



INETA Europe Membership

User Group requirements, submission and approval process step by step guide

Step by step guide

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INTRODUCTION

This document includes short list of INETA objectives, list of requirements that User Group must meet to become INETA Europe member and step-by-step review of submission and approval process.

INETA EUROPE OBJECTIVES

1. **INETA Europe:** The Charta of International .NET Association (INETA) is to provide structured peer-based organizational, educational, and promotional support to the growing community of Microsoft .NET user groups in Europe.
2. **Members:** Offline user groups dedicated Microsoft .NET technology, volunteers interested in serving developer community.
3. **Services:** Speakers Bureau, community activities, marketing, networking, sponsorship support, event support.



USER GROUP CONDITIONS AND REQUIREMENTS

Requirements for INETA Europe User Groups

INETA Europe User Groups should meet following conditions:

1. **Activity:** User Group should have meetings organized at regular intervals at least quarterly.
2. **Focus:** User Groups must have focus on Microsoft .NET technology in general or on any specialized segment of .NET (from Azure, over C# to XAML for example).
3. **Membership:** User Group membership had to be open to developers community and had to have at least ten permanent members.
4. **Online presence:** User Groups had to have a public home page with a list of events, announcements, access to meetings materials etc. which will show User Group activity.
5. **Sharing knowledge:** User Group meetings should be based on the sharing of knowledge related the User Group focus from experts to community but also to serve as a place for sharing experience based on practice between all community members.
6. **Non-profit:** User Groups are non-profit organizations – community of volunteers. Neither company can own a User Group and attendance to meetings had to be free.
7. **Leadership:** User Groups had to select one User Group Leader that will represent User Group in INETA and be responsible for INETA membership.



INETA EUROPE MEMBERSHIP FOR USER GROUPS – SUBMISSION AND APPROVAL PROCESS

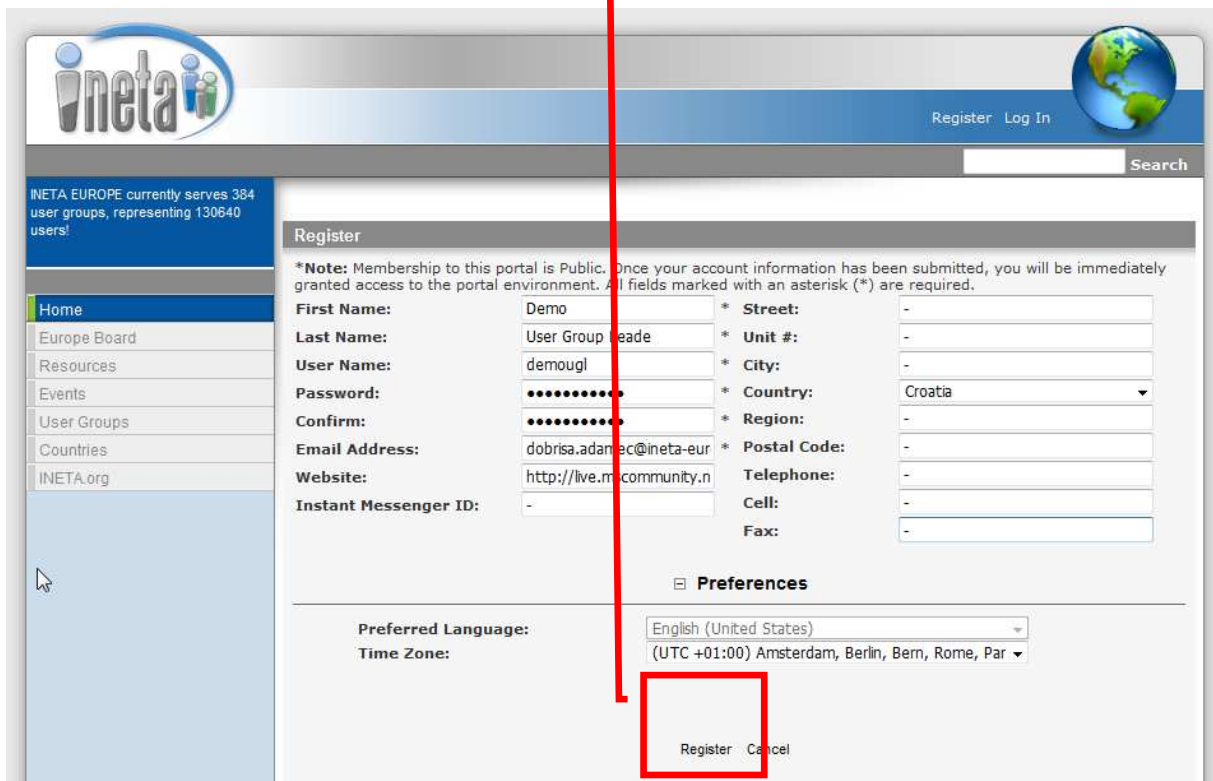
User Group Leader submits the User Group thru the INETA Europe web site <http://europe.ineta.org/>. To access the UG submission form User Group Leader had to be registered user of the portal.

Registration at INETA Europe web site

1. At <http://europe.ineta.org/> click on Register link – top right corner of the home page.

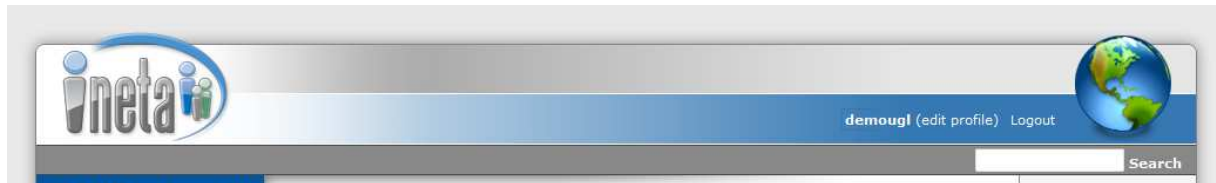


2. Fill out the form and confirm it with Register action link.





3. If Register action succeeds the user is automatically registered, approved and sign-in.



Submitting the User Group for INETA Membership

1. After login with your personal INETA Europe site account choose User Group -> Manage Groups on main menu (left column)





2. At opened page click on "Add New Group" link





3. Fill the form and be sure to write Name, Description, Focus and Home page URL. Group Representative is User Group Leader who will be contacted from INETA and username who made submission will get automatically send emails from INETA Europe portal.

User Group	
Name:	<input type="text"/>
Description:	<input type="text"/>
Focus:	<input type="text"/>
Logo URL:	<input type="text"/>
Mailing Address	
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
Province/State/Territory:	<input type="text" value="--"/>
Country:	<input type="text" value="Croatia"/>
Postal/Zip Code:	<input type="text"/>
Group Information	
Telephone:	<input type="text"/>
Home page URL:	<input type="text"/>
Group Representative	

4. The submission process is successfully ended.



User Group approval process

Approval process can take a week or two and could be specific depending on the country. User Groups from countries with Country Leaders are checked and approved by their Country Leaders and others are checked by INETA Liaisons and connection within or close to those countries and by INETA Europe VP for Membership.

Bare in mind that all of those people are volunteers doing this work in their spare time and the response might depends on their currently work obligations.

HELP AND CONTACT

The process of submitting the User Group to become INETA is rather simple. But if there is any problem or issue in that process you should contact you Country Leader or the current INETA Europe VP for Membership:

Dobriša Adamec

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The list of current INETA Europe board is at:

<http://europe.ineta.org/EuropeBoard/tabid/160/Default.aspx> and you can email on all members of board thru the email address: board@ineta-europe.org .