



**BOLTON  
GREEN  
UMBRELLA**

# Volunteer Guide:

How to  
register  
a new  
local group

# Welcome

## Hello and welcome!

This document is a handy, step-by-step guide that will show you how to register a new local group on the Bolton Green Umbrella website.

This guide contains **active hyperlinks** that can help you to navigate your way through the process and successfully complete your listing.

All hyperlinks are underlined in a blue font, [like so](#).

Clicking on any hyperlink will take you to the page or open the function described in the text. They can be especially helpful if you are unfamiliar with our website and its content.

We hope you find this guide useful, however if you need any additional guidance, or have any further questions or concerns regarding the event listing process, please do not hesitate to [contact us](#).

Now, let's get you registered!

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# Visit the website:

Registering a new local group is a quick and easy process that you can complete online using our website. No additional paper documents are required and registration usually takes no more than 20—30 minutes to complete.

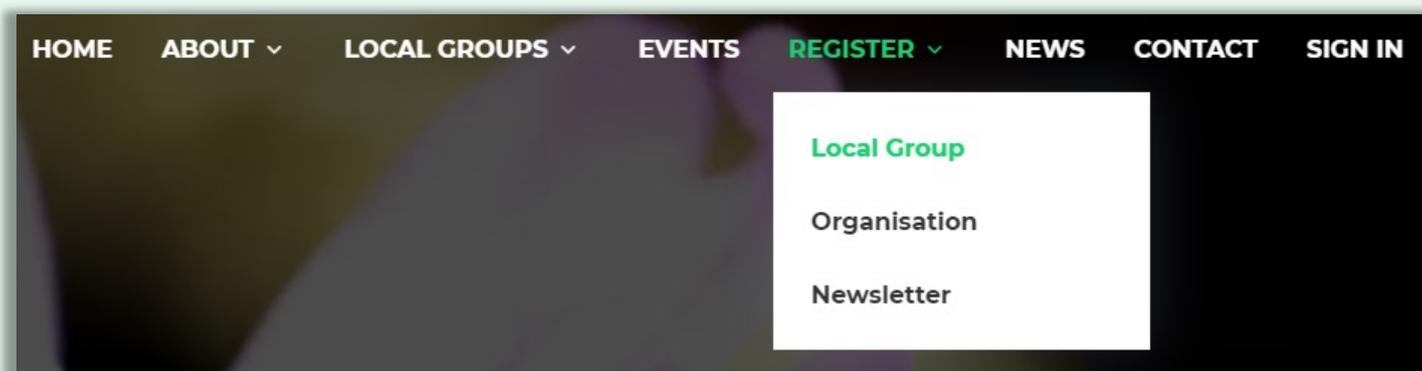
## 1.) Visit the Bolton Green Umbrella website

[Click here](#) to visit our website, or enter the URL into your web browser manually as below:



## 2.) Open the registration page

From the menu bar at the top right of the page, click on the REGISTER dropdown menu.



Select the 'Local Group' option and you will then be directed to the local group registration page within our website.

