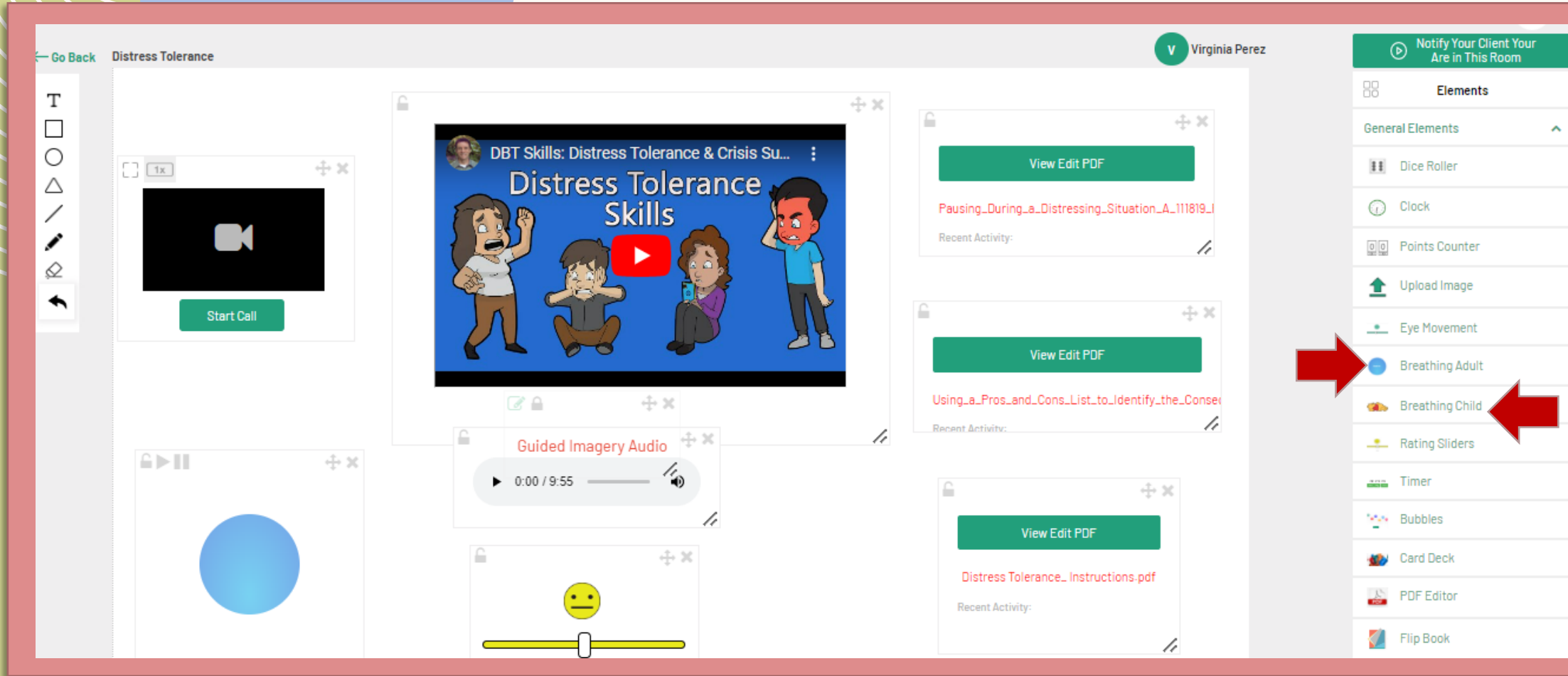
Click the Flip Book icon  Flip Book to animate any online book into a flip book. Once you click the icon, click the popup box 'Convert your PDF to Flipbook.' You will be prompted to select the file from your computer. Double-click the file you would like to use to upload it.



The screenshot displays a virtual counseling room interface. At the top left, there is a 'Go Back' button and the title 'Distress Tolerance'. The top right corner shows a user profile for 'Virginia Perez'. On the left side, there is a toolbar with icons for text, shapes, drawing, and erasing. The main workspace contains several floating windows: a video call window with a 'Start Call' button, a YouTube video titled 'DBT Skills: Distress Tolerance & Crisis Su... Distress Tolerance Skills', a 'Guided Imagery Audio' player with a progress bar at 0:00 / 9:55, and three PDF viewer windows, each with a 'View Edit PDF' button. On the right side, there is a vertical navigation menu titled 'Elements' with a sub-section 'General Elements'. A red arrow points to the 'Eye Movement' icon in this menu. Other icons in the menu include Dice Roller, Clock, Points Counter, Upload Image, Breathing Adult, Breathing Child, Rating Sliders, Timer, Bubbles, Card Deck, PDF Editor, and Flip Book.

Click the Eye Movement icon



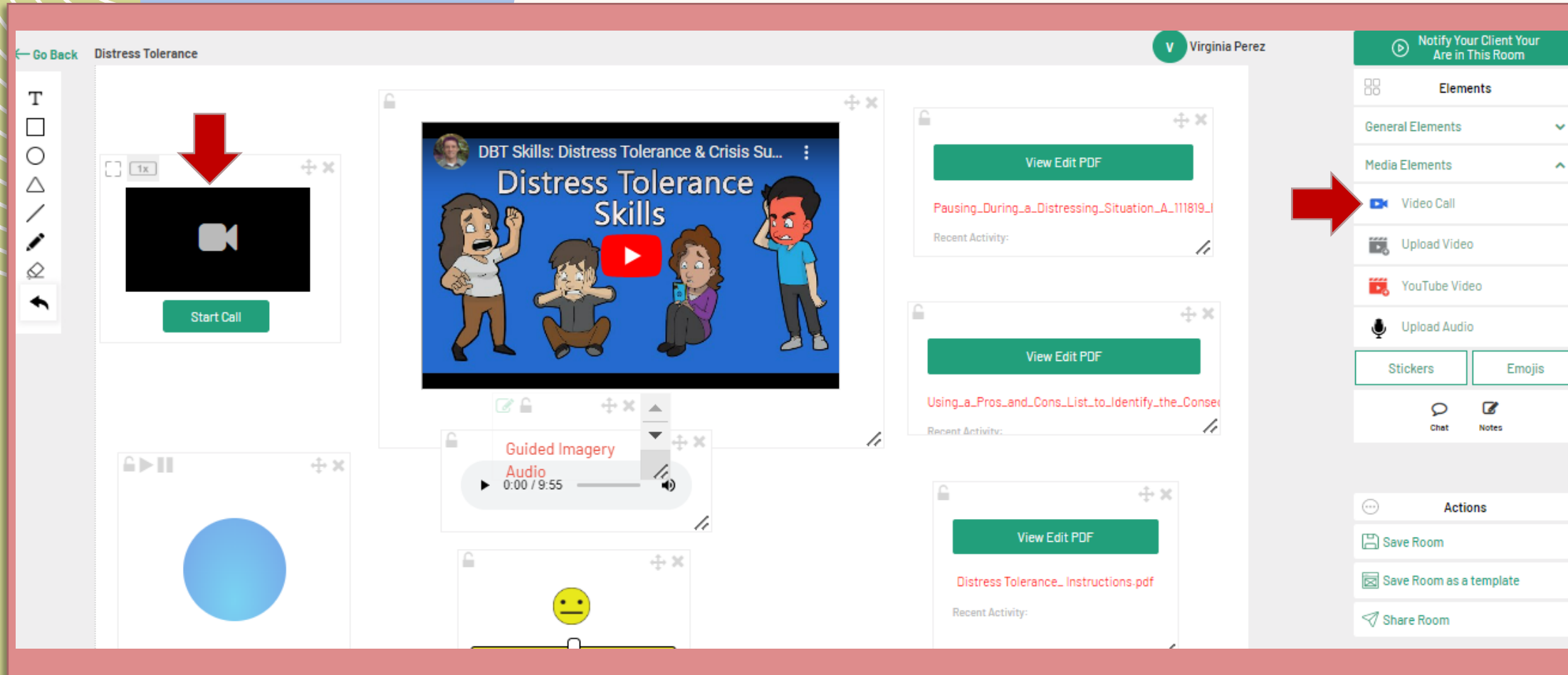
to add the EMDR feature.



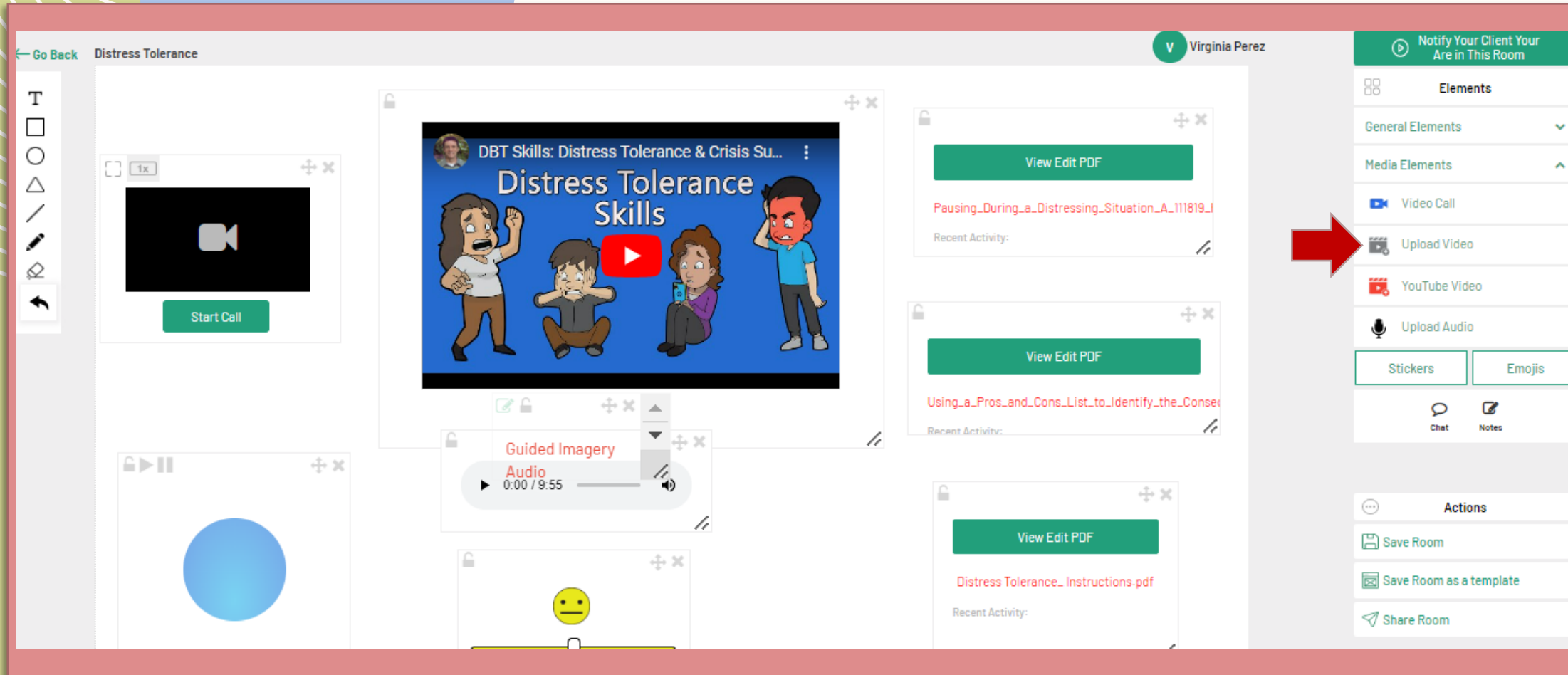
Click the “Breathing Adult” icon  Breathing Adult or the adult guide.
Select the “Breathing Child” icon  Breathing Child for the children’s guide.

