# Cochrane New Groups Information Sheet

As a new Cochrane Group, a number of administrative steps need to be followed to ensure the registration process runs smoothly. This information sheet will facilitate this process and should be completed by a staff member of the new Group.

Please sent the completed form to Veronica Bonfigli ([vbonfigli@cochrane.org](mailto:vbonfigli@cochrane.org)

Contact details:

* Your name:
* Your role in the new Cochrane Group:
* City and Country where the new Cochrane Group is based (note: if the Cochrane Group exists of more than one entity – i.e. several Associate Centres or Affiliates – please provide this information for all entities):
* Email of the contact person:
* Skype name of the contact person:

**Cochrane Group information:**

* Full name of Cochrane Group (subject to approval):
* Type of change (e.g. new group or type change):

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| --- | --- | --- | --- | --- | --- | --- | --- |
| * Which Cochrane sub-brand colour would you like to use? (please note that for new Groups setting up in a country with existing Cochrane presence, the colour choice may be limited; see also our [brand guidelines](https://community.cochrane.org/organizational-info/resources/resources-groups/brand-resources/cochrane-community-brand-resources)). | Cyan | Teal | Green | Red | Orange | Magenta | Please specify your choice here. |

* Website URL preference (e.g. full name or acronym.) If you have a website already, please provide the URL:
* Gmail email for Google Analytics:
* Name and email of the person in charge of editing the website:
* Name and email of the Archie Superuser for your Group (Please click [here](https://community.cochrane.org/sites/default/files/uploads/inline-files/Archie%20for%20Super%20Users_0.docx) for more information about Superusers in Archie. The Superuser will have all the management permissions for Archie and he/she must have an Archie profile already).

**Name, email, and role of the main contacts/staff of the Group:**

**Communication and launch:**

* What communication channels do you foresee yourself using? (e.g. Twitter, MailChimp/newsletter, Facebook, etc.):
* What is your expected date of launch/opening?
* Is the launch tied to something specific? (e.g. a global awareness day or event; a symposium organised by your Group):
* Any other comments which will help us support your communications planning prior to launch: