

Using the Client Progress Accelerator to Create Workbooks

www.BetweenSessions.com



About the Client Progress Accelerator

The Client Progress Accelerator (CPA) is part of the Clinical Package Membership at [BetweenSessions.com](https://www.betweenSessions.com). The CPA features the Workbook Creator, which will be reviewed in this tutorial.

The other features of the CPA measure client satisfaction, progress, and self-efficacy. These features will be reviewed in a separate tutorial.

From the Home Page of the membership site, click **Client Progress Accelerator**

866-277-0221 info@BetweenSessions.com

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

Home My Tools Libraries Psychology Forms Filler **Client Progress Accelerator** Resources My Account Logout

NEW TOOLS [SEARCH]

Using Your Library of Tools
Your Library includes over 2,000 downloadable tools to be used in adult therapy, counseling, and coaching. New tools are added every week and will appear on this home page. With each tool you have four options: save it to your "My Tools," view and print it out, edit the tool, or send it to a client. Watch the tutorial here.

[Read More](#)

Editing Forms and Sending Them to Clients
You'll find more than 100 forms to use in your practice and you can modify them easily 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.

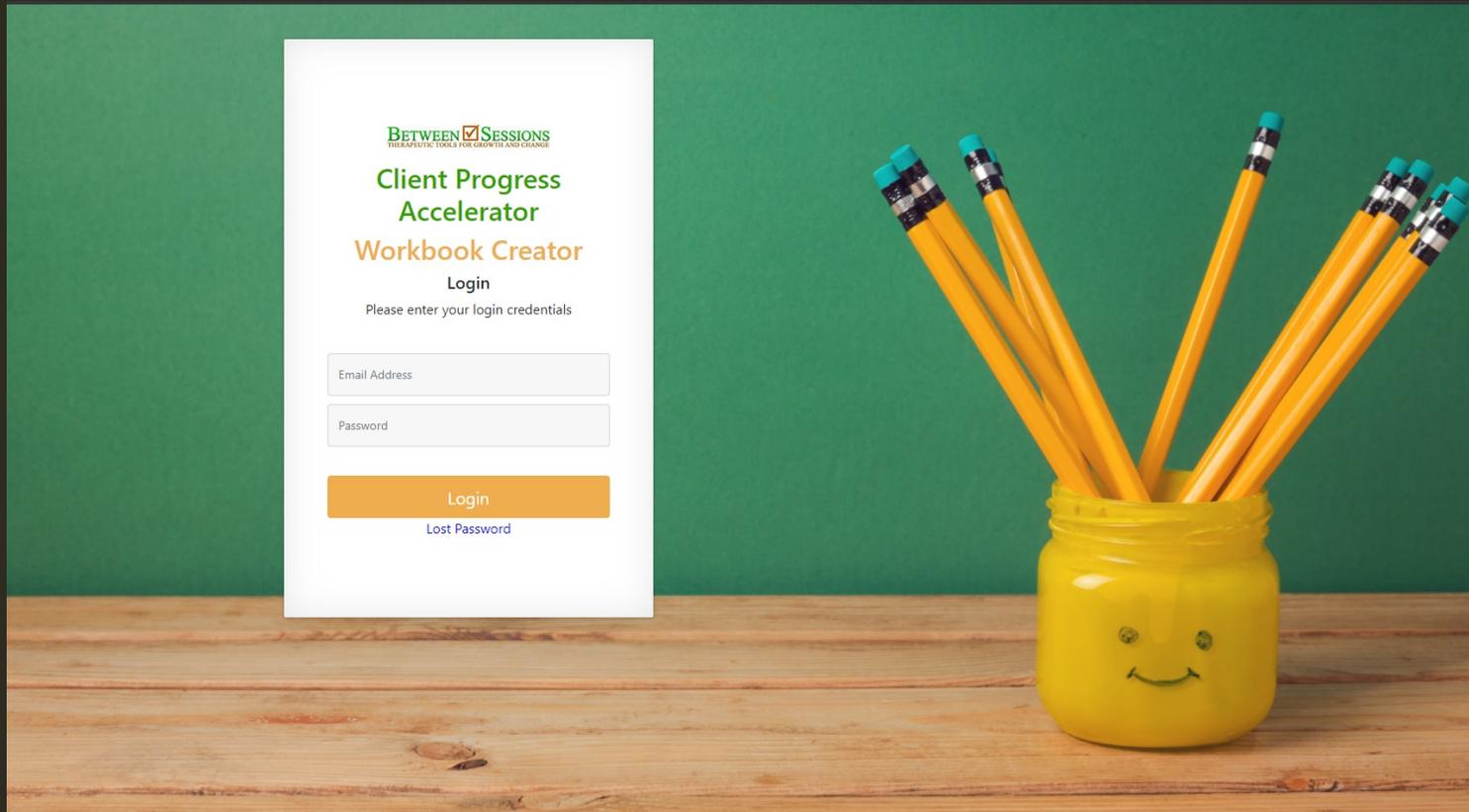
[Read More](#)