The screenshot displays a virtual counseling room interface. At the top left, there is a 'Go Back' button and the room title 'Distress Tolerance'. The top right corner shows the user's name 'Virginia Perez'. On the left side, there is a toolbar with icons for text, shapes, drawing, and navigation. The main area contains several interactive elements: a video call window with a 'Start Call' button, a central video player showing a YouTube video titled 'DBT Skills: Distress Tolerance & Crisis Su... Distress Tolerance Skills', a 'Guided Imagery Audio' player with a progress bar at 0:00 / 9:55, and a mood slider with a yellow smiley face icon. On the right side, there is a 'Notify Your Client You Are in This Room' button and an 'Elements' menu. The 'Elements' menu lists various tools: General Elements, Dice Roller, Clock, Points Counter, Upload Image, Eye Movement, Breathing Adult, Breathing Child, Rating Sliders, Timer, Bubbles, Card Deck, PDF Editor, and Flip Book. A red arrow points to the 'PDF Editor' icon in the menu.

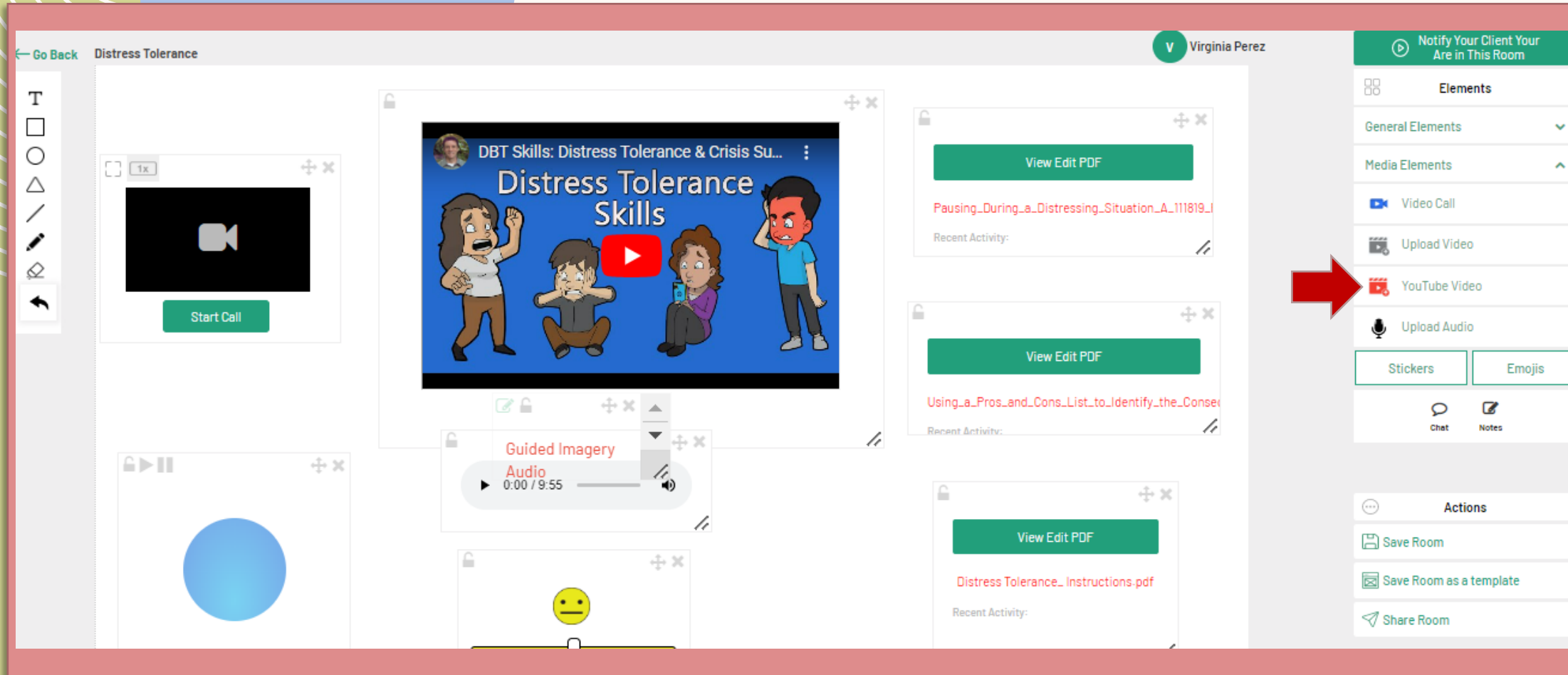
Click the PDF Editor icon to add therapeutic worksheets.



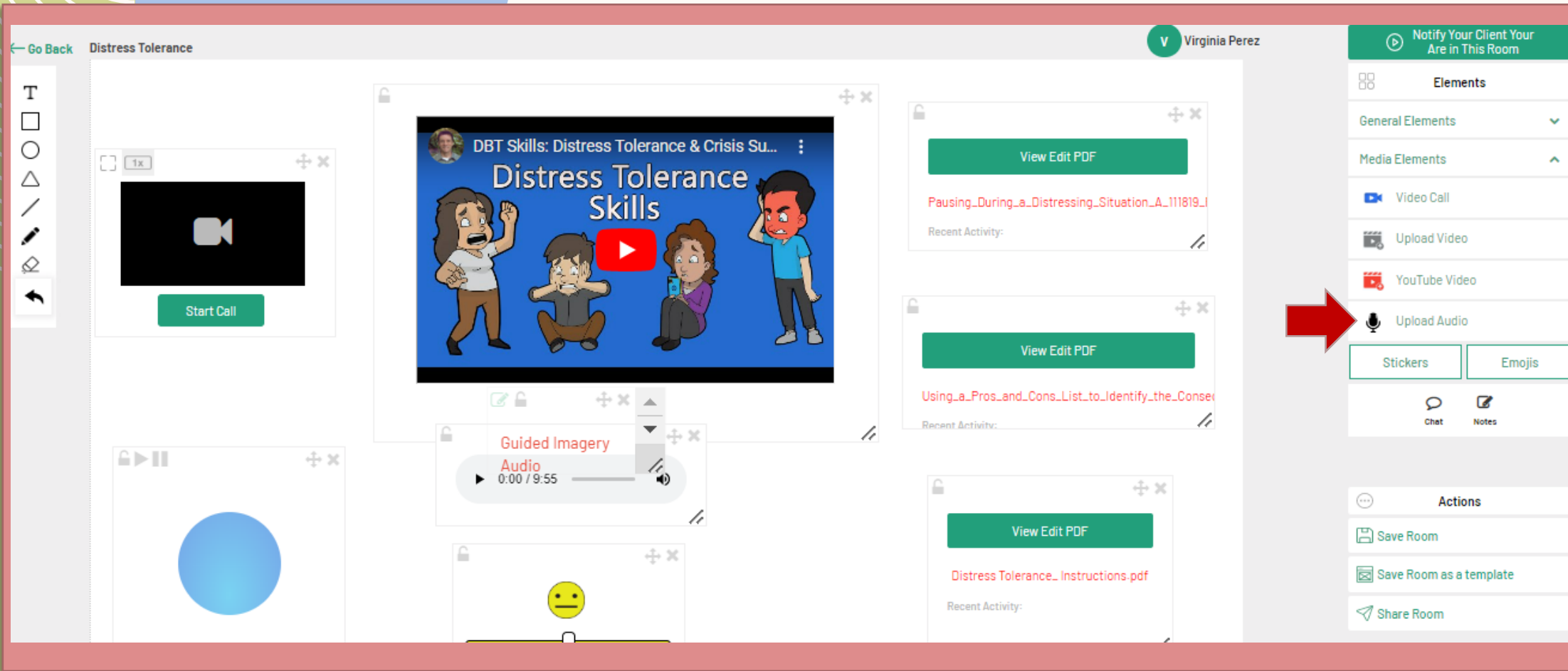
You can locate the Video Chat Element in a Room from the navigation on the right under, “Media Elements.” Select “Video Call.”



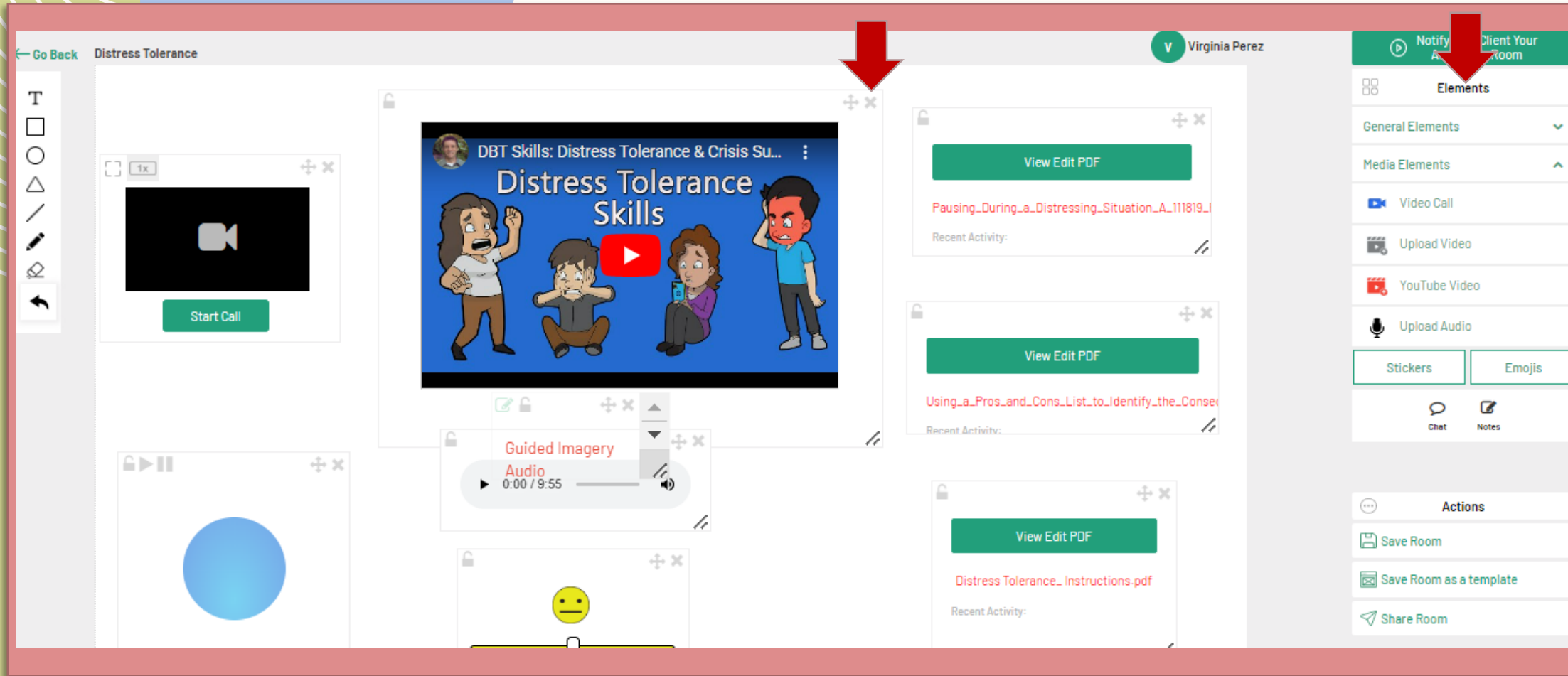
Click "Upload Video" to upload a video into your room.



