

## Online Wellness Process for Clients

Thank you for your interest in WHEAT's Online Wellness Centre. We are so happy you found us here at <https://wheatinstitute.com/wellness-clinic/about-the-wellness-clinic/>

The following steps will guide you through the process of booking your initial intake / screening with the WHEAT Online Wellness Intake Counsellor. *Please note that due to insurance obligations we are unable to offer service outside of Canada, which means all clients must reside within Canada.*

Whether you are interested in individual art / expressive arts therapy support or one of the upcoming groups please first book your initial intake session with WHEAT through our Jane booking portal.

**Step 1:** Visit <https://wheatinstitute.janeapp.com> At the very top of the page you will see "Intake Session – First Contact". Please select the identified practitioner by clicking on their name. You will then click on the "Intake Session – First Contact" (pink box) on the left-hand side.

**Step 2:** You will be directed to the Intake Counsellor's calendar. The current week will be displayed. You can select "next 7 days" near the top right-hand corner. Please select an available appointment date and time. If none of the available times work for you, you may select "Add Yourself to Waitlist."

**Step 3:** Upon selection of an appointment date and time you will be prompted to create your profile through Jane. Please follow these steps.

**Step 4:** You will receive an email confirmation for your booked appointment date and time. All reminders, and video call details, will be communicated from Jane.

**Step 5:** You may also receive email reminders about completing an Intake Form and Client Consent Form through Jane (if you didn't already do so). If you require assistance, these forms may also be completed during your appointment with the Intake Counsellor.

**Step 6:** The short video tutorial [HERE](#) details how to join a 1:1 online appointment in Jane.

Following the completion of your initial intake / screening, you will be directed back to <https://wheatinstitute.janeapp.com> to book an appointment with either the individual student therapist or group facilitator. You will do so in a similar manner by clicking on the student's name or group session.

If you are booking individual art / expressive arts therapy support, you will select an available appointment date and time. All reminders, and video call details, will be communicated from Jane.