Helping Children Cope with Loss: Using the CHILD Technique
Objective: To use the CHILD technique to discuss death with your child to increase the likelihood of healthy coping following a loss.
What to Know: ...
Helping Children Cope with Loss: Using the CHILD Technique

Meal Planning to Eliminate Binge Eating
Objective: To identify food triggers to normalize long term eating habits through meal planning.
What to Know: Meal planning is a strategy for normalizing long term eating habits through meal planning.
Meal planning is a strategy for normalizing long term eating habits through meal planning.
Meal planning to eliminate binge eating

Tips for Handling Disasters
Social Support Options
Get Connected

Use your standard username and password to log in to the CPA



Click the **Add Client** button and enter the client's information. Selecting the correct **Age Category** is important in creating your workbook.

BETWEEN SESSIONS
MULTIPLE TOOLS FOR GROWTH AND CHANGE

Client Information Create Generic Workbook

Progress Notes

Client Name: Mr. Smith

UPDATE CLIENT

Client Name*

Enter Client Name

Age Category*

select

Date Of Birth

MM DD YYYY

Email ID*

Enter Email ID

Submit

Client 2 Pending

Client 1 Completed

Betweenessionsdev1@gmail.com 09/10/2021

Send Problem Checklist

Send your client a Problem Checklist

BETWEEN SESSIONS
THE EVIDENCE-BASED TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active. [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.](#)

Client Information [ADD CLIENT](#)

CLIENT NAME	EMAIL	DATE ADDED	ACTION
Dev Client 2 Pending	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
Dev Client1 Completed <small>Problems that were checked indicate that this client may be in crisis.</small>	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
mr. potato head Completed	drlawrenceshapiro@gmail.com	09/10/2021	Send Problem Checklist

On this page you can view or print a blank Problem Checklist and view or print your client's completed problem checklist

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

Client Name: Dev Client 2 Email: Betweenessionsdev1@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](#)



Your client should check off and rate relevant problems and then click the **SEND** button to send it back to you

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

SELECT PROBLEMS FROM LIST

Instructions: Please check off any problems that you are currently experiencing. Then rate each problem from 1=This problem has a minor impact on my life to 5=This problem has a major impact on my life.

Client Name: Dev Client 2 Today's Date: 09/22/2021

Adult Problem Checklist

- I don't have control over my eating. 1 2 3 4 5
- I engage in impulsive and reckless behaviors. 1 2 3 4 5
- If I eat too much I feel compelled to purge (vomit or misuse laxatives). 1 2 3 4 5
- I binge eat at least once per week. 1 2 3 4 5
- I enjoy taking risks and I don't worry about safety or negative consequences. 1 2 3 4 5
- I have made suicide attempts. 1 2 3 4 5
- I frequently get into physical fights with people. 1 2 3 4 5
- Sometimes I think my behavior is odd or strange. 1 2 3 4 5
- Playing video games is more important than almost everything else in my life. 1 2 3 4 5
- I frequently get into verbal fights with people. 1 2 3 4 5
- I frequently destroy objects just for the fun of it. 1 2 3 4 5
- I find that stealing items is exciting. 1 2 3 4 5
- I have set fires on purpose, just for fun. 1 2 3 4 5
- I tend to fidget and have a hard time sitting still. 1 2 3 4 5

On your Client Information page, you can see when clients return their **Problem Checklists**

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active. [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.](#)

Client Information [ADD CLIENT](#)

CLIENT NAME	EMAIL	DATE ADDED	ACTIONS
Dev Client 2 Pending	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
Dev Client1 Completed <small>Problems that were checked indicate that this client may be in crisis.</small>	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
mr. potato head Completed	drlawrenceshapiro@gmail.com	09/10/2021	Send Problem Checklist

Important: If a client checks off a problem which indicates a safety issue, you will see a warning on your Dashboard.

