

# Annual Group Registration

## Guidance on using Groop to register your Group each year

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Every year Woodcraft Folk Districts have to register details of their Groups and make a financial contribution to the national movement annually. (More information about Group Registration can be found at <https://woodcraft.org.uk/resources/group-district-registration>.)

This year we're using **Groop** (Woodcraft Folk's new Online Group Management System) for the Registration process. (More information about Groop can be found at <https://woodcraft.org.uk/groop>.)

### How to register a Group in your District using Groop

NB: to register one of your District's Groups using Groop, you must have the 'Role' of 'Admin' for the relevant Group. If you're a 'Group contact', you will have received an email from [noreply@groop.com](mailto:noreply@groop.com) inviting you to 'join' the relevant Group. Before taking the steps below, if you haven't done so already, please follow the link in the invitation email to register with Groop. The invites last for 14 days before expiring. If you need us to resend an invitation email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk).

### Complete all the steps below to register your Groop:

1. Firstly, go to <https://my.groop.com/login> and log on
2. Check your Group meeting details, age group and contact information *(see page 19)*
3. Set up your regular group night event. You'll need to set up your regular group night via the online events function. This will update Folk Office on your Group's meeting day & time and will become a bookable event for your children and young people to attend and pay/donate for in advance. This data will then be displayed on the Woodcraft Folk website at [www.woodcraft.org.uk/where](http://www.woodcraft.org.uk/where). *(see pages 23)*
4. Invite your children and young people to register *(see pages 20-23)*
5. Roles - update us on the Group contact/coordinator *(see page 19)*
6. Notify us of a Group opening, closure or merging - email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk)
7. Pay your Group Registration fees

If you're a group contact for more than one group you will need to do the above steps for each of the groups you manage. To access each individual group, please go to the left-hand blue panel, to the top you'll find your group name highlighted in a yellow box, click the downward area and a drop-down list will appear of all groups you can access & manage.

### Group Registration Fees

**2020** – All District Treasurers were invoiced in December 2019; the calculations were based on the number of children registered in January 2019. To receive a copy of the invoice email [info@woodcraft.org.uk](mailto:info@woodcraft.org.uk).

**2021** – District and groups will be invoiced for their fees based on the number of children on their online registers.