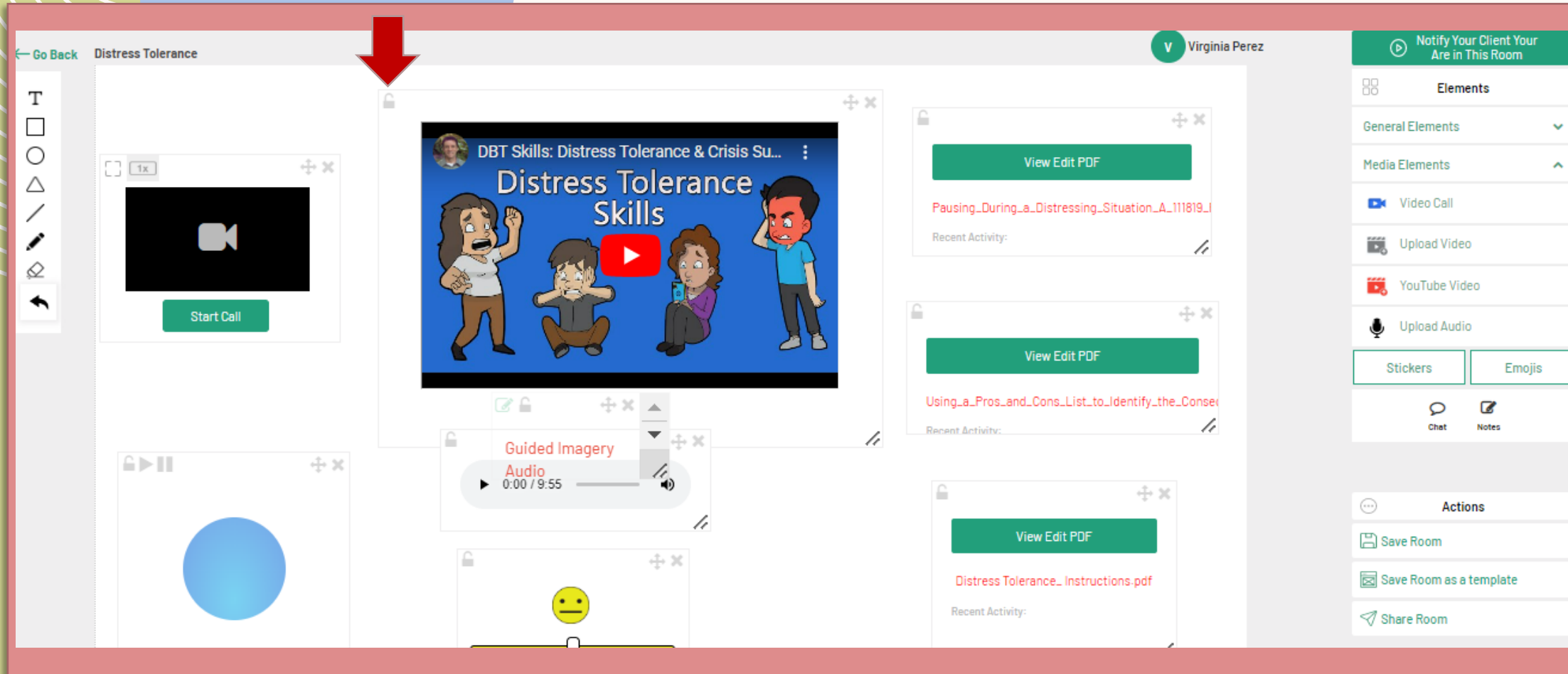
Click “YouTube Video” to upload a YouTube video. The upload box will appear at the top left corner of the Room. Copy the URL for the video from YouTube and paste the URL into the box. Then click “Upload.”



Click "Upload Audio" to add any audio file. We also have many meditation files you can add to any room. You can find these in the Content Library tab on the top-right navigation.

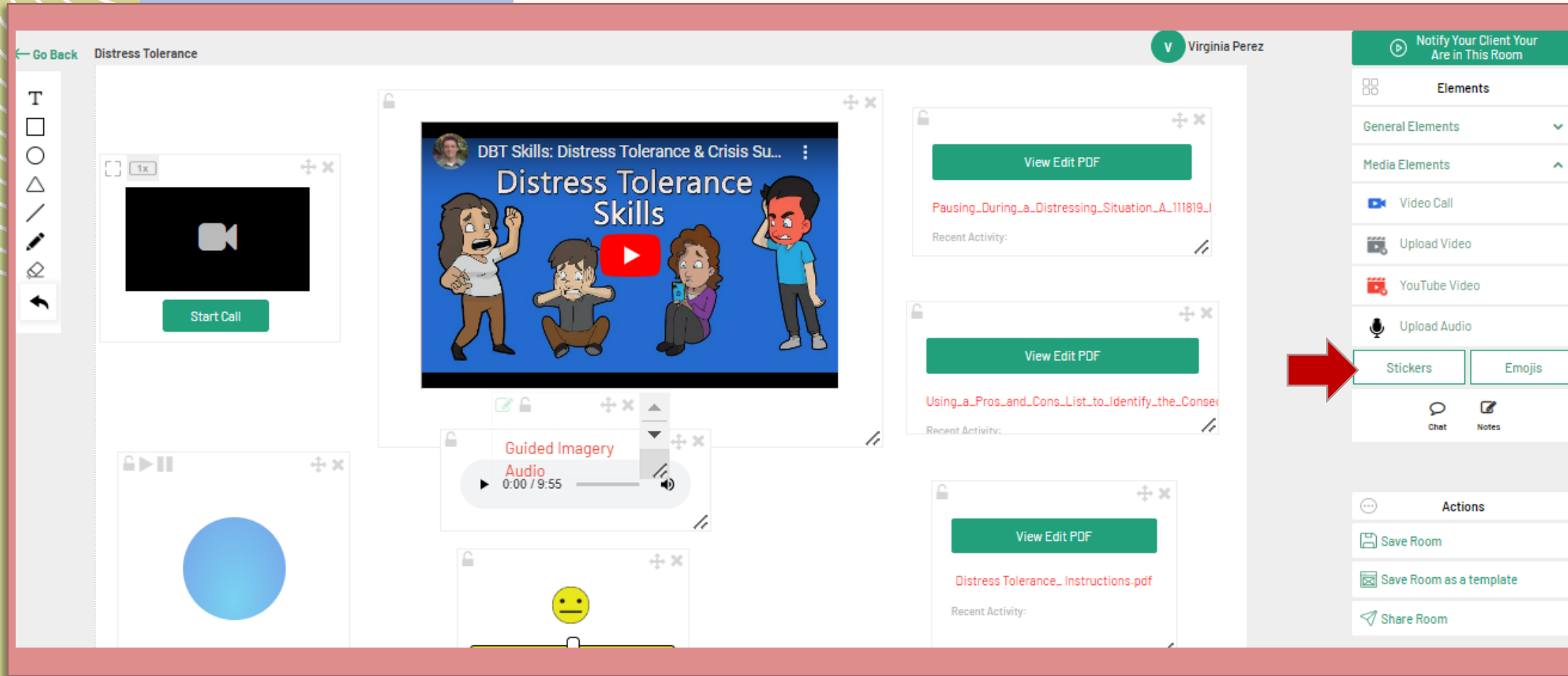


To add an Element, simply click the tool you want to add, and it will appear in the Room. To remove a tool, click the grey “X” on the top right corner above the element.

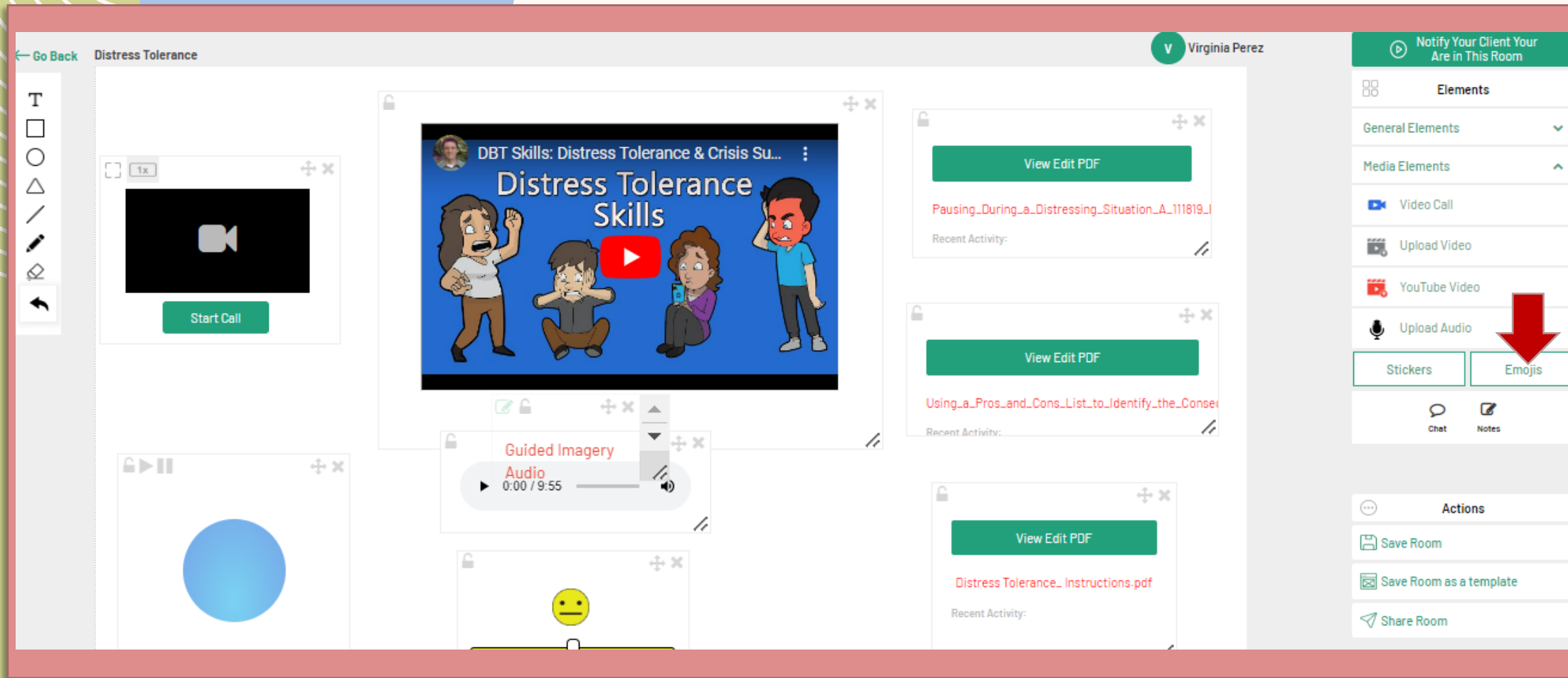


Elements can be “locked” into place in a Room by pressing the grey lock icon on the top left corner of the element. If you wish to move the element, simply click the same lock icon so the lock appears opened. Then, hover your cursor over the top grey bar over the element to activate the moving cursor.

