

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](https://becollective.com/manage/groups)



02

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

CLICK

+ Add Group



QUICK TIP

QUICK TIP

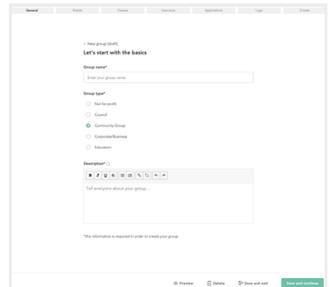
You'll need some info handy, like a short bio of your organisation and insurance details. You can always save the group as a draft and add this information later.

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.

REMEMBER

Save and continue



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.

READY?

Create group

When you'd like your group to be published on Be Collective, click on **'Create group'**.

