1   REGISTRATION

To set up a website on wospweb.com 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 organisations are permitted to set up websites.

How to register

To register with wospweb.com, click on CREATE A SITE on the home page and 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 wospweb 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 terms and conditions.

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.

Completing the application form

You are now ready to fill in the application form. Note that 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 and then click on it. You should only choose **all parishes** if your site contains information which is directly relevant to people in all areas. So don't, for example, choose **all parishes** 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 18 characters and no spaces) and password (maximum of 12 characters and no spaces). If you click on the question marks to the right of these boxes, you will get some extra help about these. It is advisable to make your IDs and passwords simple and memorable because you will need to remember them each time you login to work on your website. You should also make a note of them now and keep them somewhere safe.

Once you have completed the application 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 out any information or if you have 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 site admin team to confirm that you can now use your user ID and password to start creating your own website. This is usually done within 48 hours but this time will vary according to when you submit your application.

Data protection

Although we do not give your email address or details to any third parties, we do store all information electronically and so by submitting an 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 all the latest news.