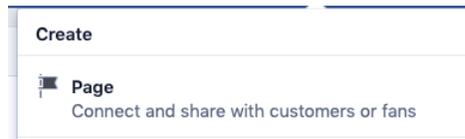# Setting up a Facebook page

1. Open your Facebook page. In upper right corner click on '+' sign.
   and then click Page.

2. On left side Type in the Name for your page, ie name of your Local Unit or District.
   Type in Category, i.e. Education and select Education Website, or Organization
   Type in a description: what TRTA is about, what you do, etc.
   Click on Create Page.

3. Add a cover and a profile picture if you have one.
   You can skip and add later. Click on Save.

4. Scroll down left column to bottom. Click on Settings.

5. Click on left column item then do right column settings.
   ***Be sure to save changes in each section as you make changes.

Left Column-click on	Right Column-check/edit these settings
General	Visitor Posts- You may want to restrict who can post or review posts before they get posted.
	Country Restrictions- You may want to restrict your page to only US visitors. Enter United States and then click on
	Age Restrictions- Set an age restriction: People 21 and over
	Profanity Filter- You may want to set a Strong Profanity Filter.
Messaging	You may want to Show a greeting. Click on No to change to yes and type in a greeting. Click on change.
Page Info	You can edit or add to: • Description: Something about what your local is about and who you are looking to join. Click on Save. • Categories-Education, Organization, etc. • Phone Number: click 'My Page doesn't have a phone number. Click Save. • Website: your local units website. Click Save. • Email: your local units Gmail. Click Save. • Hours: Always open.

Templates and Tabs	Tabs-You may want to reorder the Tabs that show on the left side of your home page., ie move About up by dragging. You can turn off Reviews.
Notifications	Start with Page Interactions. Turn off any type of interaction you don't want to be notified about, and what type of notifications you want. Then go up and set Global Notifications by Facebook to one a day.
Page Roles You must have at least 2 admins.	Assign a New Page Role-They have to have liked the page Type in Facebook name or their email address to bring up a list to select from. Select whether they are going to be an admin or editor. They will receive a message or email to accept the role. **Be sure you tell other Admins NOT to Boost posts as this costs money!

6. Click on your page name at top of left column to get back to your home page.
7. Click on Inbox in left column. Click on atom symbol (automated responses) at bottom of left list. Click on Instant Reply and then on edit message in middle section. Add 'We will reply as soon as we can.' Or whatever you want to say. Turn off Frequently asked questions and Appointment Reminders. When you get messages you will click on the 'f' circle to see the messages. You will have to click on the message to open it and reply. Click on colored circle at top left to get back to home page.
8. Notifications is where you go to see who has posted comments or sent messages. In the middle section you can Invite Friends to like your page.

9.

WHAT TO POST AND NOT TO POST TO YOUR PAGE
....

➤ DO: Post photos from the latest meeting with descriptions.

➤ DO: Post information about upcoming meetings.

➤ DO: Post Inside Line articles.

➤ DO: Post membership drive opportunities.

➤ DO NOT: Post personal opinions.

➤ DO NOT: Post non-TRTA related information.

Add an admin on your local unit Facebook page

1. The person needs to have liked your local unit Facebook page.
2. It helps to be friends with them on Facebook, or you must know their email.
3. Go to your local units FB page.
4. Click on Settings in lower left corner.
5. Click on Page Roles in left column.
6. On right side where it says Assign a New Page Role set menu to Admin and type in the name of the person, or their email, you wish to add. Facebook will automatically show a list of your friends as you type. When you see the person you want to make an admin click them, then click on Add.
7. You will have to put in your Facebook password.
8. That person should get an email or Messenger/Facebook message asking them to accept this assignment.

Add an editor on your local unit Facebook page

1. The person needs to have liked your local unit Facebook page.
2. Go to your local units FB page.
4. Click on Settings in lower left corner.
5. Click on Page Roles in left column.
6. On right side where it says Assign a New Page Role set menu to Editor and type in the name of the person, or their email, you wish to add. Facebook will automatically show a list of your friends as you type. When you see the person you want to make an editor click them, then click on Add.
7. You may have to put in your Facebook password.
8. That person may get an email or Messenger/Facebook message asking them to accept this assignment.

See more here: https://www.fbookmastery.com/how-to-add-admin-to-your-fb-page-classpage-25-6.aspx

If the person you are adding as an admin or editor does not get the message or email contact me.

