



**HOW TO GUIDE**  
**On**  
**Create Profile**  
**And**  
**Create Trainings**

**For TYJI - A Restorative Justice Website**

## 1. Create a Profile

Practitioners and providers can register for the TYJI Restorative Justice website using a valid email address and password to further create a profile on the site.

### 1.1 Register

You will have to register in case you do not have an account by clicking on the 'Register' button from the Navigation menu as highlighted below before you create a profile.

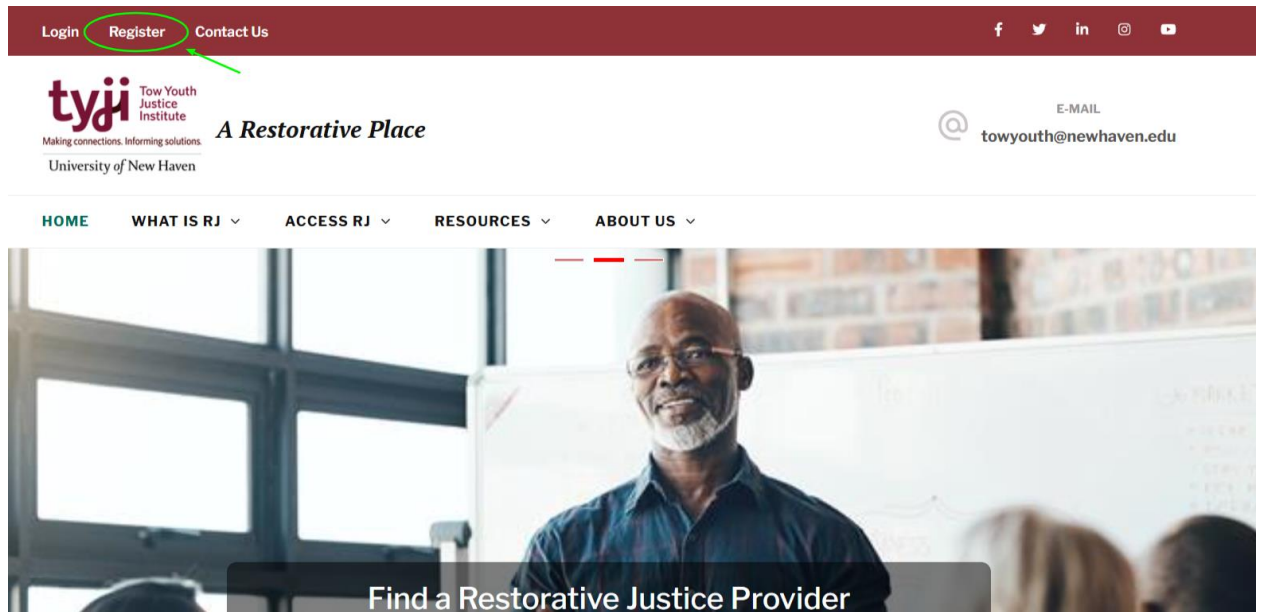


Figure 1. Register Button on the Landing Page

You can further enter a valid Email and Password along with a Repeat Password and click the 'Register' button to register for A Restorative Place site.

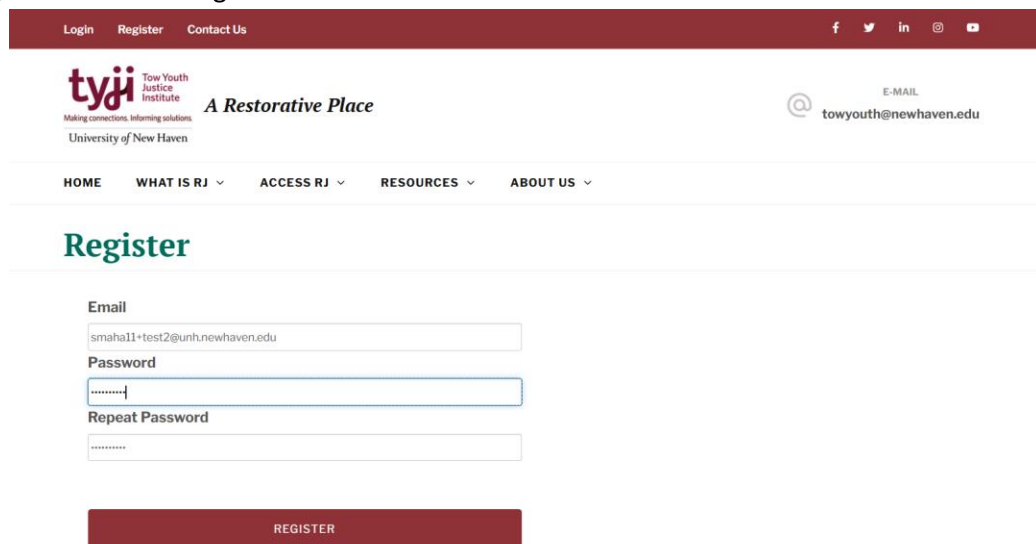


Figure 2. Register Page

Once you are registered successfully, you are redirected to the 'Edit Profile' page.


