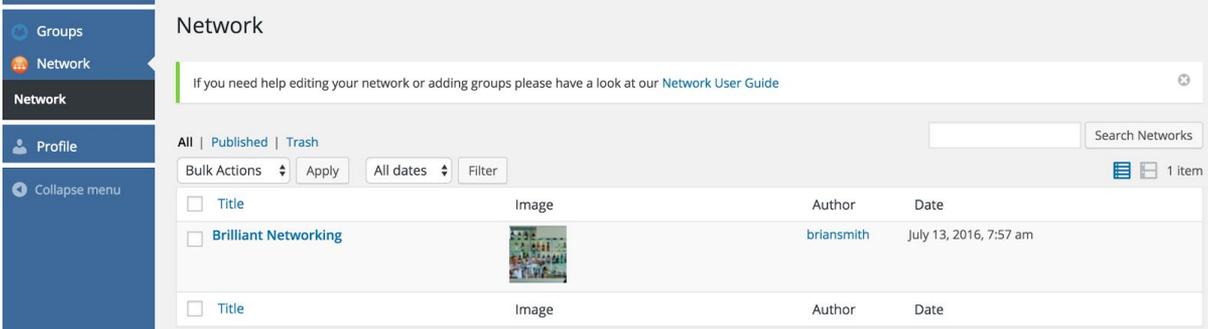


Administering an umbrella network

Editing network information

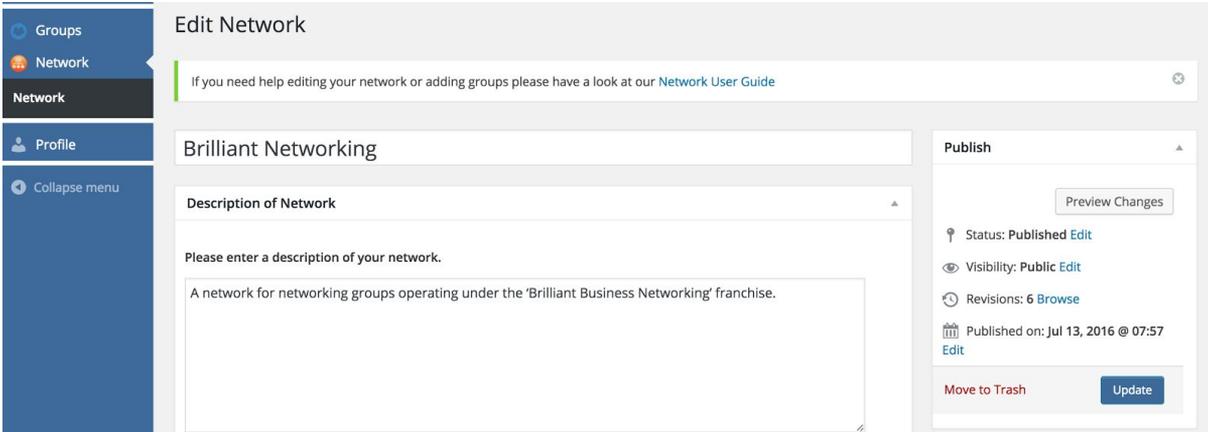
An umbrella network admin can create as many networking groups as they require within their network and assign administrator access for each group to different registered users provided that their user account associated with their email address doesn't already have admin management rights for any networking group or umbrella network. This will be explained in more detail below.

You will need to edit the information for your umbrella network after you have been given access. You can do so by clicking on the 'Manage Your Network' button which will appear in the header section of the website.



The screenshot shows the 'Network' management interface. On the left is a sidebar with 'Groups', 'Network', 'Profile', and 'Collapse menu'. The main area is titled 'Network' and contains a search bar, a 'Search Networks' button, and a table of networks. The table has columns for 'Title', 'Image', 'Author', and 'Date'. One network is listed: 'Brilliant Networking' with author 'briansmith' and date 'July 13, 2016, 7:57 am'. There are also 'Bulk Actions', 'Apply', 'All dates', and 'Filter' buttons above the table.

In the left-hand sidebar you can see the available sections – your Network, your Groups and your personal Profile area. If you click on the title of the network that has been set up for you, you will see all the editable fields. You can change the name, add a description, insert a logo for your network (featured image) and fill out any other information such as postcode, contact email address, website and phone details.



The screenshot shows the 'Edit Network' interface for 'Brilliant Networking'. The sidebar is the same as in the previous screenshot. The main area is titled 'Edit Network' and contains a 'Description of Network' section with a text area containing the text 'A network for networking groups operating under the 'Brilliant Business Networking' franchise.' There is also a 'Publish' section on the right with a 'Preview Changes' button and a list of network details: 'Status: Published Edit', 'Visibility: Public Edit', 'Revisions: 6 Browse', and 'Published on: Jul 13, 2016 @ 07:57 Edit'. At the bottom right are 'Move to Trash' and 'Update' buttons.