How to use your Facebook Page

How to Like other pages as your page

If you are the admin of a page you can like other pages as yourself and as
your page. District Facebook pages should be sure to like all their local unit pages so you can
follow them. Local unit pages should like their district page and all the other local unit pages.
1. Go to the page you want to like, i.e. a local unit page or district page.
2. Click on 'Like' to like as yourself. Be sure to like the pages you are an admin of.
3. Click on the 3 dots to the right of share.
4. Select 'like as your page.'

> Share   ...
>
> Save
> Suggest Edits
> Create Page
> Like As Your Page
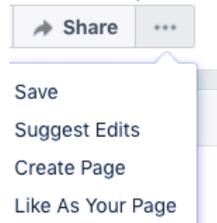
Posting as an Admin
1. You will find your local unit page listed on right and/or left(shortcuts) columns.
2. Click on the page title to open it.
3. Write post as with regular FB page.

Share a Facebook Post to your Page
If you want to share a post from someone else's Facebook page (like TRTA) to your local unit
page.

1- You have to have liked the page where you want to share from, ie. TRTA.
2- You have to have liked your local units page.
3- You have to be an admin, editor or contributor on your local unit page.
4- Go to the post you want to share to your local unit page.

> ⤳ Share

5- Click on Share found below right of post.

> Share to a Page

6- Click on Share to a page.
7- If you only admin this page it will automatically be set for you.

> | Share on a Page You Manage ▼   ✕
>
> ⊙ TRTA District XI ▼   Posting as   ⊙ TRTA District XI ▼
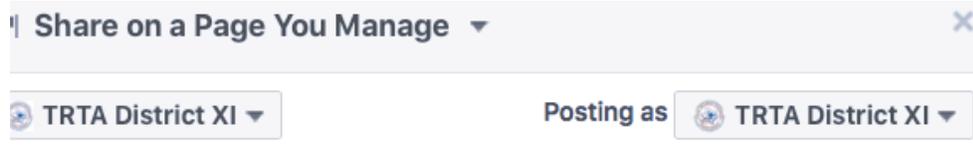
8- If you admin more than one page you will have to use the menu at the top to select the
    page you want to share to. On phone you click on 'Tap to change' to see the list of all
    the pages you are an admin of to select the correct page you want to share to.
9- Click on post in bottom right corner.

Adding an Event

1. On your local units page.
2. Click on Events in middle menubar.
3. Click on Create Event button.
4. Click on Online or In-Person.
5. For Online Event: Fill in Event Name, Date, Time, Location, Description, Select Category. Click next. Select type of online event, probably Other. Click next. Upload Cover photo. Click on Event Settings. Turn off show guest list. Turn on let people ask you questions. Click on Save, then Create Event.
6. For In-Person Event: Fill in Event Name, Starting Date and Time, click on End Date and Time and fill in, Description, Select Category. Click next. Fill in location, click next. Upload cover photo. Click on Event Settings. Turn off show guest list. Turn on let people ask you questions. Click on Save, then Create Event.
7. To get back to your local unit Facebook page click on the name of your local unit in the event box where it says Hosted by.

Adding Descriptions to Photos

1. If you put the photos into an album you can add descriptions under each photo after they have uploaded before you publish.
2. If you upload the photos into a post, rather than into an album, after you publish the post click on any picture in the post. You can click on Add a description or Edit in the right sidebar. After you have added a description click on Done editing.

What you can do with a post after posting

1. Click on the 3 dots in upper right corner of a post.
2. Options are

Pin to Top of Page

Edit post

Change date

Turn off notifications for post

▼ See more options

Hide from timeline

Delete from Page

Turn off translations

Creating Friend Lists on Facebook

Friend Lists make it easier to find the posts of people, pages or groups you want to see fast without having to scroll through all your news feed. This only works on your computer, not on your phone.

1. In left side column find Friend Lists.
2. Click on Friend Lists.
3. Facebook will already have some lists named for you.
   You can fill them in later. You do not have to use any or all of them, but you won't be able to delete them either.

4. At the top click   + Create List   on
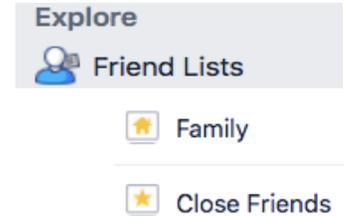
5. Fill in   List Name   [   ]   a i.e. TRTA, District, group, work, school, etc.

6. Click   Create

7. On right side you will see.
   Click in box Add friends to list.
   Type name of person, page, or group you want to add to the list.
   Continue here or you can do it on the list page itself.

8. Click on Home at top of Facebook page.
9. Click on Friend List in left column.
10. Click on the name of the Friend List you want to see. Posts from the last 22 hours by the members of that list will be grouped here. Their posts will still also show up in your News Feed but you won't have to scroll so far.
11. Repeat steps for all the groups you want to create.