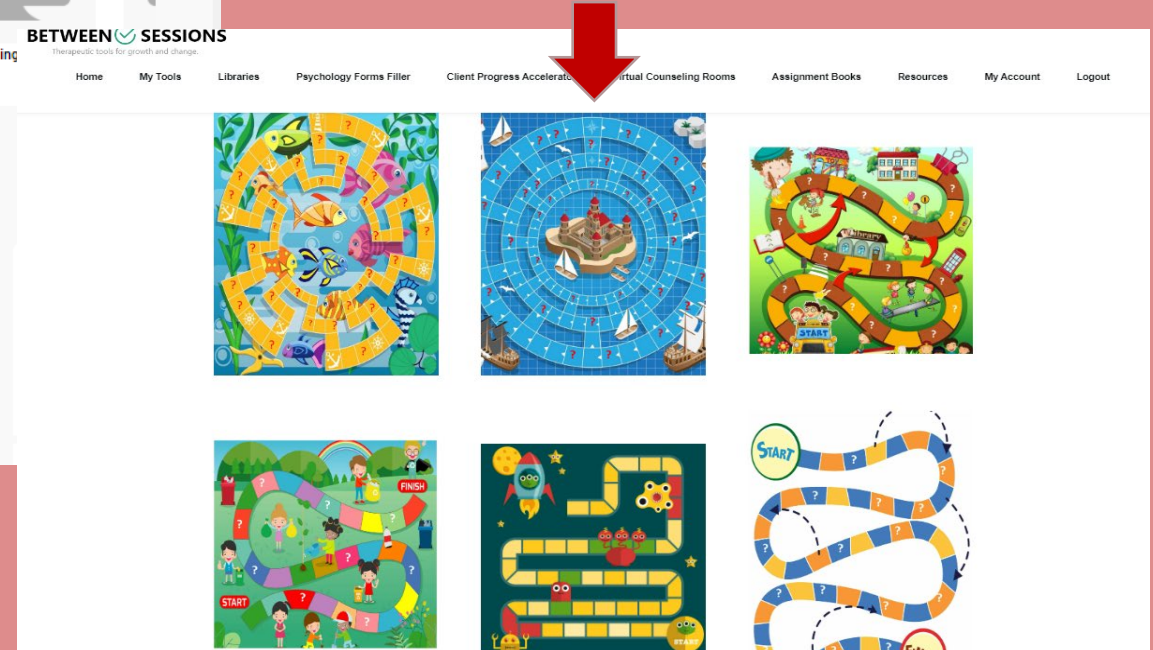
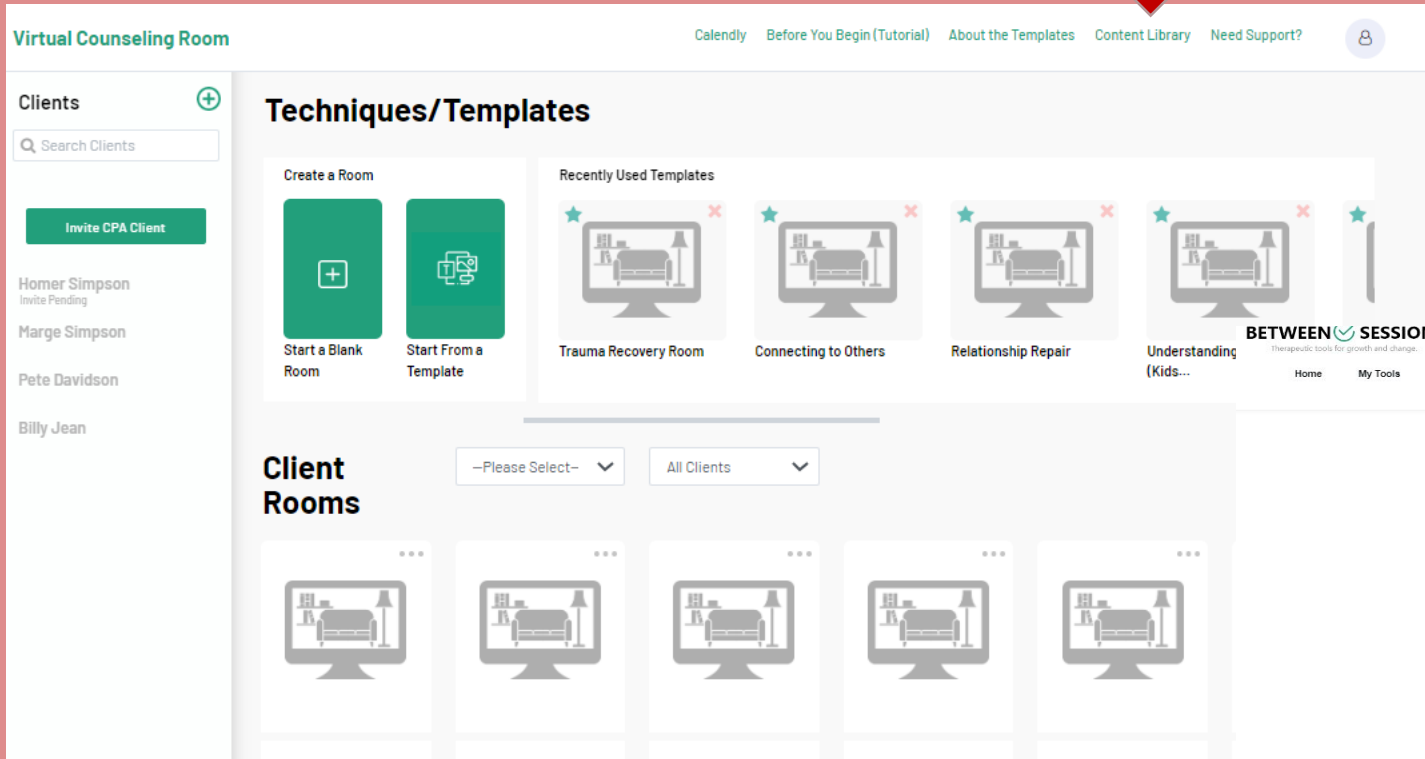
Note: If you have locked an element in place, your client cannot unlock or move that element in the Room. If the element is unlocked, they can then move and/or delete the element from the Room.



Stickers: These are characters and images you or clients can add to Rooms and use for games.

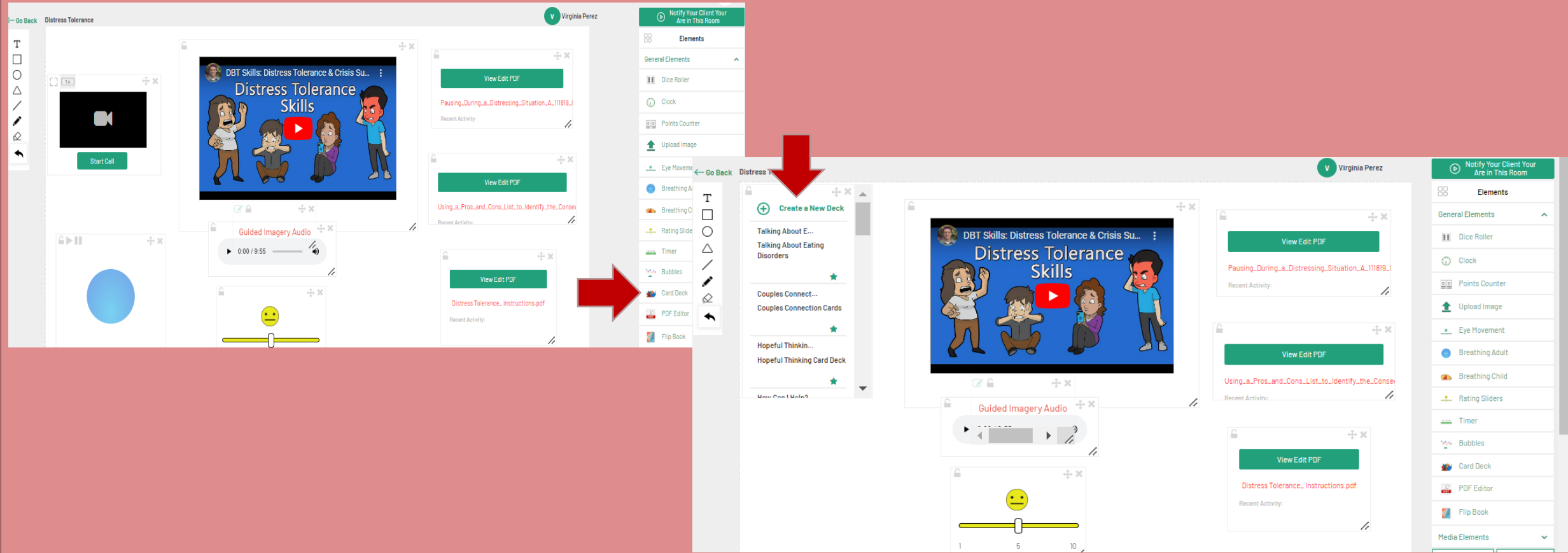


Emojis: Facial expressions can be added to Rooms to express emotions and/or use for games.

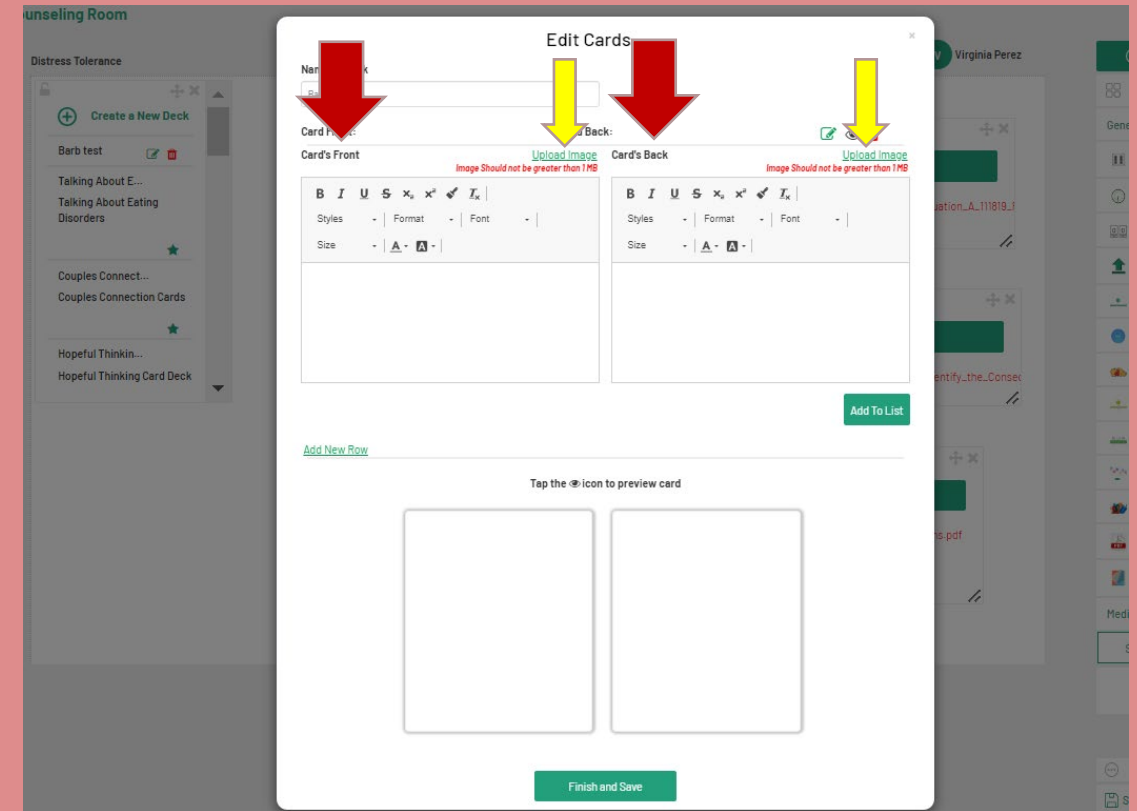
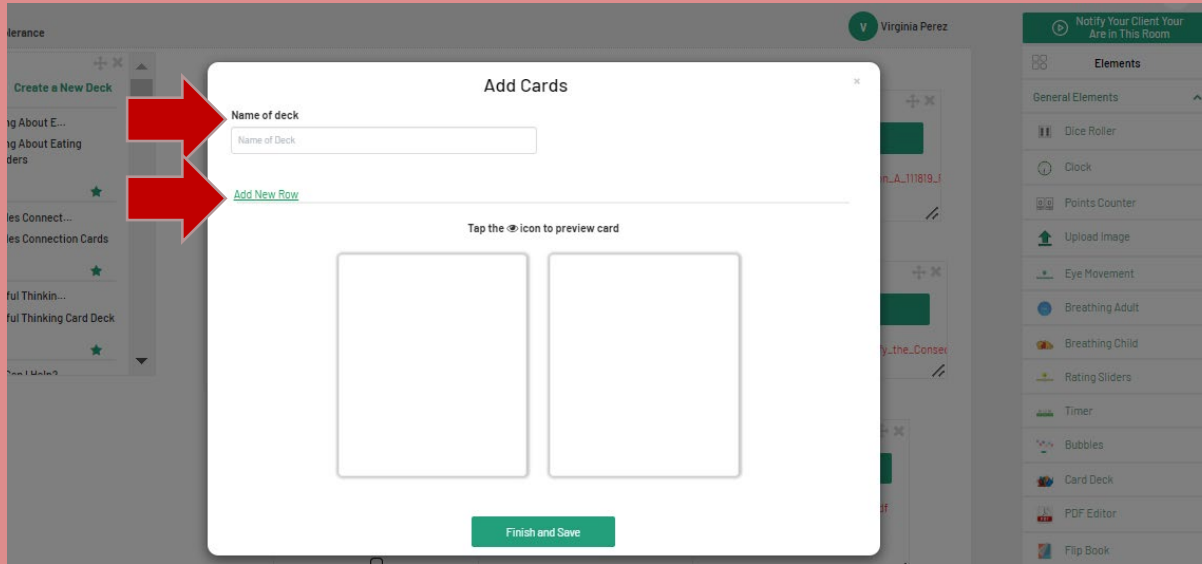


