

# Setting up a new networking group or umbrella network

Any registered user on WottleDo Events can request to register either a new standalone networking group or a new 'umbrella network' on the site.

So step 1 is to register as a basic user.

Step 2 is then to click on the 'Register Your Group or Network' button. You will be asked to provide some basic information, including the name of the group or network and some evidence that you have the appropriate authority to make the request. See screen below.

## Register Your Group Or Network

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Please create a normal account on the website using the register form at the top of this page before contacting us to upgrade your account to a Network or Group admin.

If you have already been upgraded to a Network or Group admin on your account please do not try to register another Group or Network on the same account!

Please complete the fields below to provide us with the necessary information and we will get back to you with any questions or concerns.

First Name (required)

Last Name (required)

Your Email (required)

**This must be the email associated with the account which you want to upgrade.**

Your Phone Number

Do you want to set up -

an **umbrella network** (which can manage a number of networking groups within that network)?

OR

a **standalone networking group** (ie not part of a larger network)?

- Umbrella Network  
 Standalone Networking Group

**Please note that registered users of WottleDo Events are identified by their email address. The same email address cannot be allocated to more than one networking group or one umbrella network.**

Name of network/group (if a local group, it can help to include a town or other location name)

We need to know you are genuine. Can you please provide any information to satisfy Wottledo that your group or network exists and you are authorised to create an account for it on Wottledo Events. Useful information might include a website link, ideally one which indicates your role. We will telephone or email you if we have any further questions. We will aim to do this within 3 business days of your enquiry. We want to get you up and running as soon as possible.

Do you accept our [terms and conditions](#)?

Please confirm you have created a user profile and have entered the correct email address.

Send

Once you have clicked on 'Send' a WottleDo administrator will consider your request. They will get back to you as soon as possible with any questions (hopefully not needed if your information is clear). If they are satisfied with the information provided they will set up the new group or network on the website and will upgrade your account as the admin for that group or network.

Once your account has been upgraded to a group or network admin, you will receive a notification by email. The next time you login you will have admin access to manage your group or umbrella network.

The following user guide explains how to administer a networking group, including editing the group information and adding network events:

[Download the group admin user guide](#)

The following user guide explains how to administer an umbrella network:

[Download the network admin user guide](#)