Click on the **Create Book** icon for your client to begin creating the book

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active. [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.](#)

Client Information [ADD CLIENT](#)

CLIENT NAME	EMAIL	DATE ADDED	ACTIONS
Dev Client 2 Pending	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
Dev Client1 Completed <small>Problems that were checked indicate that this client may be in crisis.</small>	Betweenessionsdev1@gmail.com	09/10/2021	Send Problem Checklist
mr. potato head Completed	drlawrenceshapiro@gmail.com	09/10/2021	Send Problem Checklist



First, review the techniques suggested by our software based on the problems the client indicated. You can preview each worksheet (1). Check off the ones you want to include in the workbook (2) and click **Add to Book/Update Book** (3).

Client Information Problem Checklist Feedback Pre-Session Questionnaire Progress Notes

CREATE BOOK

Book Name*
Workbook for mr. potato head **Save**

Instructions:
1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.
[Click here to see tutorials.](#)

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
CREATE NEW BOOK

LIST OF SUGGESTED TECHNIQUES (Check to add techniques to your book)
(3) ADD TO BOOK / UPDATE BOOK Total pages in book: 0

	TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT
<input type="checkbox"/> (2)	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.	(1)	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eros arcu, dapibus quis libero at, aliquam ornare erat. Morbi at mauris ullamcorper dui suscipit venenatis. Nunc at tortor euismod, aliquet risus at, aliquam leo. Pellentesque est lectus,...	3
<input type="checkbox"/>	Are You a Distracted Eater? (teens)	This worksheet encourages teens to adopt healthy eating means by creating	To eat your meals without being distracted by other activities.			4

You can add additional techniques from the database using a keyword or upload your own techniques in PDF format

Client Information Problem Checklist Feedback Pre-Session Questionnaire Progress Notes

CREATE BOOK

Book Name*
Workbook for mr. potato head

Instructions:
1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book".
[Click here to see tutorials.](#)

ADD TO BOOK / UPDATE BOOK Total pages in book: 0

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

TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT
<input 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.	 	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eros arcu, dapibus quis libero at, aliquam ornare erat. Morbi at mauris ullamcorper dui suscipit venenatis. Nunc at tortor euismod, aliquet risus at, aliquam leo. Pellentesque est lectus,...	3
<input type="checkbox"/> Are You a Distracted Eater? (teens)	This worksheet encourages teens to adopt healthy eating means by creating	To eat your meals without being distracted by other activities.	 		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

CREATE NEW BOOK

Make sure you click this button to add techniques to your workbook.

Upload an introduction to the book in PDF form

Client Information Problem Checklist Feedback Pre-Session Questionnaire Progress Notes

CREATE BOOK

Book Name*

Workbook for mr. potato head Save

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.

[Click here to see tutorials.](#)

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

CREATE NEW BOOK

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

ADD TO BOOK / UPDATE BOOK Total pages in book: 0

TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT
<input 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.	 	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eros arcu, dapibus quis libero at, aliquam ornare erat. Morbi at mauris ullamcorper dui suscipit venenatis. Nunc at tortor euismod, aliquet risus at, aliquam leo. Pellentesque est lectus,...	3
<input type="checkbox"/> Are You a Distracted Eater? (teens)	This worksheet encourages teens to adopt healthy eating means by creating	To eat your meals without being distracted by other activities.	 	View More	4

Create a Front and Back Cover

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. [Logout](#)

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.