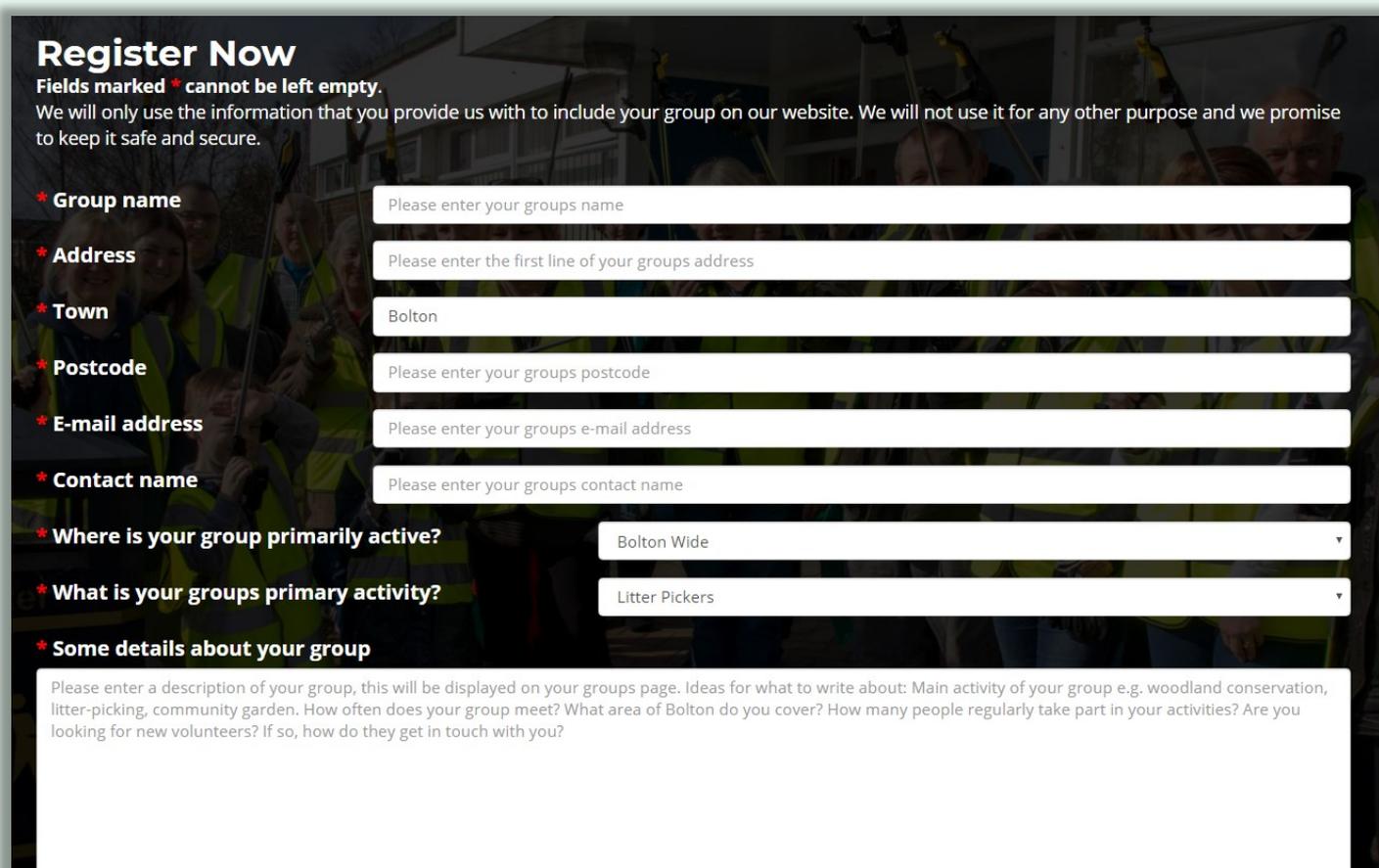
Once the page opens, please scroll down to view and complete the registration form.

# Add new group details:

## 3.) Add your group details

Click on any field (white box) within the registration form to enter details about your new group's name, location and activities.

All fields marked with a red asterisk must be filled out, otherwise we may struggle to verify your registration.



**Register Now**  
Fields marked \* cannot be left empty.  
We will only use the information that you provide us with to include your group on our website. We will not use it for any other purpose and we promise to keep it safe and secure.

- \* **Group name**
- \* **Address**
- \* **Town**
- \* **Postcode**
- \* **E-mail address**
- \* **Contact name**
- \* **Where is your group primarily active?**
- \* **What is your groups primary activity?**
- \* **Some details about your group**

If you require any assistance with completing the form or have any queries or concerns about the information you are asked to provide, then please do not hesitate to [contact us](#).

## A little something to remember...

If you are registering the group **on behalf of your group administrator**, please seek their permission before providing us with their contact details.

# Add optional details:

## 4.) Add optional details about your group

The second part of the form is optional but we strongly encourage you to complete as many fields as possible. Any information you share here can help prospective members learn more about your group, and redirect our website visitors to your group's accounts on other platforms.

As earlier, click on any field (white box) within this section of the registration form to enter additional details, such as your new group's website or social media URLs.

