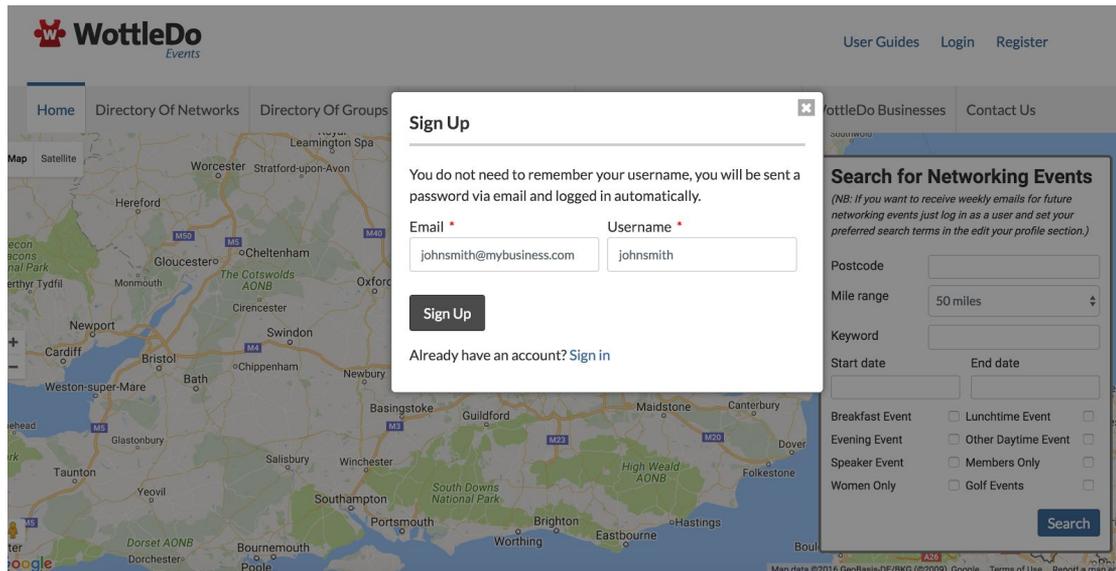


# How to register as a user and use the site as a business networker

To register on the site click on the 'Register' button top right of the screen. This will open a pop-up where you can enter your email address and a chosen unique username.



You do not need to remember the username as you can login with either your email address or username. You will receive an email with a password and other login details attached. You can now login and edit your profile details. An example is shown below.



Dear John Smith,

Thank you for registering and welcome to [WottleDo Events](#). You can proceed with logging in to your account.

Login here: <http://events.wottledo.com/login/?akey=1b12893b40d303f932738410f6a48ee411156219051467627337>

Username: johnsmith

Password: zwGD65rAt6Js

Feel free to change the password after you login for the first time.

Thanks again for signing up at [WottleDo Events](#)

After clicking the link you will be logged in automatically. You will be taken to your profile page, where you can edit your profile by clicking the 'edit profile' button, which is top right of the screen. Here you can add any information you would like to show on your profile. You can also change your password using the section to the right hand side of the page. Please enter your full correct name in the 'Display name' box, as this is the name that viewers of your profile on the site will see.

# Edit Profile And Preferences

If you do not wish to receive weekly emails of forthcoming networking events do not tick any of the options below or favourite any groups.

Email \*

Display name

Username \*

Business name

Business profile on the WottleDo Business site (not yet available)

## Change password

New Password \*

Confirm New Password \*

Update

Cancel

Phone

Postcode \*

LinkedIn

Note: Please go on your LinkedIn Profile and copy the link underneath your profile image

Profile Photo

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

OR

Below these profile fields you can choose the options for your emails. There are two emails that can be sent to you. Firstly, a weekly email with details of upcoming events (next 30 days) for groups you have favourited. Emails will not be sent until you have favourited at least one group. To stop receiving these emails just unfavourite all of your previously favourited groups. To quickly and easily do this click the 'View Your Profile' link at the top right of the page and you will see your public profile information. Here you will see a list of your favourited groups in the middle column. See the image below for an example of this page. You can unfavourite each one with a single click.

## Favourite Networking Groups

('Favourite' means that you receive weekly emailed updates about these groups' events.)

### Brilliant Networking - Hemel

♥ Added to favourites, click here to remove this networking group from your favourites.

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### Brilliant Networking - Stevenage

♥ Added to favourites, click here to remove this networking group from your favourites.

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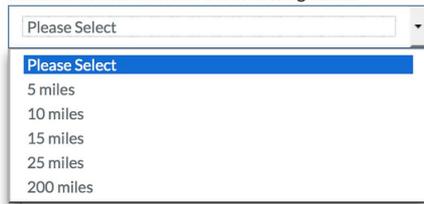
### Decorating Networkers

♥ Added to favourites, click here to remove this networking group from your favourites.

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The second email you can receive is a list of upcoming events in a specific radius from your postcode you set on your edit profile screen. If you do not choose a radius or fail to select any of the options, you will not receive this weekly email.

Send me events in within the following radius \*



Please Select

- Please Select
- 5 miles
- 10 miles
- 15 miles
- 25 miles
- 200 miles

Notify me about Evening Events

Notify me about Speaker Events

Notify me about Membership Only Events

Notify me about Womens Only Events

Notify me about Golf Events

Once you have filled out your profile information, click on save changes at the bottom of the screen. A message will appear telling you that your changes have been saved. To view your profile at any time, just click on the 'View Profile' button top right of the screen. You will now see your profile page with anything you have filled out, along with any favoured groups and events that you have said you will be attending or have attended in the past .

### Favourite Networking Groups

('Favourite' means that you receive weekly emailed updates about these groups' events.)

#### Brilliant Networking - St Albans

♥ Added to favourites, click here to remove this networking group from your favourites.

#### My Decorators - Radlett

♥ Added to favourites, click here to remove this networking group from your favourites.

#### BBN Radlett

♥ Added to favourites, click here to remove this networking group from your favourites.

#### Jabber Networking

♥ Added to favourites, click here to remove this networking group from your favourites.

### Upcoming Events I am attending

02  
Nov  
2016

Jabber Networking - St Albans

### Events I previously attended

18  
May  
2016

Brilliant Networking Hemel Event

18  
May  
2016

Brilliant Networking - St Albans

## John Smith

### Email:

johnsmith@mybusiness.com

### Business name:

John Smith Business

### Phone:

07393939393

### Postcode:

AL44 9XJ

You now have a public profile on WottleDo Events from which you can manage which events you are attending, get informed about upcoming networking events for your favourite and other local networking groups and see how you are connected on LinkedIn with other registered users of the WottleDo Events website.

If you then wish to have a new networking group or umbrella network of groups added to the site and be given access to manage them you just need to click on the 'Register Your Group or Network' button.

It is also possible for the main administrator of a networking group to give you administrator access to that group.

If you need help in setting up or administering a network group or umbrella network of groups on the website, please refer to the relevant user guide at -

<http://events.wottledo.com/user-guides/>