[Click here to see tutorials.](#)

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](#)

[CREATE NEW BOOK](#)

Instructions to Add a Front Cover

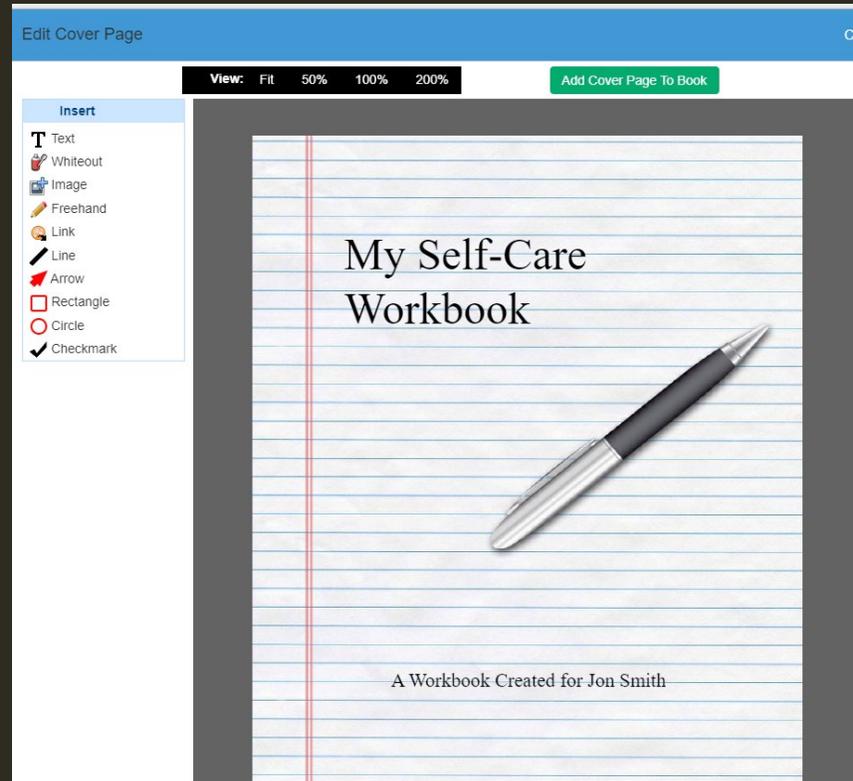
- a. Choose a **Front Cover** from the images below or add your own.
- b. To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
- c. Double click the image you want to use for the **Front Cover** and an editor will open. Using the tools on the left, you can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

The **Editor** lets you add text, images, and more



You can add your practice or agency information to the back cover

BETWEEN SESSIONS
THE EFFECTIVE TOOLS FOR GROWTH AND CHANGE

Your Cover Has Been Added to the Book. X Close

View: Fit 50% 100% 200%

Insert

- T Text
- Whiteout
- Image
- Freehand
- Link
- Line
- Arrow
- Rectangle
- Circle
- Checkmark

Lighthouse Counseling Center
123 Main Street
Anytown, USA 12345
222-222-2222

YOU ARE DONE USING A TOOL, CLICK THE YELLOW BAR TO

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

CREATE NEW BOOK

My Self-Care W...

Remove

Upload a

Your front and back cover will be labeled. You can also add new covers at any time.

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. [Logout](#)

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.

[Click here to see tutorials.](#)

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](#)

[CREATE NEW BOOK](#)

Instructions to Add a Back Cover

- a. Choose a **Back Cover** from the images below or add your own.
- b. To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
- c. 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.
- d. When you are happy with the cover you have created, click "**Add to Book**" and close the editor.
- e. Your cover is now added to your book, and it is also saved in your cover collection.
- f. You can change the **Back Cover** to your book by repeating this process.
- g. When you are ready, click "**Download Book**" to create your workbook.
- h. Save it to your computer, print it out, or send it to a client using the Psychology Forms Filler.

Back Cover **Front Cover**



[Remove](#) [Remove](#)

Upload a new cover : No file chosen

Download your book to your computer

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. Logout

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
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[Click here to see tutorials.](#)

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

CREATE NEW BOOK

Instructions to Add a Back Cover

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- b. To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
- c. 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.
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- e. Your cover is now added to your book, and it is also saved in your cover collection.
- f. You can change the **Back Cover** to your book by repeating this process.
- g. When you are ready, click "**Download Book**" to create your workbook.
- h. Save it to your computer, print it out, or send it to a client using the Psychology Forms Filler.

