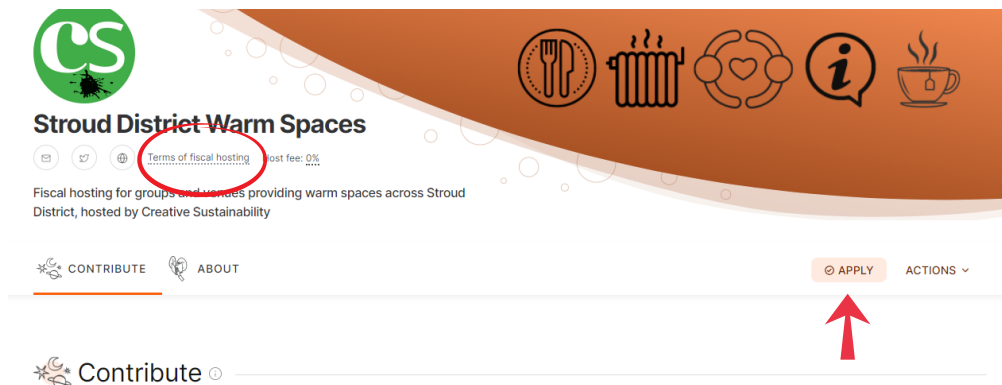




1 Create a personal account

Visit: opencollective.com/stroud-district-community-hubs

Click on **Terms of fiscal hosting**. Once you have read them, click on **APPLY**.



2 Creating a Collective

Using the drop down menus, **create a new Collective**. After you have confirmed your email, return to the site to login. You will need to have two administrators.

Decide on your Collective name and URL link. If you have web or social accounts, you can link to them now or later.

3 Editing your Collective details

On your Collective page you can add further details about your group or space such as an image or logo.

Visit: opencollective.com/YOURNAME

There are lots of options for your Collective home page. You may wish to reduce the information by visiting the setting page and choosing the options below

⋮ Goals	Always visible	▼
⋮ Contribute		
⋮ Contribute	Always visible	▼
⋮ Projects	Disabled	▼
⋮ Events	Disabled	▼
⋮ Connected Collectives	Always visible	▼
⋮ Top financial contributors	Always visible	▼
⋮ Contributors	Always visible	▼
⋮ Contributions		
Recurring Contributions	Always visible	▼
⋮ Budget		
Budget	Always visible	▼
⋮ Connect		
⋮ Updates	Always visible	▼
⋮ Conversations	Disabled	▼
⋮ About		
⋮ About	Always visible	▼
⋮ Our team	Always visible	▼