

# Administering your group and adding your networking events

A group can be a standalone networking group, or it can belong to a wider umbrella network which has many local networking groups associated with it. Either way you will have been assigned a group by either the WottleDo admin or someone who runs an umbrella network and has created this group.

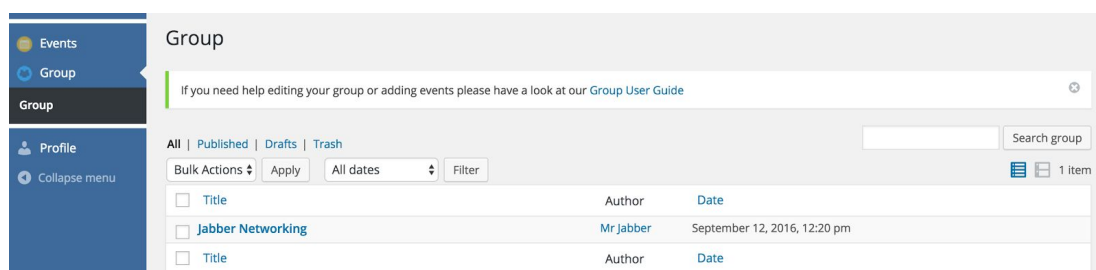
A registered user (with an associated email address) can only manage/be a group admin for one group. To manage another group (or any umbrella network) they would need to set up a separate basic user account (using a separate email address for that account).

As a group admin, you can create as many events for your group as you want to.

Once you have been assigned to/given permission to manage a group you will be able to do so by clicking on the 'Manage Group' button which will appear in the header section of the website.

To assign a different user to your group you can either change the email address under the 'Profile' section and send the person login details via email or you can contact your network administrator who can assign a new person to the group and they will receive an email with a notification that the account has been upgraded or if the person is not registered on the site they will get login details.

On the left sidebar you will be able to see the 'Group' link. Click this to see your group.



The screenshot shows the 'Group' management interface. On the left is a sidebar with 'Events', 'Group', 'Profile', and 'Collapse menu'. The main area is titled 'Group' and includes a search bar and a 'Search group' button. Below this is a table of events with columns for 'Title', 'Author', and 'Date'. One event is listed: 'Jabber Networking' by 'Mr Jabber' on 'September 12, 2016, 12:20 pm'.

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	Jabber Networking	Mr Jabber	September 12, 2016, 12:20 pm
<input type="checkbox"/>	Title	Author	Date

Click on the title of the group to enable editing of the group details.

Firstly, fill out the description for your group.

**Jabber Networking**

Permalink: <http://events.wottledo.com/listing/jabber-networking/>

**Description of Group**

Please enter a description of your group.

Terrific networking group in St Albans. Jabber is networking with a smile! No membership tie-in. No need to pre-book. It is absolutely £FREE to attend (coffee & chocolates are even included!).


Next you can upload a logo from your computer.

**Group Information**

**Logo**

You can drag & drop images from your computer to this box.

OR



Upload logo from your computer

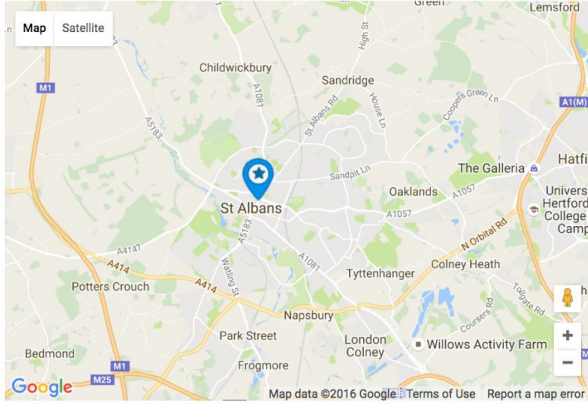
**Website**

Enter website url (<http://www.yoursite.com>)

Fill out the address (which will give you autofill options after you complete the first part) and add in the postcode. The postcode is needed to locate the group in searches for networking groups on the website (ie to show the general area the group operates in).

**Locations & Map**

**Address**



HiRoad Map  HiTerrain Map  HiSatellite Map  HiStreet View

**Postcode**

If you want this group's address to be found in searches you will need to enter the postcode again here.

Next add any other information, such as contact details and information fields.

**Contact Information**

**Phone**

Enter phone or mobile number.

**Email**

Enter your email address.