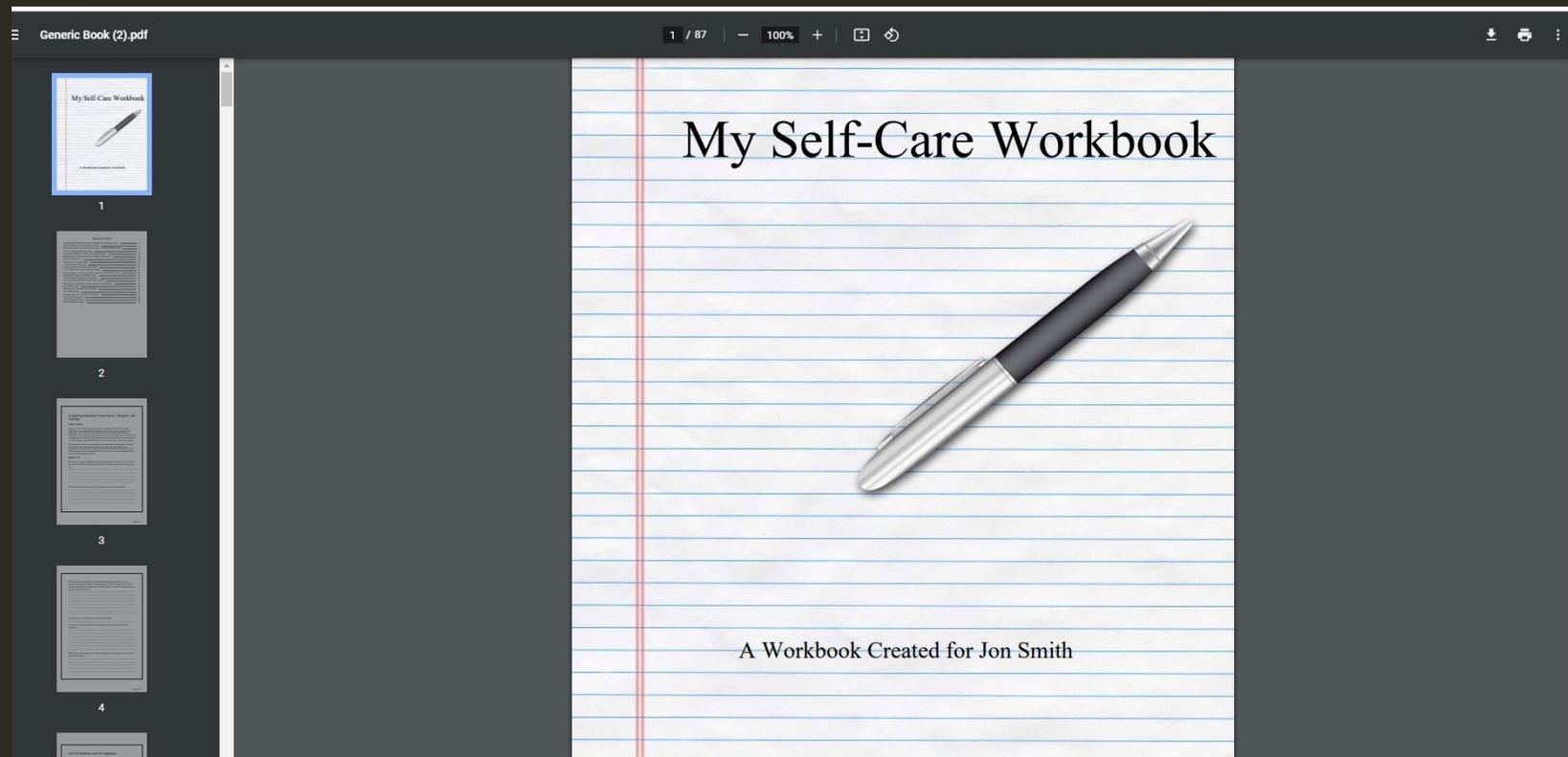
Back Cover **Front Cover**



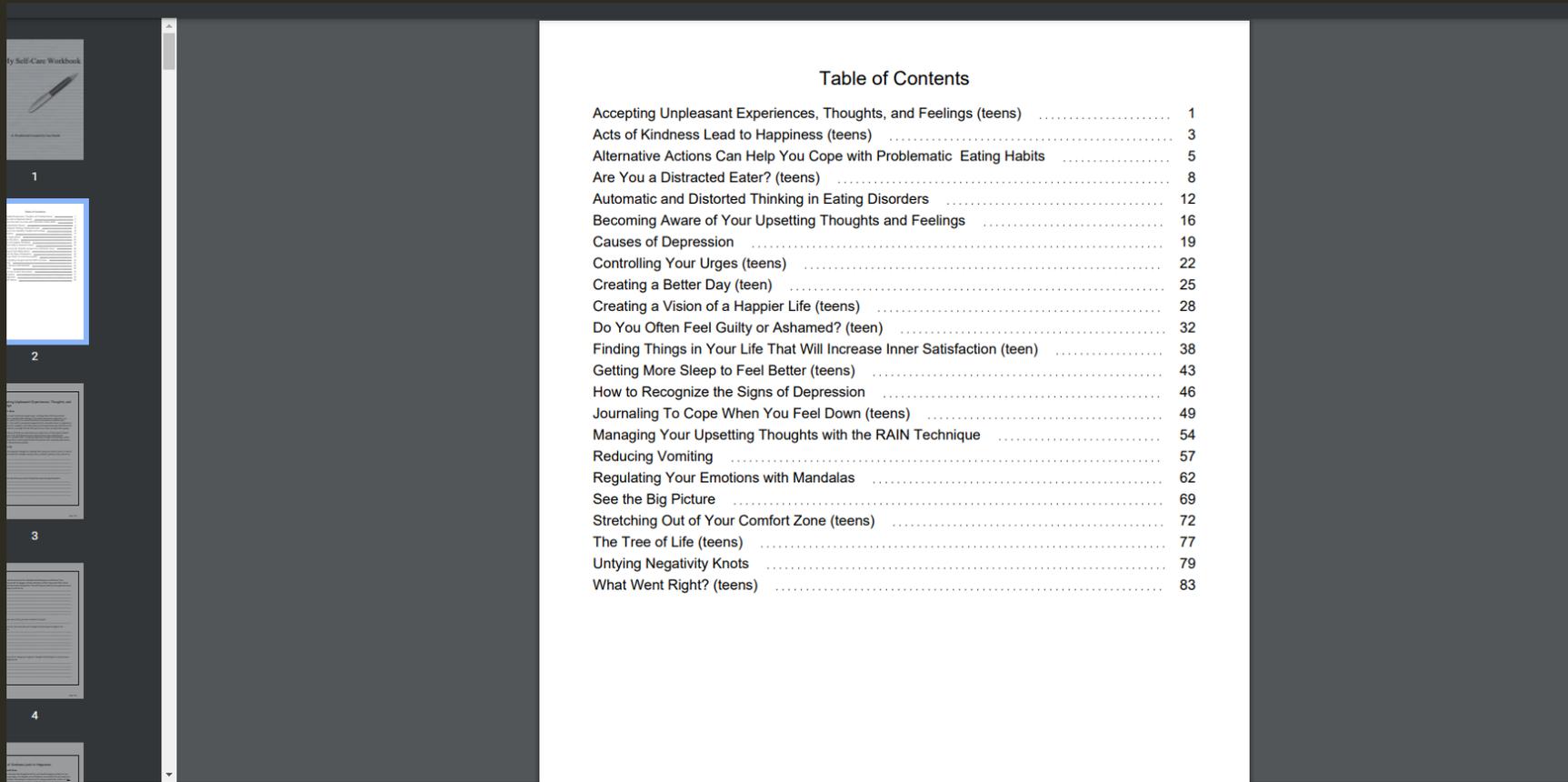
Remove **Remove**

Upload a new cover : No file chosen

Your workbook opens as a PDF



The software automatically creates a **Table of Contents** for each workbook



The screenshot shows a software interface with a sidebar on the left containing four thumbnails of workbook pages, numbered 1 through 4. The main window displays a Table of Contents for a workbook. The Table of Contents lists various topics and their corresponding page numbers.

