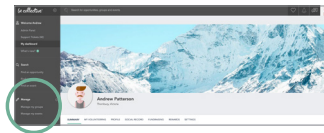


STEP

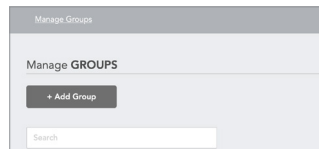
01

To create a group, click on 'Manage my groups' underneath the Manage tab on the left hand side of the screen, or visit this link: becollective.com/manage/groups



02

Click on the '+ Add Group' button to begin the group creation wizard.

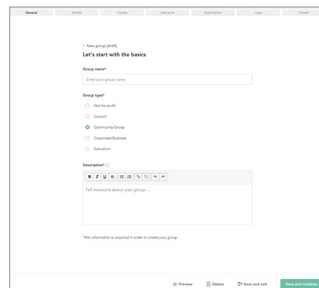


QUICK TIP

You'll need some info handy, like a short bio of your organisation and insurance details. You can always save the group as a draft and add this information later.

03

The **Group Creation wizard** will guide you through the process and help you with the information that is needed in order to create your group. At the top of the wizard you'll see a bar of your progress. If it's **green** that means you are fine to proceed, **grey** means you still need to add information, and **stripes** means there is information missing.



04

Once you have added the relevant information you can choose to **Preview**, **Delete** or **Save** and **Create** your group. 'Preview' lets you see how your group looks before you publish, 'Save and exit' lets you save your information so far but keep the group in draft mode. When you'd like your group to be published on Be Collective, click on 'Create group'.