### **1.2 Submit Profile**

The edit Profile form allows updating the individual's profile details. You can add all the following fields on the Edit Form Profile:

- a. Full Name
- b. Organization/Company Name
- c. Designation
- d. Upload Image
- e. Pronouns
- f. Race
- g. Street
- h. State
- i. City
- j. Postal
- k. Country
- l. Phone Number
- m. Websites
- n. Social Media Handles
- o. Works in the Field
- p. Offered Trainings
- q. School Works
- r. Target Population
- s. Services Description
- t. Testimonies
- u. Others

## Edit Profile

### My Profile



About Me : I have facilitated numerous healing and restorative justice circles, supporting both youth and staff with the skills to run effective conferences and circles. One of my key roles has been to mediate conflicts and address harms within higher education spaces, particularly focusing on issues of equity and inclusion. My work often involves pre-conference conversations, mediating disputes between colleagues, and hosting restorative justice circles to rebuild trust and community.

Email : smaha11+test2@unh.newhaven.edu  
Phone : 2037476916

#### Change Email

New Email

**SAVE**

#### Change Password

Current Password

New Password

Repeat Password

**SAVE**

**First Name \*** Sachin **Last Name** Maharjan [← VIEW PROFILE](#)

**Organization/Company Name** University of New Haven **Designation** Student

**Upload Image**  
**Choose File** | No file chosen

---

**Pronouns \*** He/Him **Race** Asian or Pacific Islander

**Street \*** 72 Norfolk St

**State \*** CT **City \*** West Haven

**Postal** 06516 **Country** United States

**Phone Number** 2037476916

**Website** www.google.com

**Social media handles**

Instagram	Facebook	Twitter	LinkedIn
<a href="https://www.instagram.com/">https://www.instagram.com/</a>	<a href="https://www.facebook.com/">https://www.facebook.com/</a>	<a href="https://twitter.com/">https://twitter.com/</a>	<a href="https://www.linkedin.com/">https://www.linkedin.com/</a>

1. My work in this field includes:(Check all that apply)

Professional Development Trainer  
 Restorative Justice Conference Facilitator  
 Circle Keeper  
 Program/Curriculum Developer  
 Policy Specialist  
 Others

2. If you offer trainings, list a sample of trainings you offer and if you train under a specific model: \*

3. Do you work with schools? Yes or No (If No skip to 4...If yes check all that apply)

PreK/Elementary  
 Middle School  
 High School  
 College/University

4. Who is your target population to work with? (Check all that apply)

School staff (certified and non-certified)  
 Families  
 Students  
 Criminal Justice System (diversion, public defender office, probation, incarcerated people...)  
 Faith-based  
 Non-profits  
 Others

5. Please describe services you offer that supports communities/people to address conflicts or harms. If none, skip to next

6. Share a brief narrative describing your work and experience within this field including conflicts or harms you have worked with if applicable:

7. Share any testimonies/feedback that speak to the work you provide:

8. Is there anything else you would like us to know?:

**SUBMIT**

Figure 3. Edit Profile Page

My Profile Logout Contact Us

tyji Tow Youth Justice Institute  
Making connections. Informing solutions.  
University of New Haven

A Restorative Place

E-MAIL  
towyouth@newhaven.edu

HOME WHAT IS RJ ACCESS RJ RESOURCES ABOUT US

## My Profile

**EDIT PROFILE**

**Sachin Maharjan (He/Him)**  
Student  
University of New Haven

✉ smaha11+test2@unh.newhaven.edu  
☎ (203)747-6916  
📍 72 Norfolk St, West Haven  
🇺🇸 CT - 06516, United States  
🌐 Website Link  
Social Media Handles  
📷 📺 📧

**Work and Experience**  
I have facilitated numerous healing and restorative justice circles, supporting both youth and staff with the skills to run effective conferences and circles. One of my key roles has been to mediate conflicts and address harms within higher education spaces, particularly focusing on issues of equity and inclusion. My work often involves pre-conference conversations, mediating disputes between colleagues, and hosting restorative justice circles to rebuild trust and community.