Table of Contents	
Accepting Unpleasant Experiences, Thoughts, and Feelings (teens)	1
Acts of Kindness Lead to Happiness (teens)	3
Alternative Actions Can Help You Cope with Problematic Eating Habits	5
Are You a Distracted Eater? (teens)	8
Automatic and Distorted Thinking in Eating Disorders	12
Becoming Aware of Your Upsetting Thoughts and Feelings	16
Causes of Depression	19
Controlling Your Urges (teens)	22
Creating a Better Day (teen)	25
Creating a Vision of a Happier Life (teens)	28
Do You Often Feel Guilty or Ashamed? (teen)	32
Finding Things in Your Life That Will Increase Inner Satisfaction (teen)	38
Getting More Sleep to Feel Better (teens)	43
How to Recognize the Signs of Depression	46
Journaling To Cope When You Feel Down (teens)	49
Managing Your Upsetting Thoughts with the RAIN Technique	54
Reducing Vomiting	57
Regulating Your Emotions with Mandalas	62
See the Big Picture	69
Stretching Out of Your Comfort Zone (teens)	72
The Tree of Life (teens)	77
Untying Negativity Knots	79
What Went Right? (teens)	83

Once your book is created as a PDF, you can print it out or send it to a client. Click the **Create New Book** button to start another Workbook.

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. [Logout](#)

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.

[Click here to see tutorials.](#)

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](#)

[CREATE NEW BOOK](#)

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- b. To add your own image, upload an image in a .jpg format. The recommended size is 400 x 500 pixels.
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- d. When you are happy with the cover you have created, click "**Add to Book**" and close the editor.
- e. Your cover is now added to your book, and it is also saved in your cover collection.
- f. You can change the **Back Cover** to your book by repeating this process.
- g. When you are ready, click "**Download Book**" to create your workbook.
- h. Save it to your computer, print it out, or send it to a client using the Psychology Forms Filler.

Back Cover Front Cover

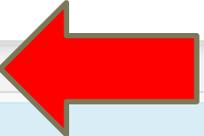
Remove Remove

Upload a new cover : No file chosen

You can also create a “generic” workbook for a group (not based on one client’s problems), by going to the Client Information List and clicking **Create Generic Book**

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. [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.](#)

Client Information [ADD CLIENT](#)

CLIENT NAME	EMAIL	DATE ADDED	ACTIONS
Dev Client 2 Pending	betweensessionsdev1@gmail.com	09/10/2021	Send Problem Checklist      
Dev Client1 Completed <small>Problems that were checked indicate that this client may be in crisis.</small>	betweensessionsdev1@gmail.com	09/10/2021	Send Problem Checklist      
Mr. Smith Completed	drlawrenceshapiro@gmail.com	09/10/2021	Send Problem Checklist      
Pauline Johnson Pending	angiedoel@betweensessions.com	09/15/2021	Send Problem Checklist      

This will take you to a screen where you can see all the workbooks you have created. You can also create a generic workbook from this screen.

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

You are logged in as Abraham Lincoln. Your subscription is active until 03-29-2022. Log

Client Information **Create Generic Book** 

Instructions:

1. You can create a new book for a group by clicking the green ADD BOOK button.
2. This will take you to a page where you can name the book and select the appropriate age group for the book.
3. You will also see a list of previous books you have created, including books for individual clients and books for groups (called Generic Books).
4. Click on the Edit button to make changes to any book.

[Click here to see tutorials.](#)

Book Information **ADD BOOK**

BOOK NAME	EMAIL	DATE ADDED	CLIENT NAME	ACTIONS
My Depression Book		09/15/2021		EDIT 
Test Book		09/15/2021		EDIT 
Workbook for Dev Client 2		09/10/2021	Dev Client 2	EDIT 
Workbook for Dev Client123		09/10/2021	Dev Client1	EDIT 
Workbook for mr. potato head		09/10/2021	Mr. Smith	EDIT 

You can name the book (1), choose the age category (2), add techniques from the database (3), and proceed as you would for an individual client.

BETWEEN SESSIONS
THERAPEUTIC TOOLS FOR GROWTH AND CHANGE

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Client Information

CREATE BOOK

Book Name* (1) Category: (2)

Instructions:

1. Go through steps 1-4 to on the left navigation to create a book for this client.
2. When you are done, click "Download Book".
3. You can create a new book for a group by clicking "Create New Book".
4. If you want to edit any book you have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.

[Click here to see tutorials.](#)

1 Techniques In Book (3)

- Add Techniques From Database
- Upload techniques
- 2 Upload Introduction
- 3 Create Front Cover
- 4 Create Back Cover

REVIEW TECHNIQUES

Instructions: These are the techniques you have selected for your Workbook. You can print the Table of Techniques to use as a way to keep track of assignments.

Total pages in book: 0

TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT
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