

## **Wheathampstead Business Group (WEB) - New Members Guide**

*Please note that since WEB is entirely run by volunteers we endeavor to keep 'admin' to a minimum and therefore ask you to take responsibility for registering your business on the Business Group directory as described below.*

1. To register your business on the directory of local businesses please go to:  
[http://wheathampstead.org.uk/?page\\_id=7](http://wheathampstead.org.uk/?page_id=7)
2. Click on the link to 'add your page to the directory' and submit your details.
3. Once you have added your contact details you can then add details of your business(es).
4. If you simply wish to have your business listed on the local directory this is the only action you need take. WEB will confirm your entry as quickly as possible.
5. If you have indicated that you would like to become a member of WEB please await confirmation from WEB that your entry is valid and then pay your £25 preferably by bank transfer to  
**Account name:** W.E.B  
**Sort code:** 090156  
**Account:** 00936481  
**Amount:** £20  
**Reference:** *your business name(or just name if no business)*

Or by cheque made payable to WEB. Please hand this to the Treasurer, Mike Perry

6. Once your payment is confirmed WEB will acknowledge this and complete its administration regarding your website entry.
7. Please feel free to attend any of the monthly meetings – we welcome everyone's input:
  - I. Turntable Meeting: Third Tuesday of each month at 19.45 at The Swan, High Street, Wheathampstead.
  - II. Networking Breakfast: Last Friday of each month at 08.00-09.00 at The Swan, High Street, Wheathampstead.
  - III. Networking Lunch: Last Friday of each month at 08.00-09.00 at The Swan, High Street, Wheathampstead.