Setting up a Facebook page

1. Open your Facebook page. In upper right corner click on Plus sign then click Page.

2. Type in the Name for your page, ie name of your Local Unit or District.
    Type in Category, ie Education, select Education Website, and/or Organization, select Non profit Organization.
    Type in a description i.e. For retired public school employees in _____
    Click on Create Page.

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

4. Click on Settings in lower left corner at bottom of list.

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 ⦿ Only show this Page to viewers in these countries
	Age Restrictions- Set an age restriction: People 21 and over
	Profanity Filter- You may want to set a Strong Profanity Filter.
Messaging	During a message conversation- You may want to set an Automated Response by clicking on link. Turn Instant Reply on. You will have to use a FB bookmark to get back to regular FB.
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 chapters 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. Turn off Reviews, Jobs, Volunteering, Groups.
Notifications	Page interactions: You will probably want to set Email, Text to Off. Notifications: Turn all off except messages and post comments. Last set Global notifications to only get one per day.
Page Roles You must have at least 2 admins!	Assign a New Page Role-They have to have liked the page To add them as an Admin they must already be your friend. You do not have to have them as a friend to add them as an Editor. **Be sure you tell other Admins NOT to Boost posts as this costs money!

6. Click on page name in upper left corner to get back to page itself.
7. Click on add action button. Select send message or send email. Ignore sample questions.

8.

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 or 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 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.

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.

Messages/Comments

1. Click on Inbox in left column. Click on atom symbol (automated responses) in upper right corner. Click on Instant Reply and turn on. Click on box for Channel Messanger. Type or edit message in message section. Add 'We will reply as soon as we can.' Or whatever you want to say. Save. Turn off Frequently asked questions and Appointment Reminders.
2. When you get messages, you will click on either messenger of Facebook Comments to see them. You will have to click on the message to open it and reply.
3. The only way to get back to home page is to use your bookmark.
4. Notifications is where you go to see who has posted comments or sent messages.

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. Local unit pages should like TRTA pages, 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
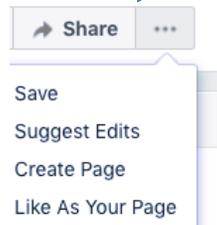
Posting as an Admin
1. You will find your local unit page listed on right and/or left(shortcuts) columns.
2. Click on the page title to open it.
3. Write post as with regular FB page.

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.
5- Select the profile you want to use to share as
   a. Click on the circle icon below post right side.
   b. Click on profile you want to be.

6- Click on Share found below post. ⟳ Share
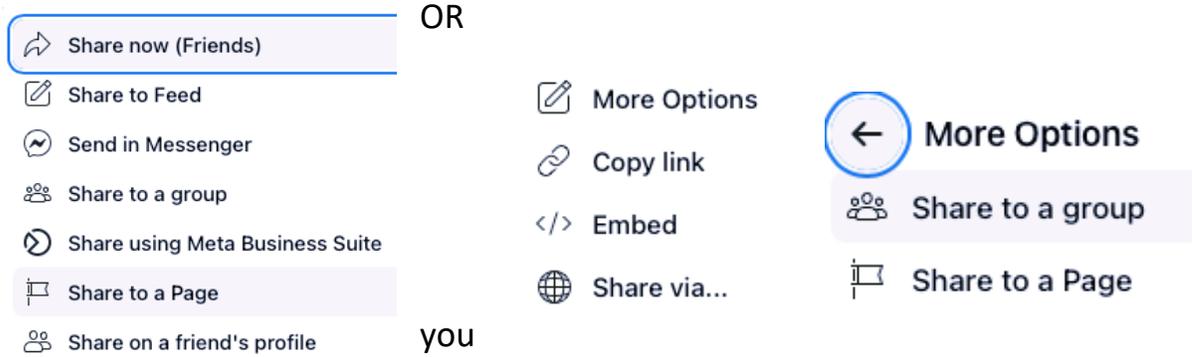
> **Choose How to Interact**
> You can interact as your profile or a Page you
> manage. Learn More.
>
> Pamela Schmidt Elza ✓
>
> TRTA Communications Committee
>
> TRTA District 11
>
> Arlington Retired School Employees
> Association

7- Click on Share to a page. May have to go thru menus to find it.

OR

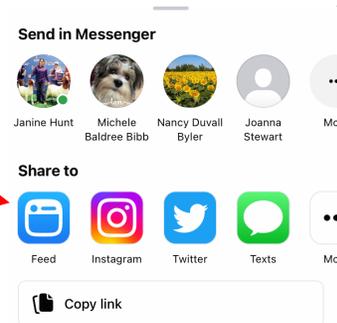|	
↱ Share now (Friends)	
✎ Share to Feed	✎ More Options
⊚ Send in Messenger	⊘ Copy link
🗠 Share to a group	</> Embed
⊘ Share using Meta Business Suite	⊕ Share via...
🏳 Share to a Page	
🗠 Share on a friend's profile	

← More Options
🗠 Share to a group
🏳 Share to a Page

If you can't get the profile you want or share from your computer, try your phone.

On your phone you will see.
Select Feed.

If you can't do it on your phone either,
then there is always copy and paste.
On your computer download picture(s) you want
to share to your computer.
Copy and paste any text and links.
Go to page you want to share to.
Make anew post by pasting in text,
then upload pics(s).

Send in Messenger

Janine Hunt   Michele Baldree Bibb   Nancy Duvall Byler   Joanna Stewart   Mo

Share to

Feed   Instagram   Twitter   Texts   Mo

📋 Copy link

Adding an Event

1. On your local unit page.
2. Click on Events in menu bar.
3. Click on Create New Event.
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. Can add more photos to album later.
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. Can not add more photos to that post later.

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:

       💬 Who can comment on your post?

       ✏️ Edit post

       🗑️ Delete post

       🔕 Turn off notifications for this post

       🌐 Turn off translations

       🗓️ Edit date

       📌 Pin to top of Page

3. Options for posts shared from others are: Who can comment on your post
    Edit post
    Delete post
    Turn off notifications for this post
    Turn off translations