Network Information

Postcode

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

Email

Website

Phone

Featured Image



Remove featured image

Network Groups

[Add new Group](#)

No Groups Found

User/Network Permissions

User permissions

Name	Username	Email	Permissions
briansmith	briansmith	brian@brilliantbusinessnetworking.org.uk	<input checked="" type="checkbox"/>

Click to confirm you want to update the permissions

Update

Network Managers

You can only have one network manager per network, to assign a different user you can either change the email address under the 'Profile' section and send the person login details via email or you can contact admin@wottledo.com with the new person's details and they can change the network admin for you.

Personal Options

Name

Username: *Usernames cannot be changed.*

First Name:

Last Name:

Display name publicly as:

Contact Info

E-mail (required):

Creating a Group

Under the 'Groups' section you can add a group to the network by clicking the 'Add Group' button. This will open up a page where you can add in the information for your new group. For more information on this and on editing groups in your network please refer to the 'Group admin' user guide.

BBN Radlett

Permalink: <http://events.wottledo.com/listing/bbn-radlett/> [Edit](#) [View group](#) [Get Shortlink](#)

Description of Group

Please enter a description of your group.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **24** [Browse](#)

Published on: **Aug 16, 2016 @ 10:29** [Edit](#)

[Move to Trash](#) [Update](#)

Group Information

Logo

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

OR

 Upload Image

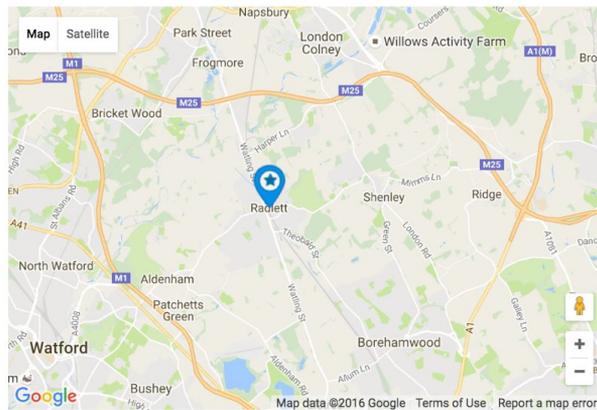
Upload logo from your computer

Website

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

Locations & Map

Address



HI Road 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.

The image shows a web form with two sections. The first section, titled 'Contact Information', contains three input fields: 'Phone' with the value '01777 777777', 'Email' with the value 'brian@brilliantbusinessnetworking.org.uk', and 'Organiser Name' with the value 'Brian smith'. Below each input field is a small instruction: 'Enter phone or mobile number.', 'Enter your email address.', and 'Who organises this group?' respectively. The second section, titled 'Group Information', contains two dropdown menus. The first is labeled 'Is this a membership group?' and has 'No' selected. The second is labeled 'Is this group part of a larger network?' and also has 'No' selected.

Assigning managers to Groups in your network

As a network admin you can manage/edit groups in your network but you cannot create events for these groups. You must set up another registered user as a manager for each group. (You can of course use a separate email address to set up a separate basic user account for yourself and use this account for this purpose).

As a network admin you can assign more than one person to be an admin manager for any group in your network. This is done in the 'user/group permissions' section near the bottom of the page (see image below). You can invite a new or existing user to be an admin.

To add someone new just add their name and email address and select the 'add user' button at the bottom. (NOTE: they must not already be using that account/email address as a manager/admin of an umbrella network or networking group.)

To add an existing basic user you can tick next to the name of the person and tick the update button. All you need to do now is scroll to the top of the page and click on the blue 'publish' or 'update' button (if modifying a previously created group). Don't forget to get their consent first.

If the user is already registered on the website, their account will be upgraded to a group admin and they will then be able to edit the group, the user will receive an email notifying them that their account has been upgraded to a group admin.

User/Group Permissions ▲

User permissions

Name	Username	Email	Permissions
Brian Smith	briansmith123	brian@brilliantbusinessnetworking.org.uk	<input checked="" type="checkbox"/>
Lucy James	Lucyjames123	lucy@brilliantbusinessnetworking.org.uk	<input checked="" type="checkbox"/>

Click to confirm you want to update the permissions

Update

Invite Users

As you have Network Admin rights, you can also invite a new user and assign them to this group. If they do not exist, they will be set up as a new user. They will have Group Administrator rights for this group only.

After adding the persons name and email address and selecting Add User you will also need to press the blue update button top right of this page for this to work.

Name
Email

Click to confirm you want to add a user:

Add user

Group Linking ▲

This group is in the umbrella network: [Brilliant Networking](#).