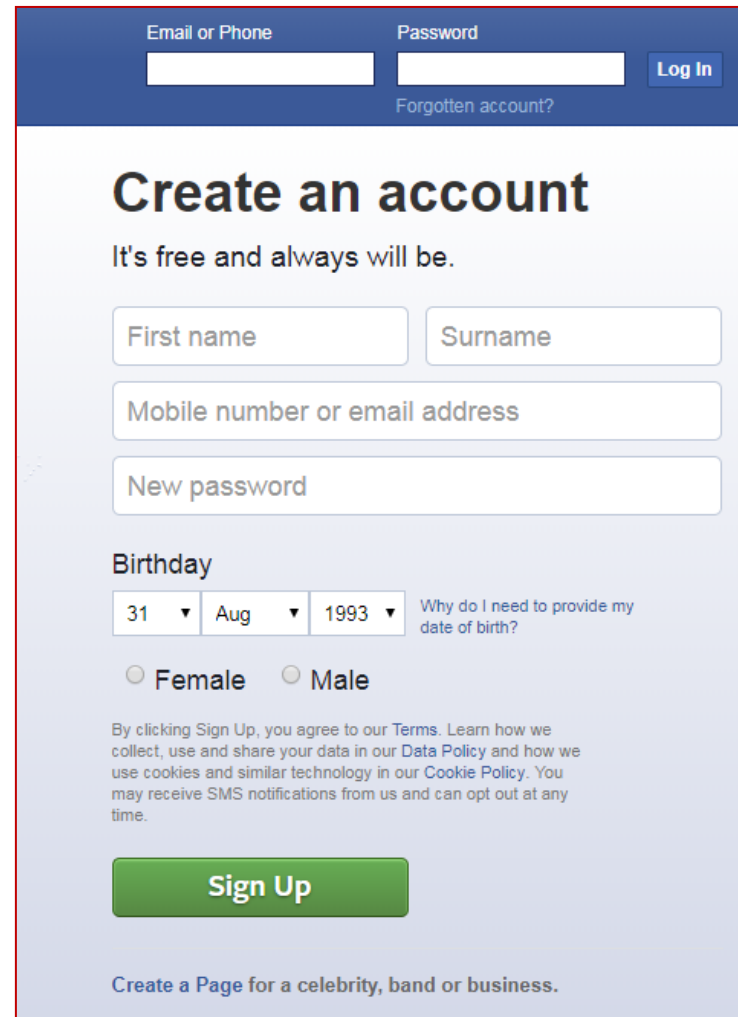# How do I set up my Facebook page?

Step 1:

**Register with Facebook
www.facebook.com**

Before you can create a page (or group) you must register with Facebook to open an account.

You can either use your personal details (these will not be visible on the page) or you can create a social media email address for this purpose – e.g
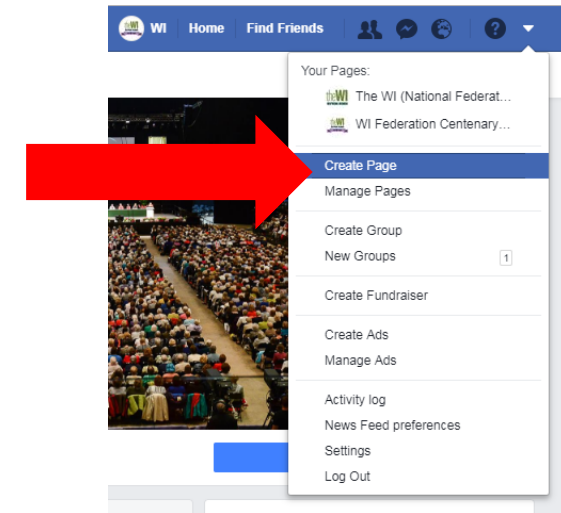socialmedia@myfed.com

How do I set up my Facebook page?

Step 2:

Create a page

1. Click 'Create Page'

2. Choose 'Community or public figure'

3. Name your page (xxx Federation) and add category 'Charity organisation'

4. Fill in address and phone number

How do I set up my Facebook page?
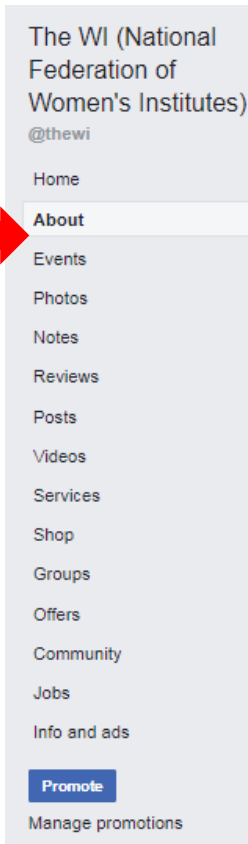
Step 3:

1. Add a profile photo – either WI logo or federation logo if you have one
   Or click 'Skip' to add this later.

2. Add a cover photo – make sure it is the right size (landscape/panoramic). Try to think of something unique to your federation. Or click 'Skip' to add this later.
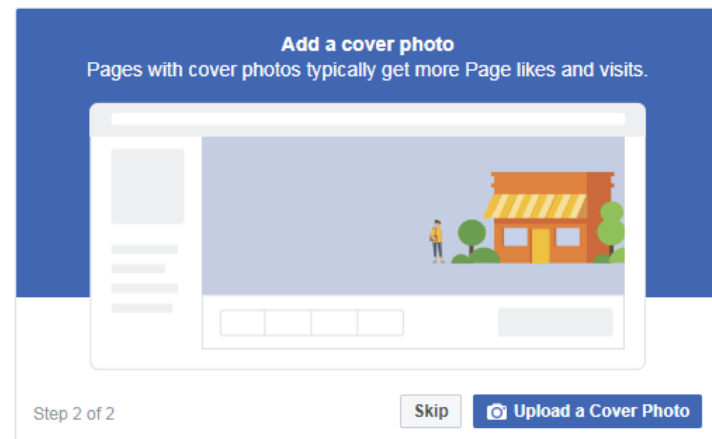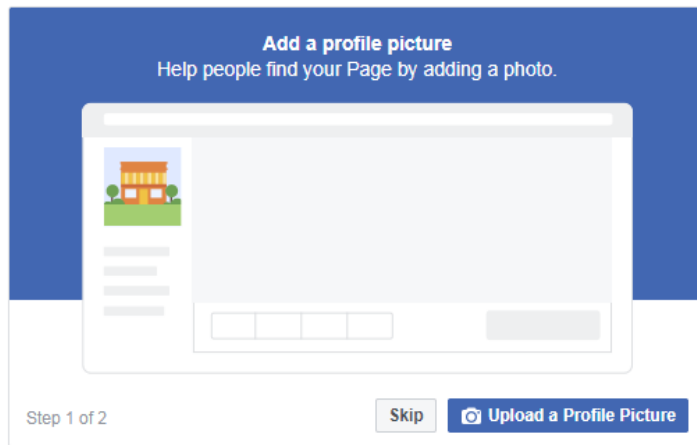
How do I set up my Facebook page?

Step 4:
Once your page is set up, you can add in more information about your federation by clicking the 'About' tab on the left hand side.
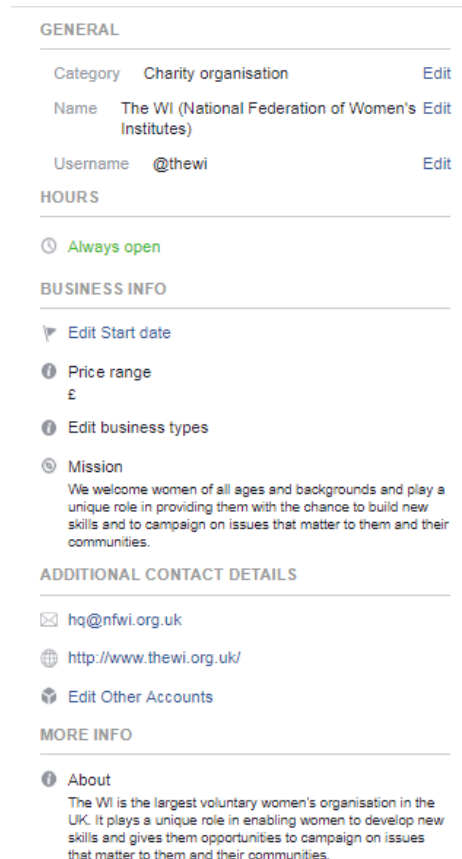

You can include:

- Opening hours
- Contact details
- Mission statement
- Website and other social media
- Overview and general info
- And more...

How do I set up my Facebook page?

Step 5:
You can then start posting – simply start typing in the 'Write a post' box on the 'Home' tab. You can add photos or videos, by clicking on 'Photo/Video' below.

You can also choose when to share it and who can see it.

Type post here

Add photo or video

When to share and who can see

Click here when ready!

How do I set up my Facebook page?

Step 6: You can also add events, photo albums, notes, etc.