**Field of Work / Service**

- Professional Development Trainer

**Trainings Offered**

- Intro to RP -Circle Keeper Training -Full RP training -Transformative Justice (SEEDS MODEL BASED OFF IIRP)

**School Work**

- PreK/Elementary

**Target Population**

- Students

**Services Offered**

Harm Circles -Peace Circles -Affinity Circles -Listening Circles -Community building circles

**Testimonies / Feedback**

“LaToya is open to learning and growing. Her emotional intelligence is off the charts. She can read people, large groups, and does this with a kind and caring spirit. She also is exceptional about helping navigate uncomfortable space and naming dynamics that might be getting in the way of people effectively communicating

**Additional Information**

No Information Provided

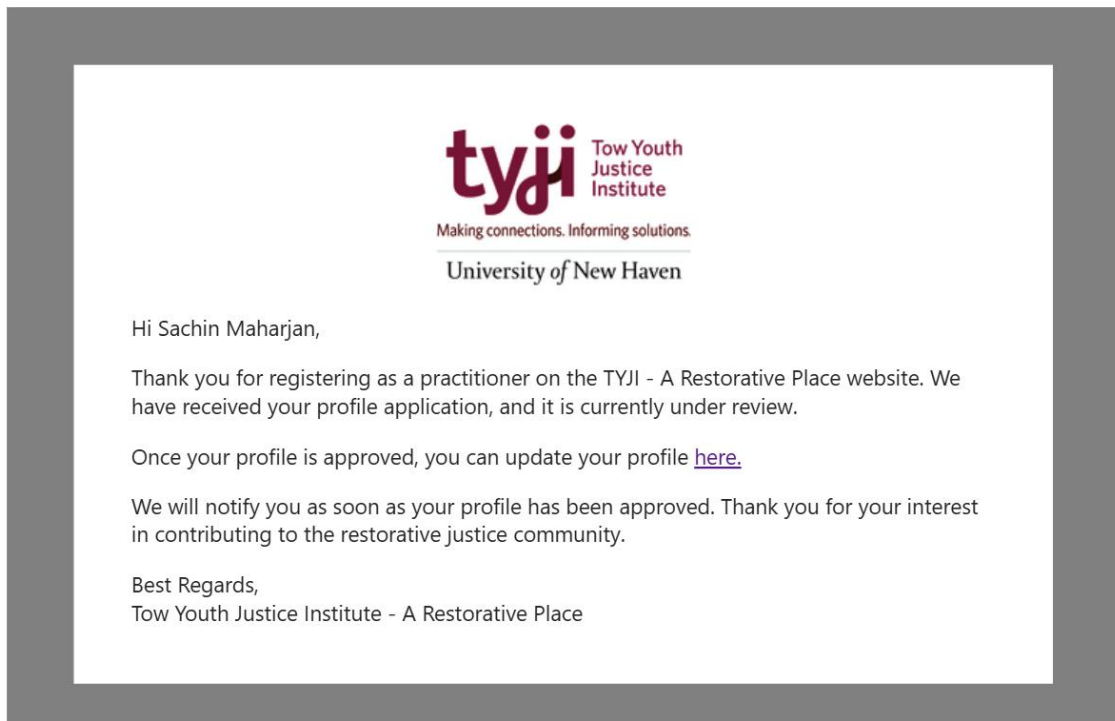
Figure 4. My Profile Page

Once you submit your profile, you are directed to My Profile where you can get a preview of your profile. Your profile is also further submitted to the TYJI Admin team, where the admin will verify the registered practitioners and approve your profile.

You can further edit your profile by clicking on the Edit Profile button on the top-right screen.

You will also receive an email notifying you that the profile application has been received by the TYJI admin team.

Profile Application Received – TYJI Practitioner Registration



*Figure 5. Profile Application Received Email After Registration*

Once the TYJI admin team reviews your profile, you will receive an approval email, and you can view your profile on the Providers list.

Your TYJI Practitioner Profile has been Approved



Hi ,

We are pleased to inform you that your profile as a practitioner on the TYJI - A Restorative Place website has been approved and successfully registered.

Your profile is now live and visible to the public. You can view your profile [here](#).

Thank you for joining our community and contributing to the important work of restorative justice. If you have any questions or need further assistance, please don't hesitate to contact us.

Best Regards,  
Tow Youth Justice Institute - A Restorative Place

*Figure 6. Profile Application Approved Email*

## 2. Create Trainings

You can now view and add trainings on A Restorative Place site. You must be a verified practitioner on the site to be able to add training to the site.

Once you log in as a verified practitioner on the site, you can go to 'Access RJ' on the navigation bar and click 'Trainings' from the sub-menu.