Create a game by selecting a board game template from the Content Library or by uploading your own.

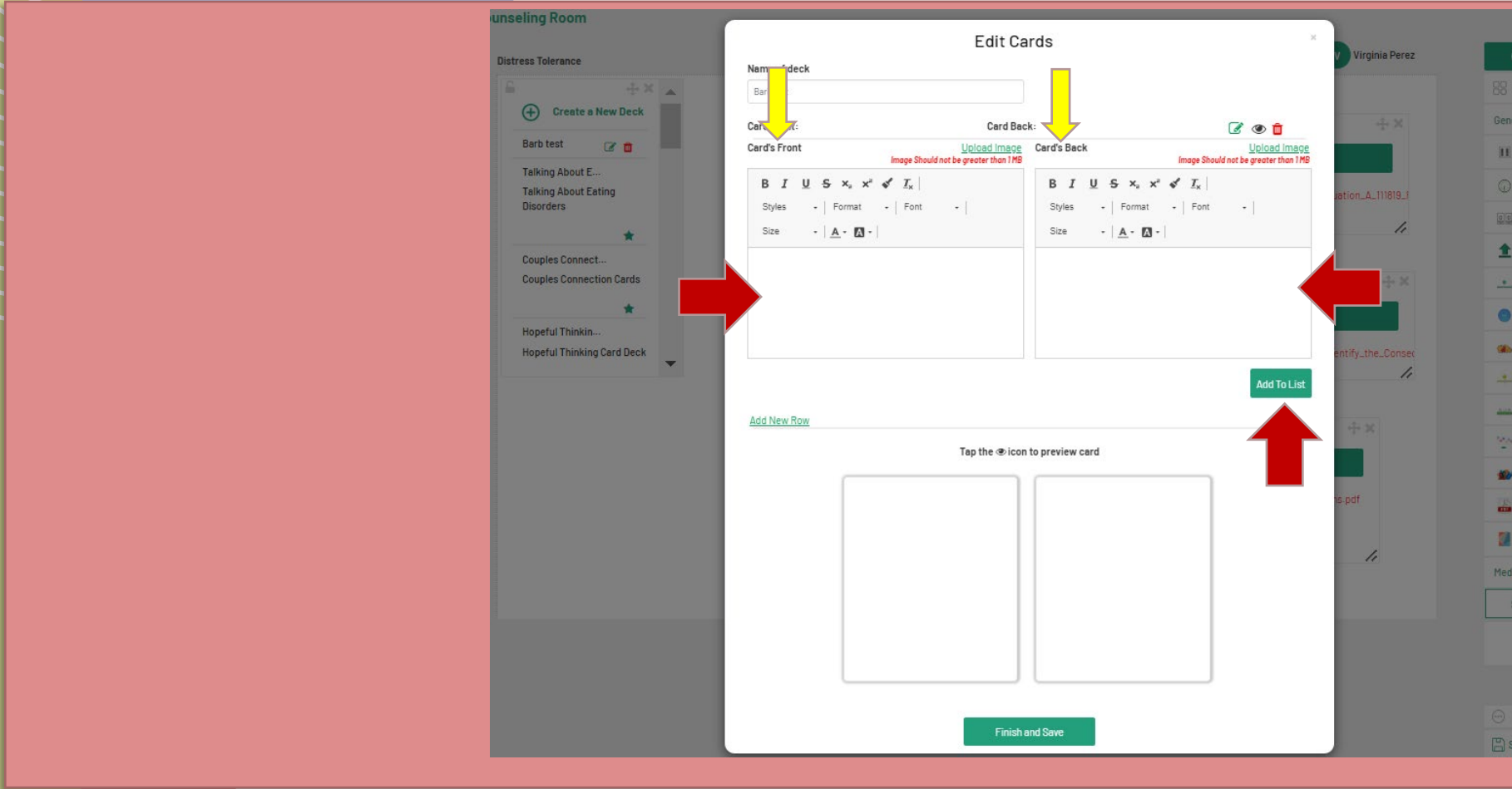
You will need to download the board to your computer, then upload it into your Room. Add Elements such as dice, points counter, card deck, emojis, stickers, and a clock to build the game.



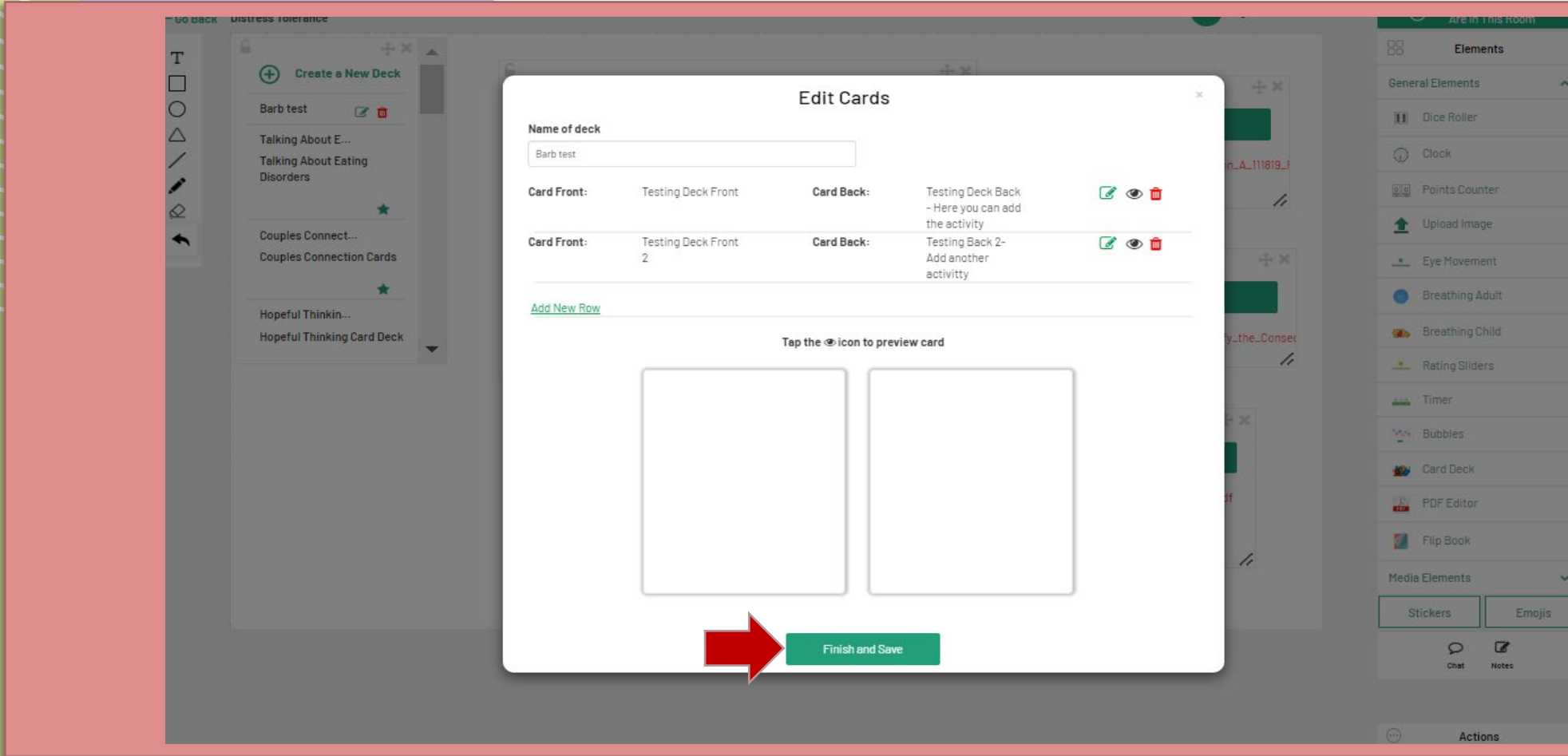
When inside a Room, click the “Card Deck” icon from the General Elements navigation on the right. You will see a list of card decks appear in your room. Click ”Create a New Deck.”



You will be prompted to name your deck, then click, “Add New Row.” Note you can add text and/or an image to both the front and back of each card. If you’d like to add an image to the front of the card, click “Upload image,” next to the Card’s Front.



You can also write copy in the text box. Once you have filled out what you'd like on the front and back, click "Add to List."



You will see a list preview on the screen. Repeat the process as many times as you'd like to upload your "deck." When finished, click "Finish and Save." To view your deck, click the Card Deck icon from the General Elements tab and you will see your deck appear in the list of decks.

The screenshot shows the 'Virtual Counseling Room' interface. At the top right, there is a toolbar with links for 'Calendly', 'Before You Begin (Tutorial)', 'About the Templates', 'Content Library', and 'Need Support?'. On the left, there is a 'Clients' sidebar with a search bar and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. The main area is divided into two sections: 'Techniques/Templates' and 'Client Rooms'. The 'Techniques/Templates' section includes 'Create a Room' options (Start a Blank Room, Start From a Template) and 'Recently Used Templates' (Relationship Repair, Trauma Recovery Room, Connecting to Others, Understanding Anger (Kids...), Self-Care & Self-Compassi...). The 'Client Rooms' section shows a grid of room cards with details like 'Trauma Recovery Room', 'Thai Chi', 'Distress Tolerance', 'Grounding Technique', and 'The Worry Monster Game'.

