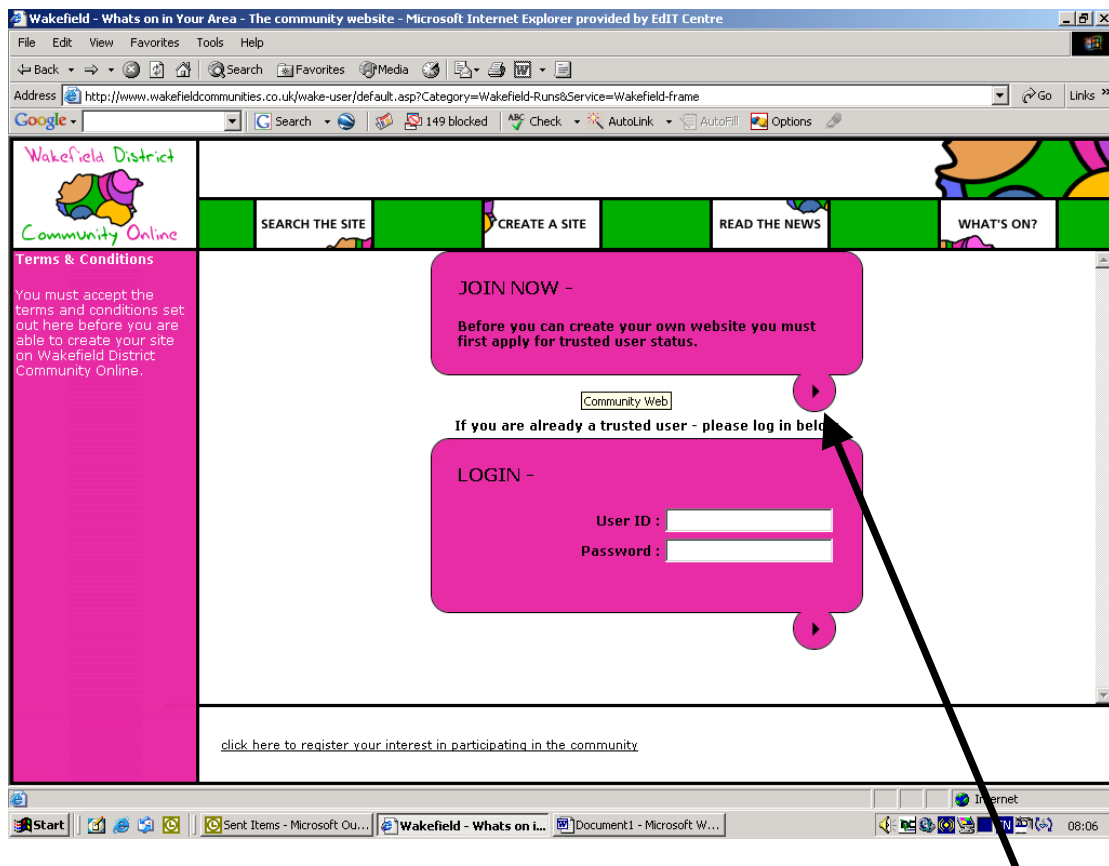


1. Registration

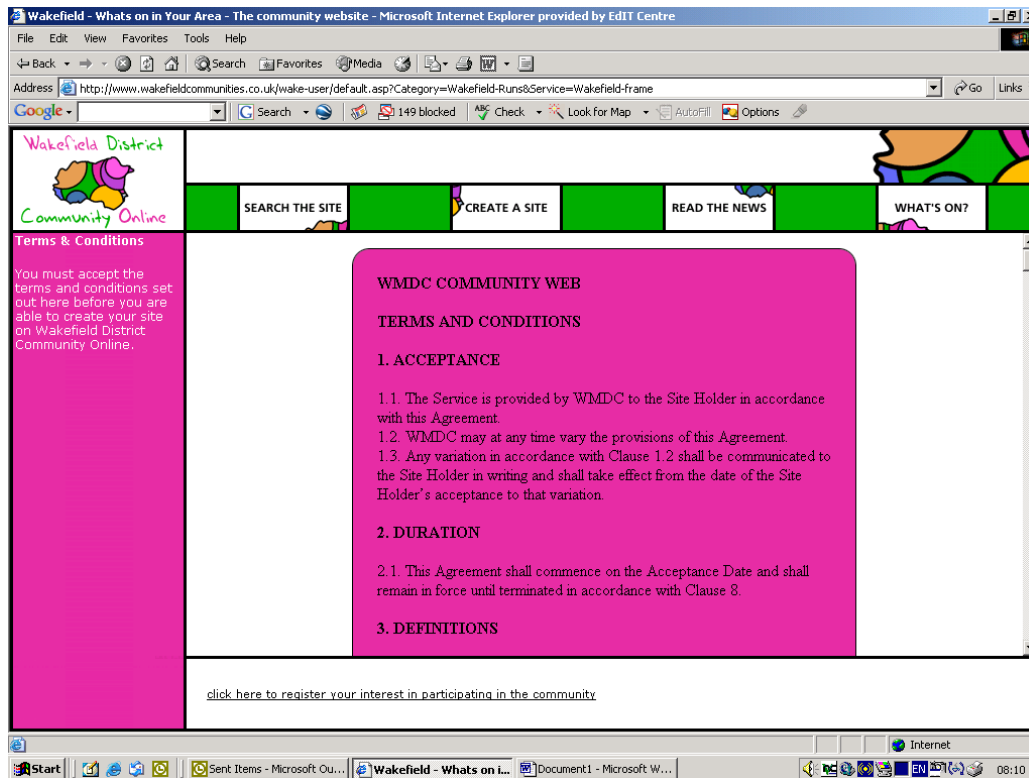
To set up a website on www.wdco.org you have to be registered as a trusted user. To do this you simply have to register your details with us and agree to our terms and conditions. This is our way of ensuring that only eligible and appropriate community groups are permitted to set up websites.