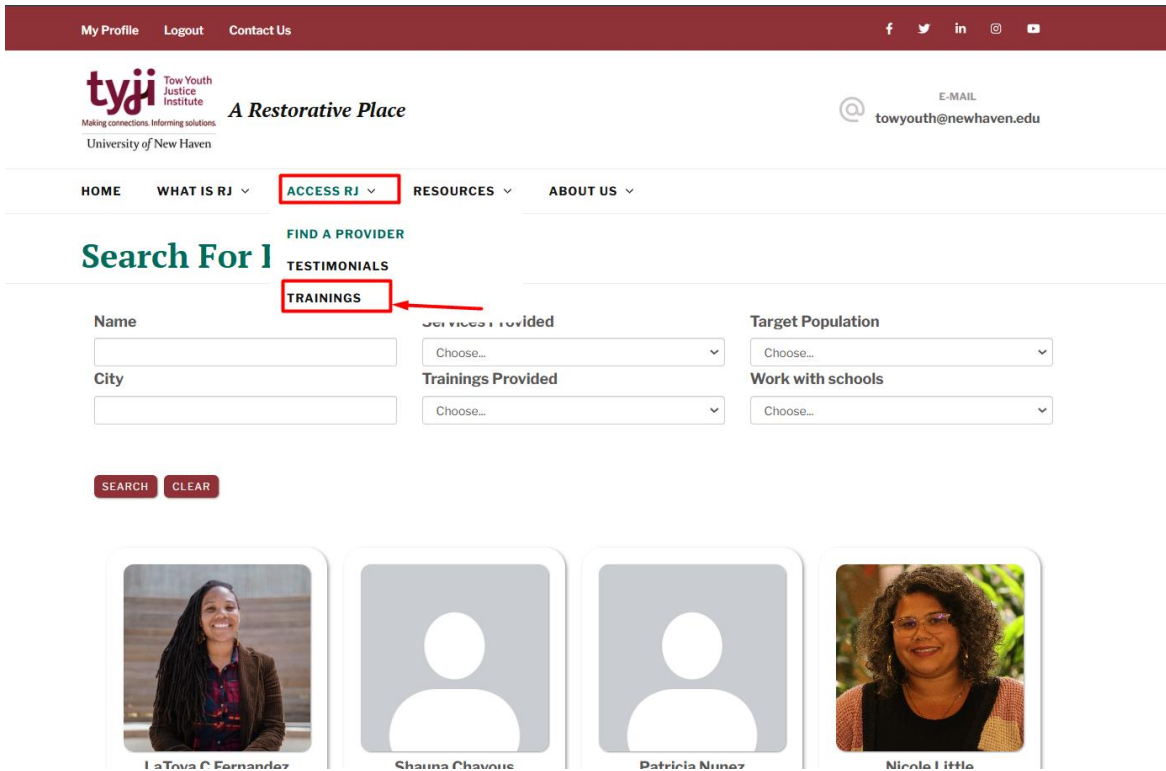


Figure 7. Training Option on Access RJ Menu

Clicking training will redirect you to the training page where you will be able to view the list of training available. You can click on the 'SCHEDULE A TRAINING' button on the top right to add training.



Figure 8. Training Page

To schedule a training/event, you can further enter the details for:

1. Event Title
2. Event Description
3. Target Audience
4. Date of event
5. Start Time
6. End Time
7. Location
8. Location Map Link
9. Registration Link

Note: In case the event is virtual, you can check the checkbox for Virtual Event.