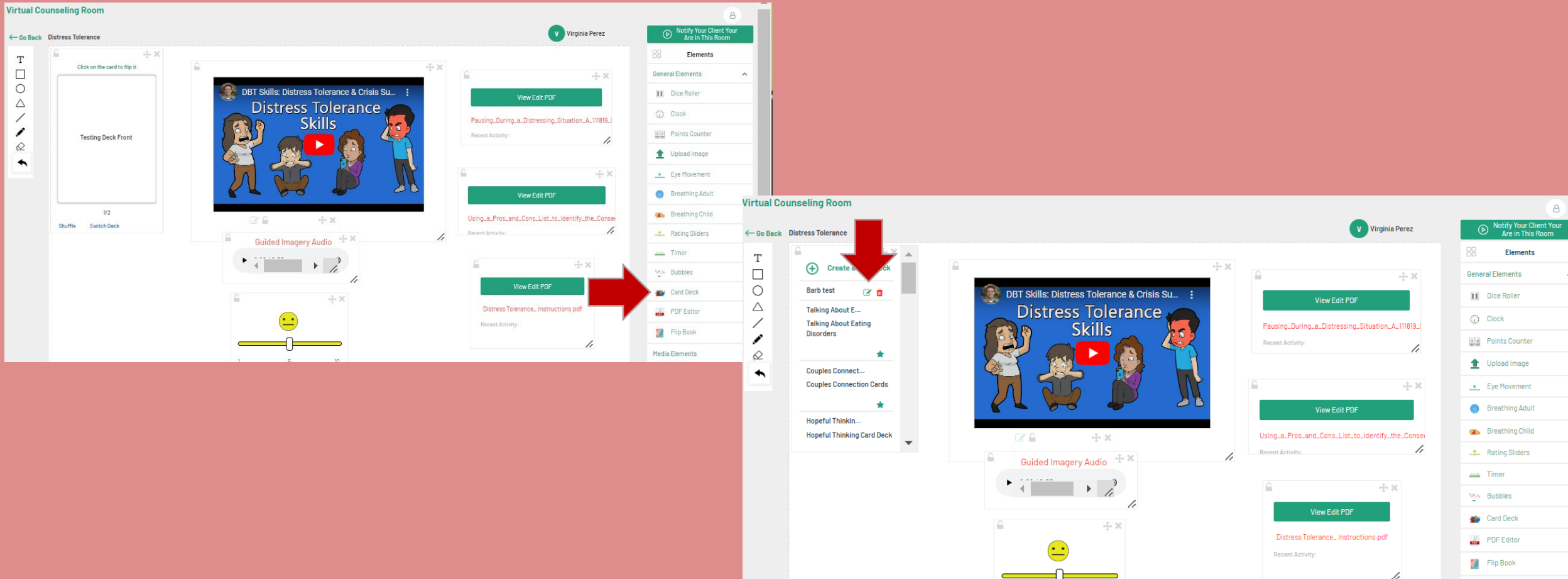


Icons

These icon images can be used for a variety of purposes, including adding images to Card Decks. Right-click on the icon you wish to use and download it to your computer. See the [tutorial](#) on creating Card Decks to learn how to upload an icon to a Deck.

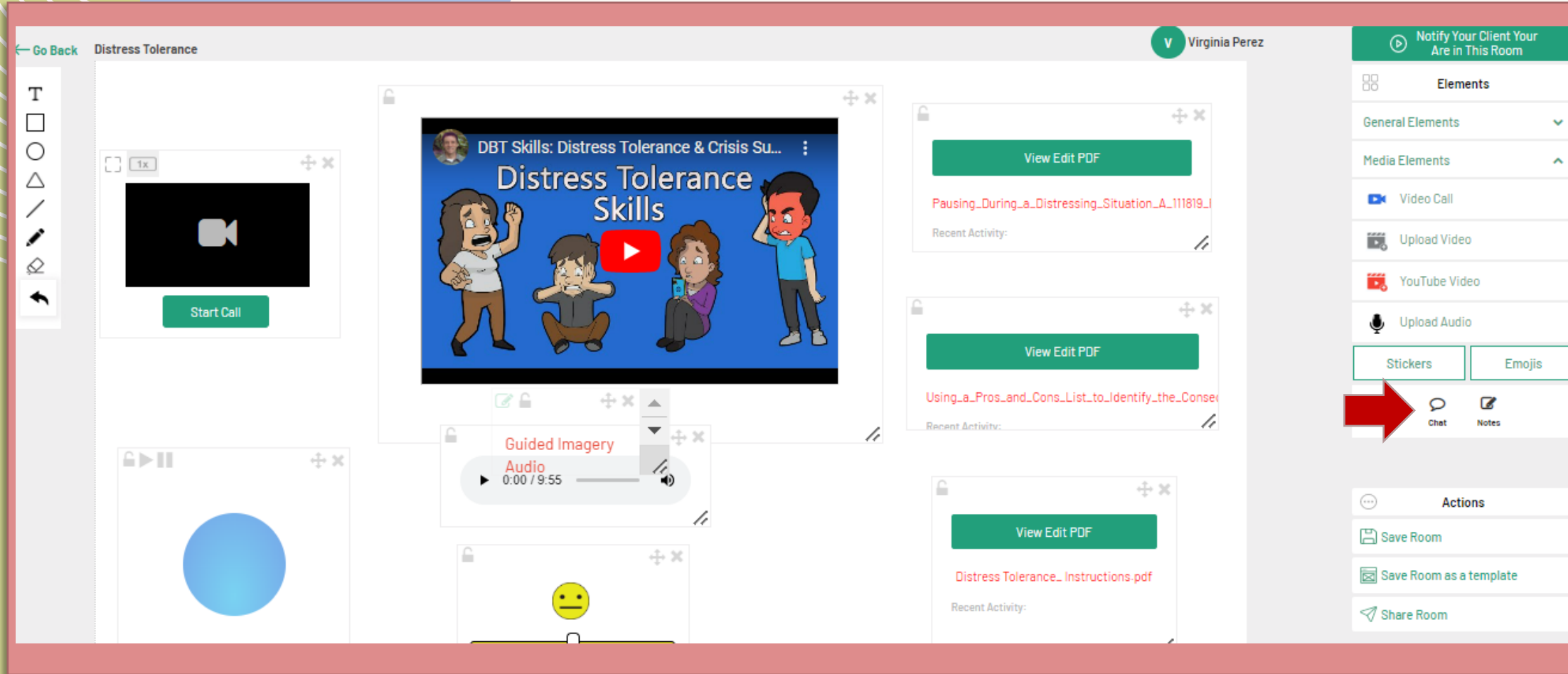
The icons are: 1. A stylized brain with a pink heart on the left side and yellow gears on the right side. 2. A pink heart with a hand holding it from the left. 3. Two stylized human figures sitting at a table with a glowing lightbulb above them. 4. A red heart with a glowing lightbulb inside it.

We have images available to use for card decks under the “Content Library” tab on the top right toolbar. You can use one of ours or your own by downloading them onto your computer, then uploading them using the “Upload Image” link when creating your deck.

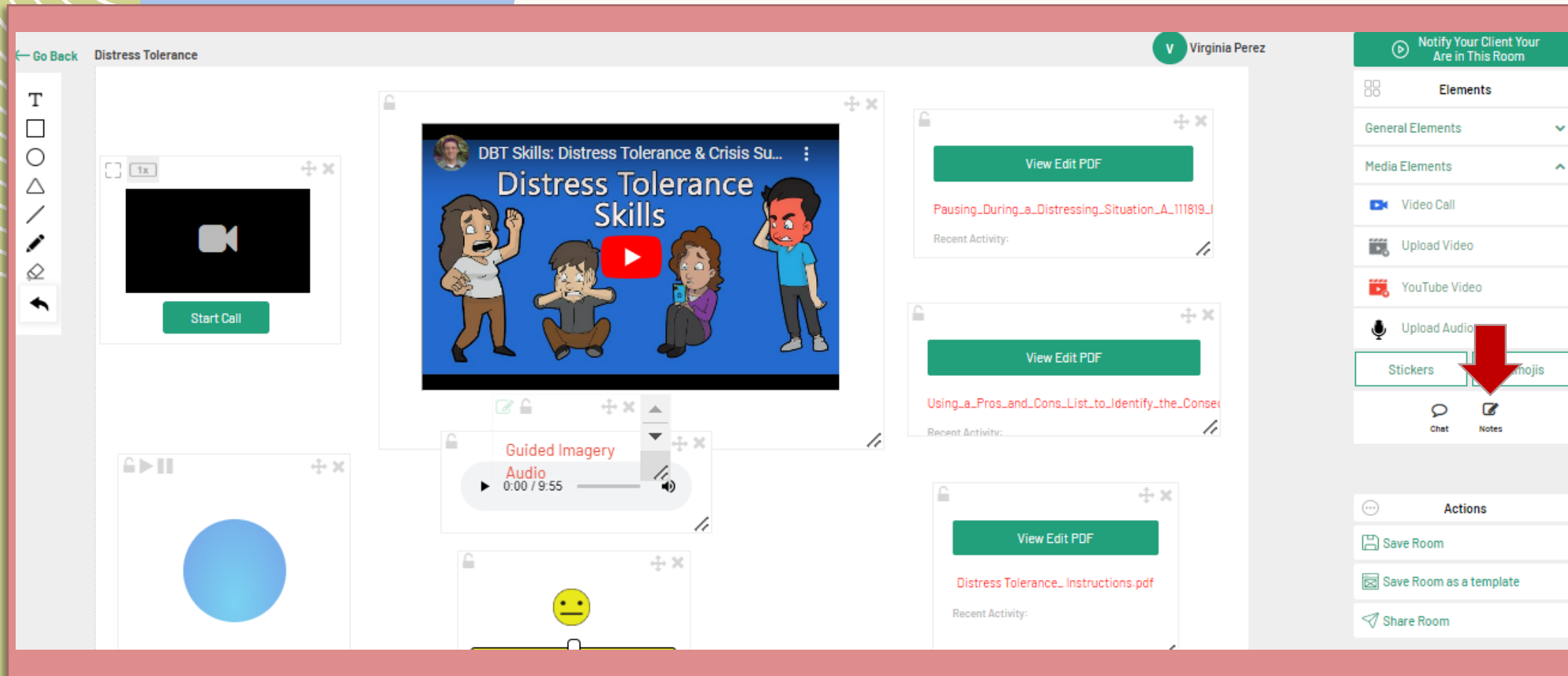


To edit your deck, click the Card Deck icon from the General Elements navigation inside any Room. Find your deck on the popup list and click the Pencil/Paper  icon.

