

# Creating a Network

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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:

- Click on *Profile* in the left navigation pane.
- Click on *Organization*
- Select the *Networks* tab
- Click the blue + button

## CREATE NEW NETWORK

Network Name

Cancel

Create Network

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 *Create Network*.

You will see your new network near the top of the list of networks now, with the word *Organizer* next to its name.

## NETWORKS



[Batanga Media](#) Organizer



[Herald Bugle Local](#) Organizer



Once you have created a network, the next step is to bring other accounts into your network. To do that, you need to distribute your unique access code to the administrators of those accounts.

To get the access code, click on the expanding caret that's on the far right of your network's name. On the next page, you will see the name of your network and the *Network Access Code*. Copy the code and give it to the administrators of the accounts that will join the network.

You can edit the network's name here if necessary, as well. If you do so, use the blue *Save* button to make your changes permanent.

## NETWORK

### Network Name

### Network Access Code