### Please note:

You will need to include the `http://` or `https://` at the beginning of any website or social media URLs.

e.g. `https://www.boltongreenumbrella.org.uk/`

**The rest of the information on the form is optional, filling in the details will create more interest in your group**

<b>Telephone number</b>	<input type="text" value="Please enter your groups telephone number"/>
<b>Website</b>	<input type="text" value="E.G. http://www.your-site.com"/>
<b>Facebook page</b>	<input type="text" value="E.G. https://www.facebook.com/boltongreenumbrella/"/>
<b>Twitter page</b>	<input type="text" value="E.G. https://twitter.com/Boltongreenumb2"/>
<b>YouTube channel</b>	<input type="text" value="E.G. https://www.youtube.com/user/keepbritaintidyorg"/>
<b>Upload your groups logo</b>	<input type="button" value="Browse for file / Take Photo"/>

**SAVE AND REGISTER →**

If you have one, it's also a great place to show off your group logo!

You can upload a logo image (in .GIF, .JPEG or .PNG format) from by clicking on the green 'Browse for file / Take photo' button. When the 'Open' window appears, select the file from your device's images folder and click the 'Open' button. Your logo will then appear on the form.

When you have finished, click the 'SAVE AND REGISTER' button at the bottom of the form.

# Complete registration:

## 5.) Await verification via email

Once you have saved and submitted your form, the website will redirect you to a notification page (as below).

### Thank you

Your group has been registered with Bolton Green Umbrella

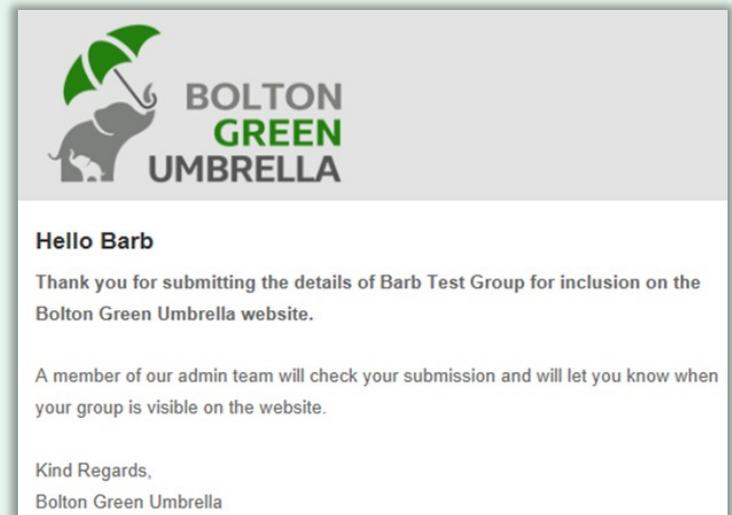
### What happens next?

A member of our team will check your registration before your details will be added to the website. Don't worry, this won't take long, and we'll e-mail you when your details are live on the website, with instructions of how to edit your details, add photos to your gallery, add event details and more.

Success! The registration process is now complete! The Bolton Green Umbrella team will now review your form and add your new group to our website.

Once verification is complete, we will send a confirmation email to the email address you provided us with in the form.

This will provide you with all the information you need to get started.



### One last thing...

Don't forget to keep an eye on your inbox and add us to your contact list to make sure our email doesn't accidentally end up in your spam folder!

**[info@boltongreenumbrella.org.uk](mailto:info@boltongreenumbrella.org.uk)**

If you haven't received a confirmation email from us within 14 working days of submission, please do not hesitate to [contact us](#).

# Thank You

And that's it! You've completed your submission! We told you it was quick and easy!

Thank you for taking the time to register your new group on the Bolton Green Umbrella website, and a very warm welcome to you and your team! Once your group has been verified, you will be eligible to benefit from all BGU has to offer.

One of the first things we ask our new group administrators to do is familiarise themselves with our website. It offers a variety of tools and features to help you to increase interest in your group's activities, showcase the hard work you and your team are doing and get more people involved in your efforts to make Bolton a cleaner and greener place to live. These include:

- **An events listing page**

Let others know about the events that your group are organising, including where, when and what you will be doing.

- **A group page**

Share photos, videos or other media links with other members of BGU and show us how much fun you're all having!

- **A news articles page**

If you have a budding writer in your group or simply wish to share the work your group are doing in greater detail, you can publish an article to our website. All group event listings and articles are featured either in our weekly events newsletter or monthly newsletter, both of which currently reach over 160 subscribers Bolton-wide!

We hope you and your team enjoy being part of the Bolton Green Umbrella community and look forward to working with you and sharing all of your experiences!

*Bolton Green Umbrella*