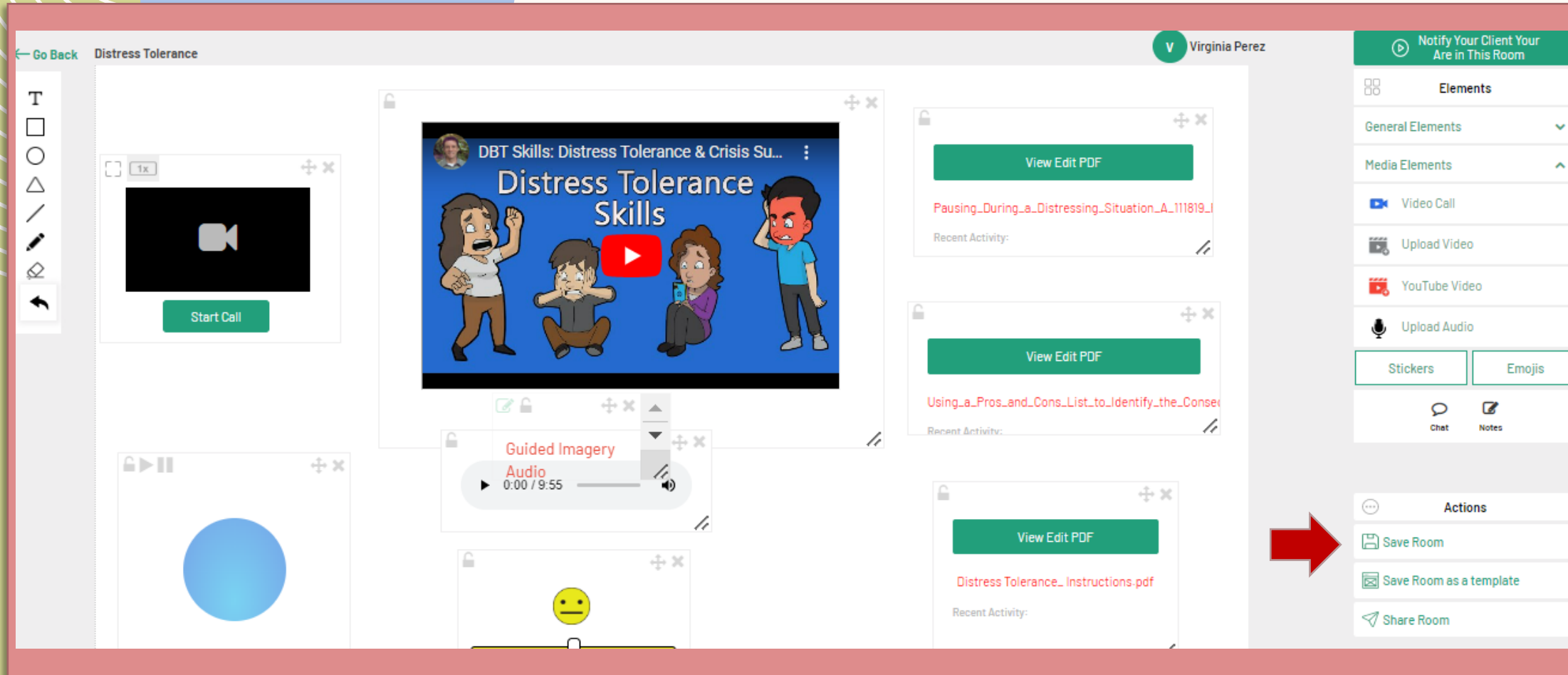
To delete your deck, click the trashcan icon next to it.



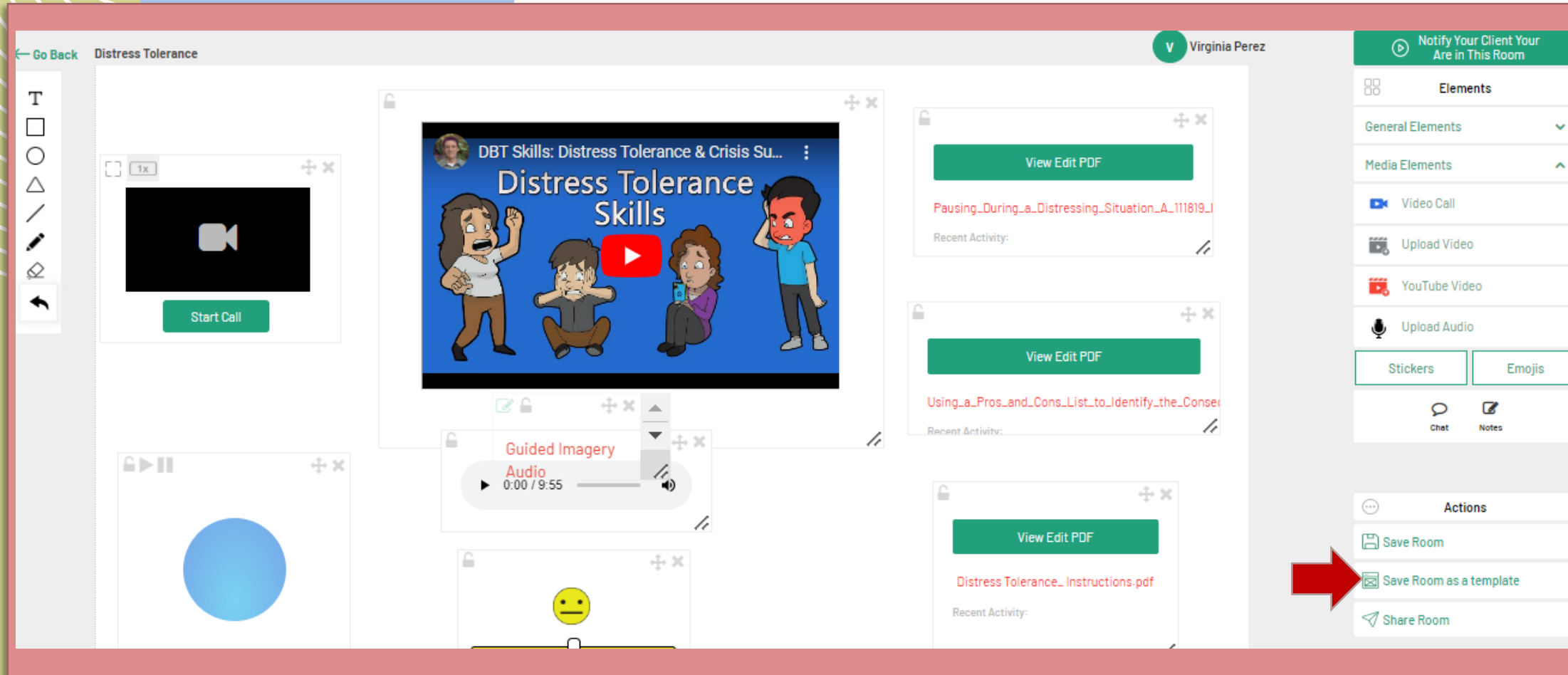
Click the “Chat” button to open a chat box that you can use to correspond with your client in their Room between sessions.



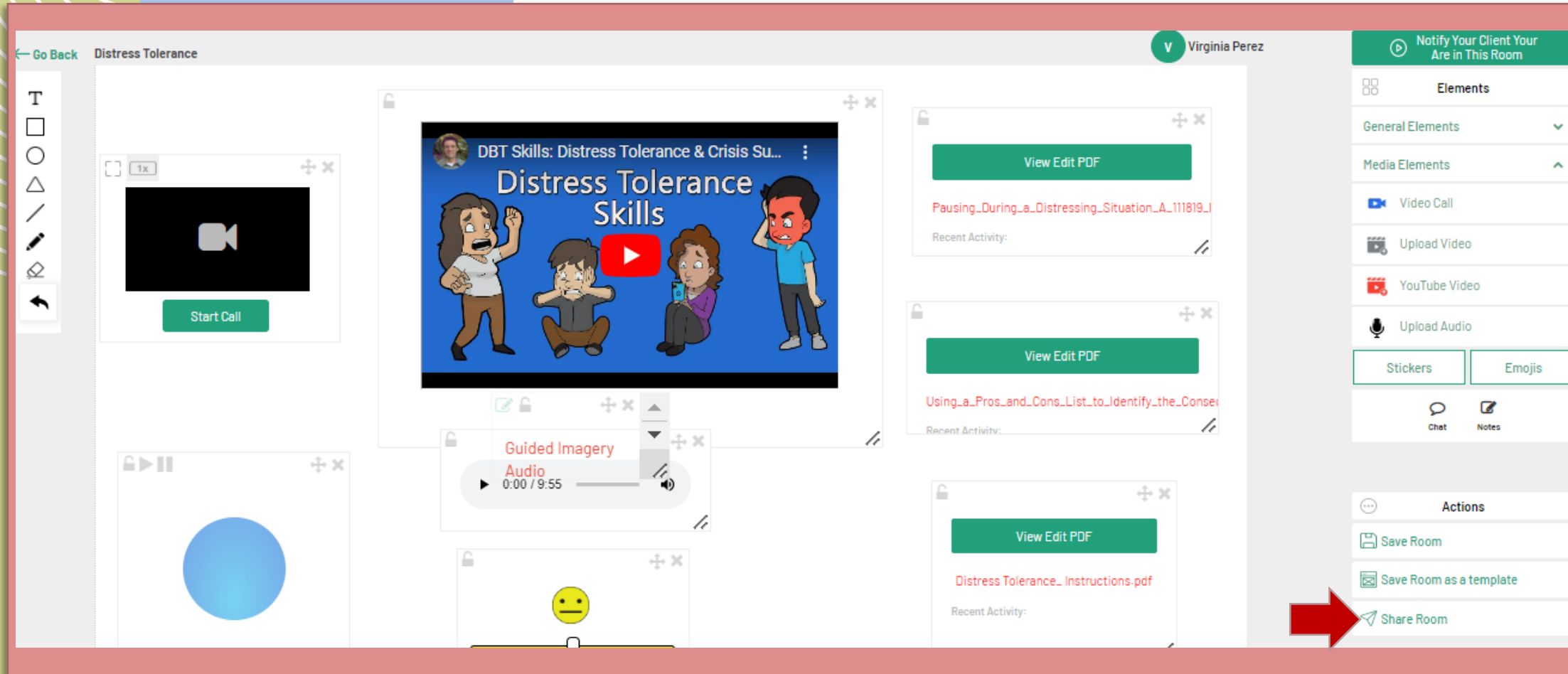
Click the “Notes” button to write notes during the session. The ‘Notes’ feature is only available to therapists.



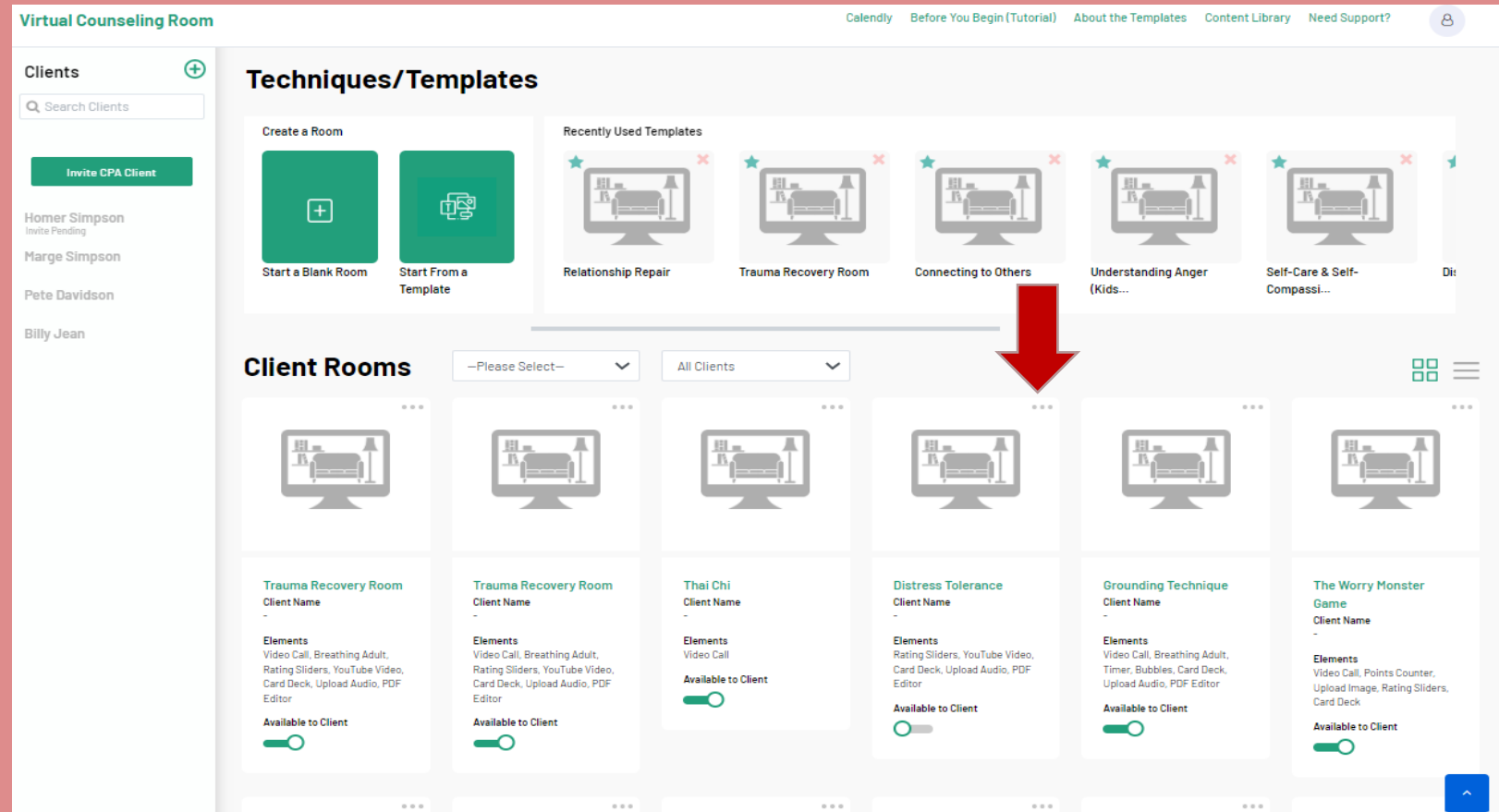
Click the “Save Room” button on the right navigation to save the changes you’ve made in a Room.