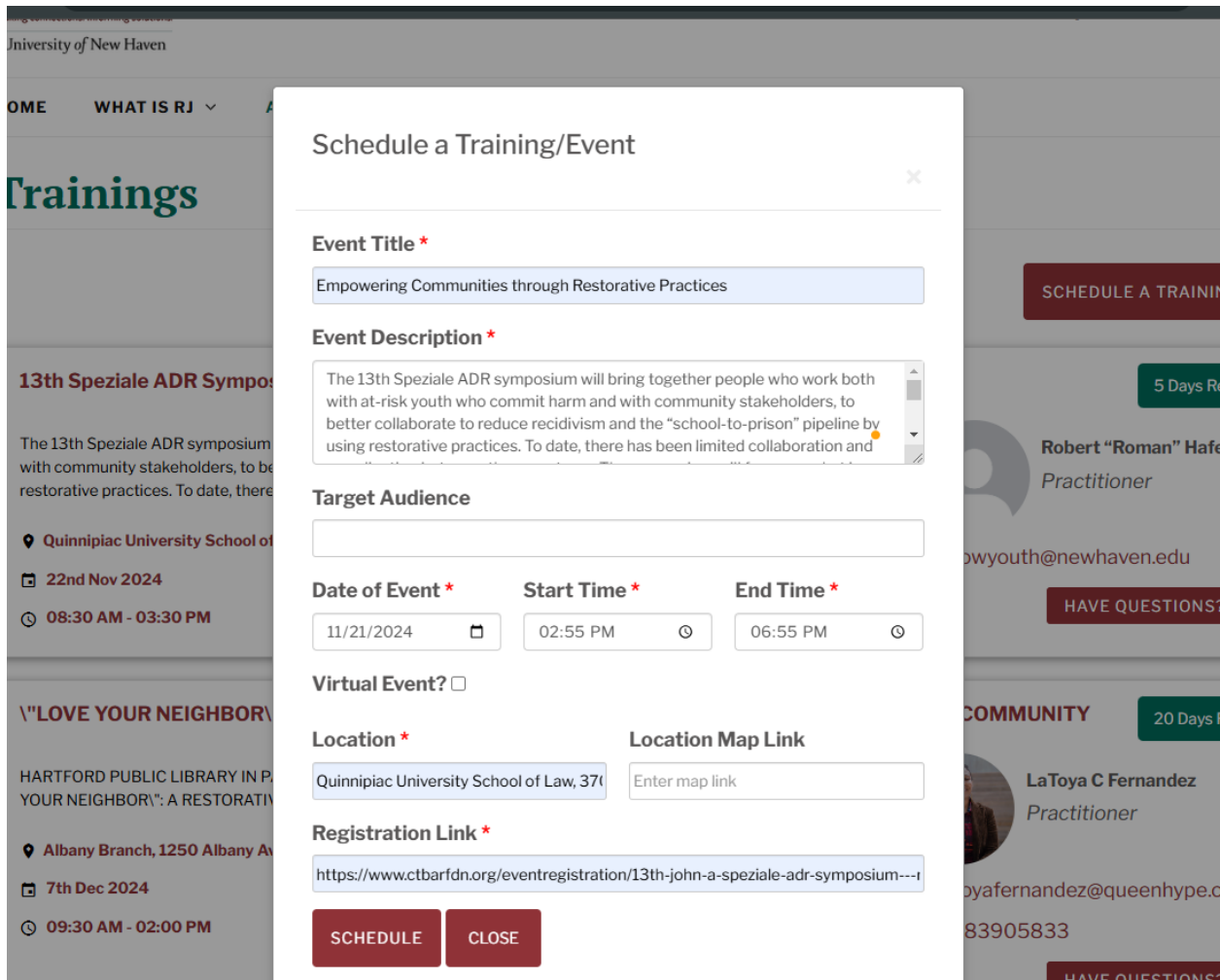


Figure 9. Schedule a Training/Event Pop-up

Once all the details are entered, you can click the 'SCHEDULE' button which will add the training to the database and will be displayed on the training page along with the Practitioner's details who published/added it on the site.

The screenshot shows the top navigation bar with 'My Profile', 'Logout', and 'Contact Us' on the left, and social media icons (Facebook, Twitter, LinkedIn, Instagram, YouTube) on the right. Below the navigation is the tyji logo with the tagline 'A Restorative Place' and the University of New Haven email address 'towoyouth@newhaven.edu'. A main menu includes 'HOME', 'WHAT IS RJ', 'ACCESS RJ', 'RESOURCES', and 'ABOUT US'. The 'Trainings' section features a 'SCHEDULE A TRAINING' button and a training card for 'Empowering Communities through Restorative Practices' with 4 days remaining. The card includes a description, location (Quinnipiac University School of Law), date (21st Nov 2024), time (02:55 PM - 06:55 PM), and contact information for Sachin Maharjan (Practitioner) via email and phone. A 'HAVE QUESTIONS?' button is also present. Below this, another training card for the '13th Speziale ADR Symposium' is partially visible with 5 days remaining.

Figure 10. Training Added

## 2.2 Edit Training

You can also update training details by clicking the 3-dot menu for the corresponding training and selecting the 'Update' option.

This screenshot is similar to Figure 10 but highlights the 'Update' option in the 3-dot menu of the 'Empowering Communities through Restorative Practices' training card. A red arrow points to the 'Update' button, and another red arrow points to the 'Delete' button. The rest of the page layout, including the navigation bar, logo, and other training cards, remains the same.

Figure 11. Update Training Option

An update training pop-up will be displayed where you can update necessary details and click the 'Update' button to update the training/event.

## Contact Us

For any technical issues, please contact us via email [tow youth@newhaven.edu](mailto:tow youth@newhaven.edu).