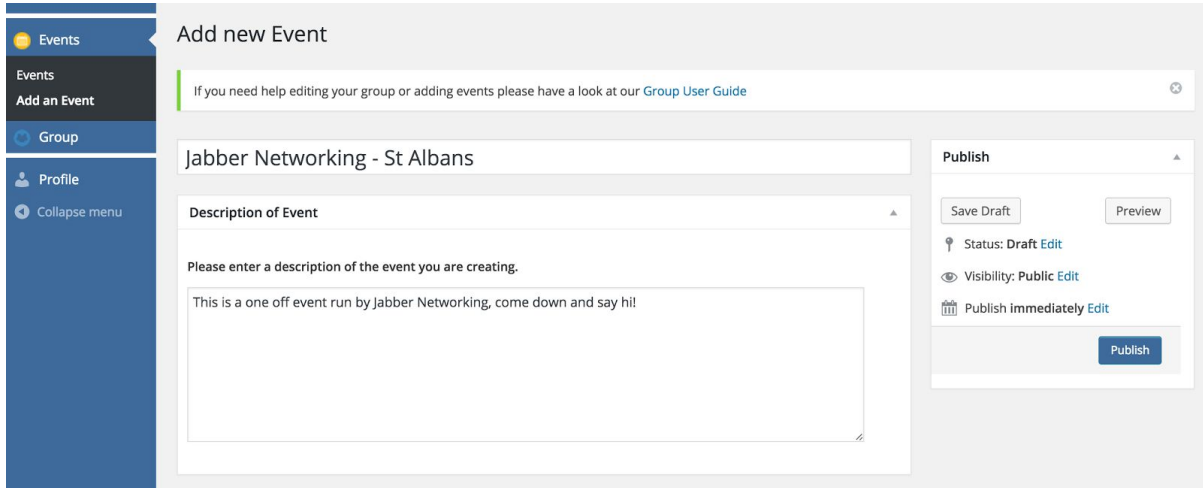
**Organiser Name**

Who organises this group?

The box at the bottom will show whether this group is part of a larger umbrella network and if not will show a message to contact WottleDo Admin if you want it to be.

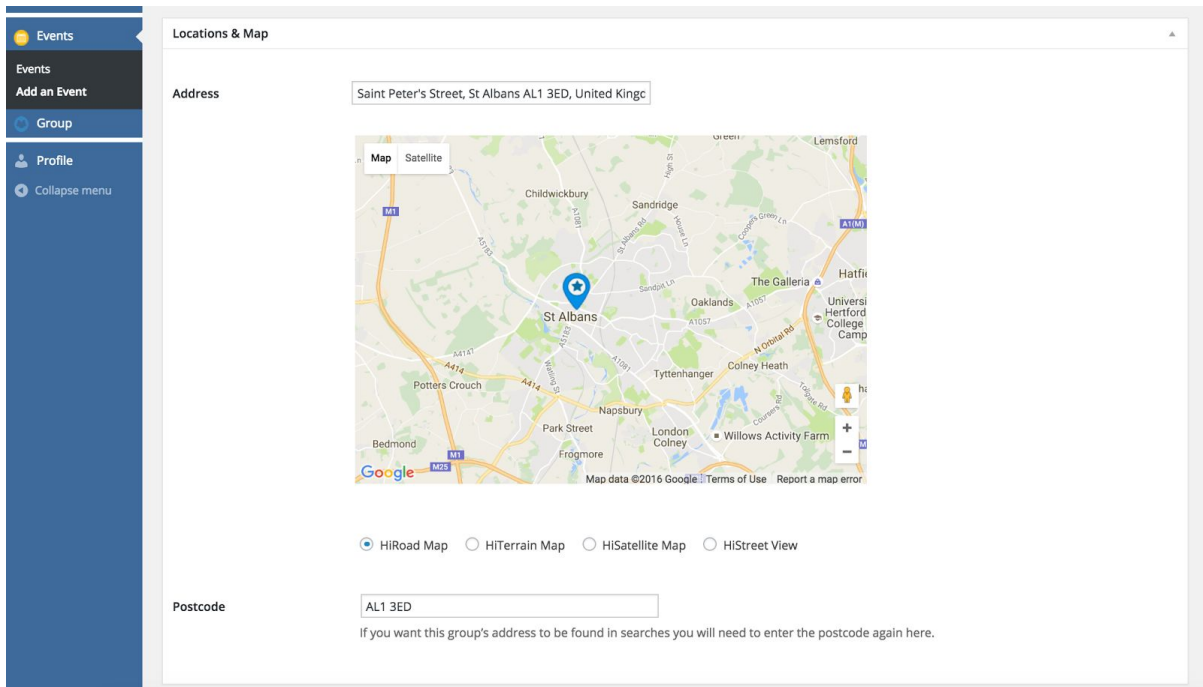
## Adding a networking event

To add an event click on Events > Add an Event on the left hand side of your admin screen. You can add as many events as you like for a group. Fill out all the information in the fields provided.