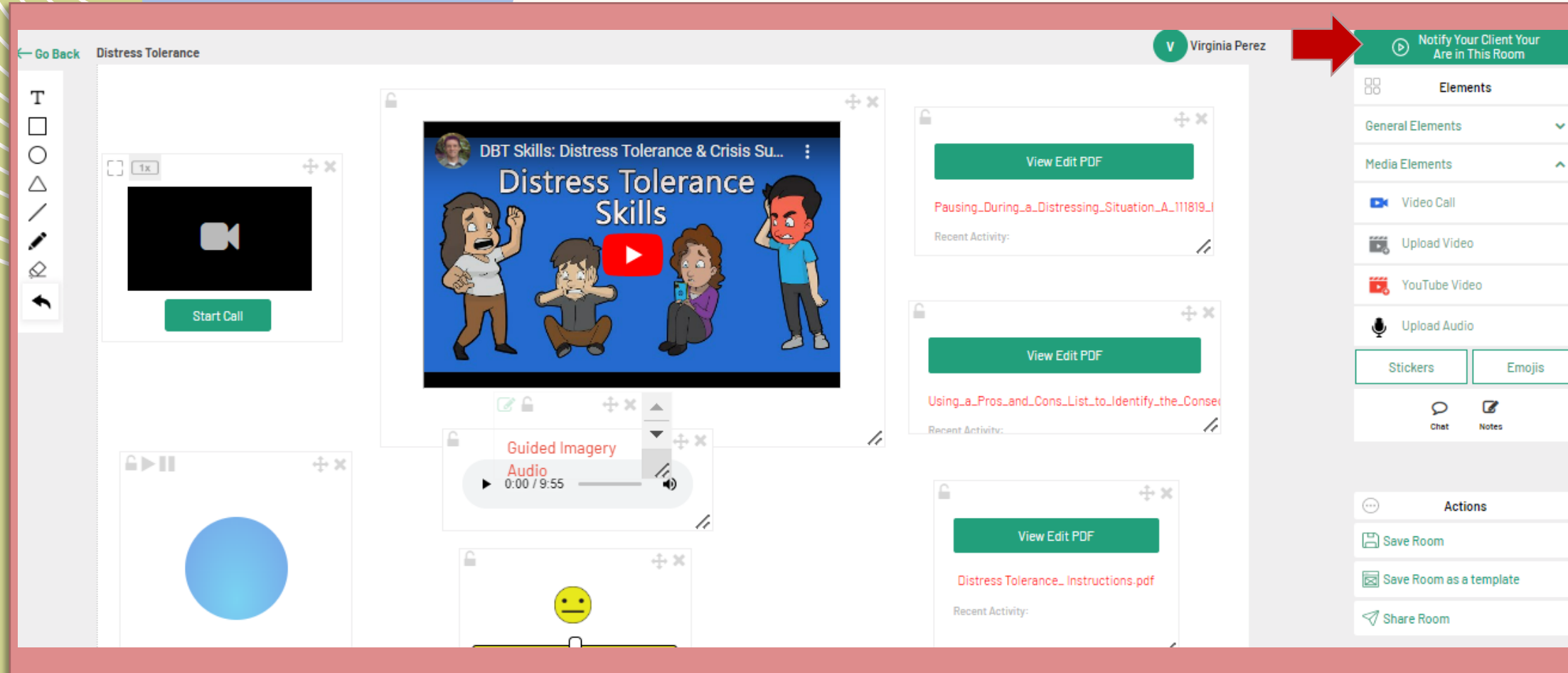
To add a Room you have created as a template, click “Save Room as a Template” on the right navigation. You will be prompted to fill out information for the Room, including name, age range, problem, description, recommended use, and client impact. Once completed, click the “Save” button.



You can click the “Share Room” tab on the right navigation to copy the Room’s link to your clipboard. Open your email, right click and “Paste” the URL for the Room’s invitation link.



From the VCR Dashboard, you can also click the three grey dots  over the computer monitor icon for the Room you'd like to share. From there, click "Invitation Link" to copy the link to your clipboard. You can then "paste" the URL into your email.



Enter the client’s room. Click the green “Notify Your Client You Are In This Room” on the right top navigation. The button will turn red signaling it has notified your client.

When your client is in the Room, you will see their name appear in the upper-right hand corner of the Room.

The screenshot displays the 'Virtual Counseling Room' dashboard. At the top, there are navigation links: 'Calendly', 'Before You Begin (Tutorial)', 'About the Templates', 'Content Library', and 'Need Support?'. On the left, a 'Clients' sidebar lists 'Homer Simpson', 'Marge Simpson', 'Pete Davidson', and 'Billy Jean', with an 'Invite CPA Client' button. The main area is divided into 'Techniques/Templates' and 'Client Rooms'. The 'Techniques/Templates' section includes 'Create a Room' (Start a Blank Room, Start From a Template) and 'Recently Used Templates' (Relationship Repair, Trauma Recovery Room, Connecting to Others, Understanding Anger (Kids...), Self-Care & Self-Compassi...). A red arrow points from the 'Trauma Recovery Room' template to a corresponding room in the 'Client Rooms' section. The 'Client Rooms' section shows a grid of rooms with details like title, client name, elements, and availability status.

| Room Title | Client Name | Elements | Available to Client |
|------------------------|-------------|---|---------------------|
| Trauma Recovery Room | - | Video Call, Breathing Adult, Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor | On |
| Trauma Recovery Room | - | Video Call, Breathing Adult, Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor | On |
| Thai Chi | - | Video Call | On |
| Distress Tolerance | - | Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor | Off |
| Grounding Technique | - | Video Call, Breathing Adult, Timer, Bubbles, Card Deck, Upload Audio, PDF Editor | On |
| The Worry Monster Game | - | Video Call, Points Counter, Upload Image, Rating Sliders, Card Deck | On |

Under the 'Client Rooms,' you will see a list of the Rooms you have viewed. By clicking the three grey dots on the top right-hand of each room, you can change the title, delete the Room, assign the Room to a client, or copy the invitation link for that room.


The screenshot displays the 'Virtual Counseling Room' dashboard. On the left, a 'Clients' sidebar lists Homer Simpson, Marge Simpson, Pete Davidson, and Billy Jean, with an 'Invite CPA Client' button. The main area is divided into 'Techniques/Templates' and 'Client Rooms'. The 'Techniques/Templates' section includes 'Create a Room' (Start a Blank Room, Start From a Template) and 'Recently Used Templates' (Relationship Repair, Trauma Recovery Room, Connecting to Others, Understanding Anger (Kids...), Self-Care & Self-Compassi...). The 'Client Rooms' section shows a grid of rooms for various clients, each with a list of elements and an 'Available to Client' toggle switch. A red arrow points to the toggle switch for the first 'Trauma Recovery Room'.

Click the Toggle icon  to the green position to allow the client access to their assigned Room. Click the Toggle icon again to the grey position to restrict access.

The screenshot displays the 'Virtual Counseling Room' dashboard. On the left, there is a 'Clients' sidebar with a search bar and a list of clients: Homer Simpson, Marge Simpson, Pete Davidson, and Billy Jean. The main area is titled 'Techniques/Templates' and includes a 'Create a Room' section with 'Start a Blank Room' and 'Start From a Template' buttons. Below this is a 'Recently Used Templates' section with several template cards, including 'Relationship Repair' and 'Trauma Recovery Room'. Two large red arrows point from the 'Start From a Template' button and the 'Recently Used Templates' section to the 'Client Rooms' section. The 'Client Rooms' section features two sorting boxes: the first is a dropdown menu currently set to '--Please Select--', and the second is a dropdown menu set to 'All Clients'. Below these are six room cards, each with a title, client name, elements list, and an 'Available to Client' toggle switch.

On your homepage, next to the Client Rooms title, you will find two sorting boxes. Using the first dropdown box, you can sort by the most recent or least recent Room you've opened. The second sorting box allows you to choose Rooms by client name.

The screenshot displays the 'Virtual Counseling Room' dashboard. On the left, there is a 'Clients' sidebar with a search bar and a list of clients: Homer Simpson (Invite Pending), Marge Simpson, Pete Davidson, and Billy Jean. A green button labeled 'Invite CPA Client' is also present. The main area is titled 'Techniques/Templates' and includes a 'Create a Room' section with 'Start a Blank Room' and 'Start From a Template' options. Below this is a 'Recently Used Templates' section with several room templates, including 'Relationship Repair' and 'Trauma Recovery Room'. Two large red arrows point from the 'Start From a Template' button and the 'Relationship Repair' template to the 'Client Rooms' section below. The 'Client Rooms' section features a dropdown menu set to 'All Clients' and a grid of room cards. Each card shows a room icon, a title (e.g., 'Trauma Recovery Room'), a client name, a list of elements, and an 'Available to Client' toggle switch. On the right side of the 'Client Rooms' title, there are two icons: a four-square icon for switching to block view and a three-line icon for switching to list view.

By clicking the three grey List Lines icon  on the right of the Client Rooms title, you can change the view of your Rooms to a list. Click the Four Squares icon  to change the view back to the block view.



Virtual Counseling Room Calendly Before You Begin (Tutorial) About the Templates Content Library Need Support? 👤

Clients +

🔍 Search Clients

Invite CPA Client

Homer Simpson
Invite Pending

Marge Simpson

Pete Davidson

Billy Jean

Techniques/Templates

Create a Room

+

📄

Start a Blank Room Start From a Template

Recently Used Templates

Relationship Repair Trauma Recovery Room Connecting to Others Understanding Anger (Kids... Self-Care & Self-Compassi... Dit

Client Rooms —Please Select— All Clients ☰

Trauma Recovery Room
Client Name
-

Elements
Video Call, Breathing Adult, Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor

Available to Client

Trauma Recovery Room
Client Name
-

Elements
Video Call, Breathing Adult, Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor

Available to Client

Thai Chi
Client Name
-

Elements
Video Call

Available to Client

Distress Tolerance
Client Name
-

Elements
Rating Sliders, YouTube Video, Card Deck, Upload Audio, PDF Editor

Available to Client

Grounding Technique
Client Name
-

Elements
Video Call, Breathing Adult, Timer, Bubbles, Card Deck, Upload Audio, PDF Editor

Available to Client

The Worry Monster Game
Client Name
-

Elements
Video Call, Points Counter, Upload Image, Rating Sliders, Card Deck

Available to Client

We offer continued one-on-one support to ensure you feel confident using our software.