How to register

To register with www.wdco.org click on CREATE A SITE on the home page. The *Join Now/Login* screen is displayed.

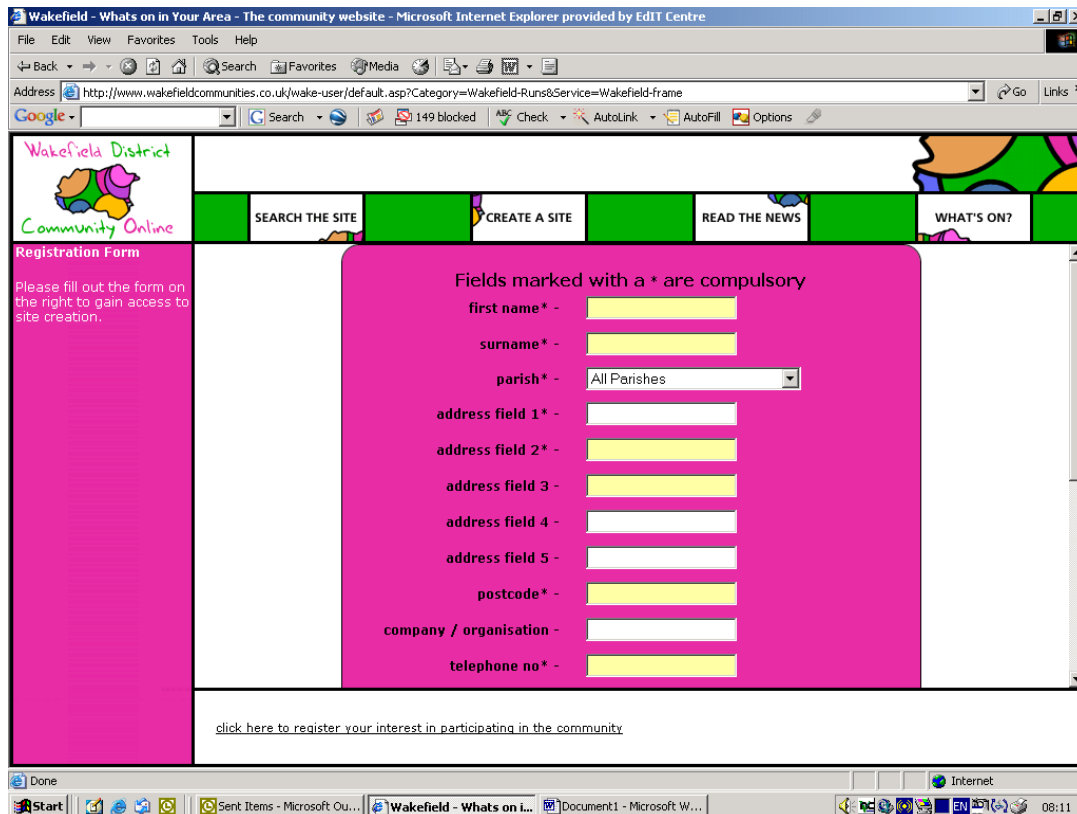


To register, click on the arrow in the bottom right-hand corner of the JOIN NOW box and a new screen is displayed with the WDCO 'Terms and Conditions'.



Although most of the Terms and Conditions are standard you **MUST** read and accept them before you can continue. Use the scroll bars on the right-hand side to scroll through all the text.

When you have scrolled all the way down the screen and read all the terms and conditions click on the arrow at the bottom to go to the online application form (see below).



Completing the application form

You are now ready to fill in the application form. Not that the boxes marked with an asterisk (*) must be completed.

To choose a specific parish click on the arrows on the right-hand side of the parish box to display a drop-down list. Scroll up and down the list to find the parish you want then click on it. You should only choose **all places** if your site contains information which is directly relevant to people in all areas. So don't, for example, choose **all places** if your site is for your village football team.

At the bottom of the application form you have to enter a **user ID** (maximum of 12 characters) and a **password** (maximum of 12 characters). If you need extra help with these click on the question mark to the right of these boxes. Keep your user ID and password simple and memorable as you will need to use these to login each time you work on your website. You should also make a note of them and keep them somewhere safe.

Once you have completed the form just click on the arrow at the bottom of the form to submit your application. A message is then displayed on your screen confirming that your application has been submitted. If you have missed any of the compulsory fields, or completed something incorrectly, the application form is displayed again to enable you to make the necessary changes.

You must now wait for an email from the admin team to confirm that you can now use your user ID and password to start creating your own website. The

confirmation email is usually received in 48 hours but this time may vary according to when you submit your application.

Data protection

Although we do not give out your email address or details to any third parties we do store all information electronically and so by submitting your application you have accepted that you are happy for your information to be stored in this way. We will only use your email address to contact you about any changes or updates to the site and to keep you up-to-date with the latest news.