

# Creating a Network

11/10/2023 3:47 pm EST

Creating a network is easy, but it isn't something that you will do very often. These steps will walk you through the entire process:

- Go to *Settings* in the top navigation bar.
- Click on the *Account* tab
- Select the *Networks* tab
- Click the *Create a Network* button

Give your network a name. All network members will see this name, so try to make it short but descriptive. After you have named your network, click *Submit*.

The screenshot shows a web interface with a top navigation bar containing 'Profile' and 'Account' tabs. Below this is a secondary navigation bar with tabs for 'Basic Information', 'Networks', 'Statistics', 'Users', 'User Groups', and 'Data Settings'. The 'Networks' tab is active. The main content area is titled 'Network Create' and includes a link to 'Back to Networks'. A paragraph explains that users should provide a name for the network and will receive an access code. There is a text input field for the 'Network Name' and two buttons: 'Submit' and 'Cancel'.

Once you have created a network, you will be given a long string of random characters. That's the unique access code that is used to bring other accounts into your network. Provide the access code to the administrators of those accounts.

The screenshot shows the 'Network Settings' page. It has the same navigation structure as the previous page. The 'Network Settings' section includes a 'Back to Networks' link and a paragraph stating that the network name can be changed at any time and that access codes are permanent. There are two text input fields: one for the 'Network Name' (containing 'Example Network') and one for the 'Access Code'. At the bottom, there are 'Save' and 'Cancel' buttons.

To see the access code in the future, click on *Details* to the right of the network's name in the list of networks.

The screenshot shows a single entry in a list. The entry consists of the text 'Example Network' followed by the word 'Organizer' in a smaller, lighter font. To the right of this entry is a blue link labeled 'Details'.