The screenshot shows the 'Add new Event' form. On the left is a navigation menu with 'Events', 'Add an Event', 'Group', 'Profile', and 'Collapse menu'. The main content area is titled 'Add new Event' and includes a link to the 'Group User Guide'. The event title is 'Jabber Networking - St Albans'. Below the title is a 'Description of Event' field with a text area containing the text: 'This is a one off event run by Jabber Networking, come down and say hi!'. On the right is a 'Publish' panel with buttons for 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', and a 'Publish' button.

Next add the full address and enter the postcode for the event. You need to add the postcode to be found in searches on the website.



The screenshot shows the 'Locations & Map' section. The 'Address' field contains 'Saint Peter's Street, St Albans AL1 3ED, United Kingd'. Below the address is a Google Map of St Albans with a blue location pin. Below the map are radio buttons for 'HiRoad Map' (selected), 'HiTerrain Map', 'HiSatellite Map', and 'HiStreet View'. The 'Postcode' field contains 'AL1 3ED'. Below the postcode field is a note: 'If you want this group's address to be found in searches you will need to enter the postcode again here.'

Next you can add whether the event is a regular event or one off event and add information such as date and time.

Events

Events

Add an Event

Group

Profile

Collapse menu

### Event Information

Consider this event as  One off event  Recurring event

**Start Date**

Enter Event Start Date, eg.: 2013-09-05

**End Date**

Enter Event End Date, eg.: 2013-09-05. There is no need to enter an end date if event finishes on the same date.

**Start Time**

Enter event start time, eg. 16:25 (Follows 24 hrs format)

**End Time**

Enter event end time, eg. 18:25 (Follows 24 hrs format)

**Type of Event**

**How to Register?**

**B I** ABC

No need to register.

P

Short description for registration process, add link to website with information. This field is not required.

Events

Events

Add an Event

Group

Profile

Collapse menu

**Breakfast Event**  Yes  
Is this a breakfast event

**Lunchtime Event**  Yes  
Is this a lunchtime event

**Evening Event**  Yes  
Is this an evening event

**Other Daytime Event**  Yes  
Is this a daytime event

**Membership Only Event**  Yes  
Is this event membership only

**Speaker Event**  Yes  
Is this a speaker event

**Women's Only Event**  Yes  
Is this a women's only event

**Golf Event**  Yes  
Is this a golf group event

**Attendee Consent**

Do you want people to get your consent before being able to indicate whether they plan to attend or not

The screenshot shows a web interface with a dark blue sidebar on the left containing navigation options: 'Events', 'Add an Event', 'Group', 'Profile', and 'Collapse menu'. The main content area is divided into two sections:

- Contact Information:** Contains three input fields:
  - Phone:** A text input field with the placeholder text "Enter phone or mobile number."
  - Email:** A text input field with the placeholder text "Enter your email address."
  - Website:** A text input field with the placeholder text "Enter website url (http://www.yoursite.com)".
- Event Organiser Information:** Contains three input fields:
  - Organiser Name:** A text input field with the placeholder text "Who organises this?".
  - Organiser Email:** A text input field with the placeholder text "Please provide the organisers email address".
  - Organiser Telephone:** A text input field with the placeholder text "Specify telephone number of an organiser".

There are various other fields which are hopefully self-explanatory.

NB the website will allow viewers to see details of registered networkers who have clicked to indicate whether they plan to attend your event. If you wish, you can also use the section below headed 'Event attendees' to enter brief details yourself (name and business name) of any attendees at your events (past or future).

The screenshot shows the 'Attendee Information' section of the web form, which includes the following fields:

- Open Event:** A dropdown menu with 'Select' as the current value.
- Just turn up?:** A dropdown menu with 'Select' as the current value.
- Pre-booking required?:** A dropdown menu with 'Select' as the current value.
- Invitation needed by other members or event organiser?:** A dropdown menu with 'Select' as the current value.
- Cost (£):** A text input field.
- Event Payment Information:** A large text area for providing details.
- Booking Webpage:** A text input field.

**Other Event Attendees** ▲

**Event Attendees**  
It is your responsibility to ensure you comply with any data protection laws that apply to you

Name	Business	

[Add Attendee](#)

**Event Linking** ▲

This event is linked to the group: [Jabber Networking](#).

When you have completed entering all the necessary information, you can publish it on the website by clicking the blue 'Publish' button in the right-hand sidebar.