

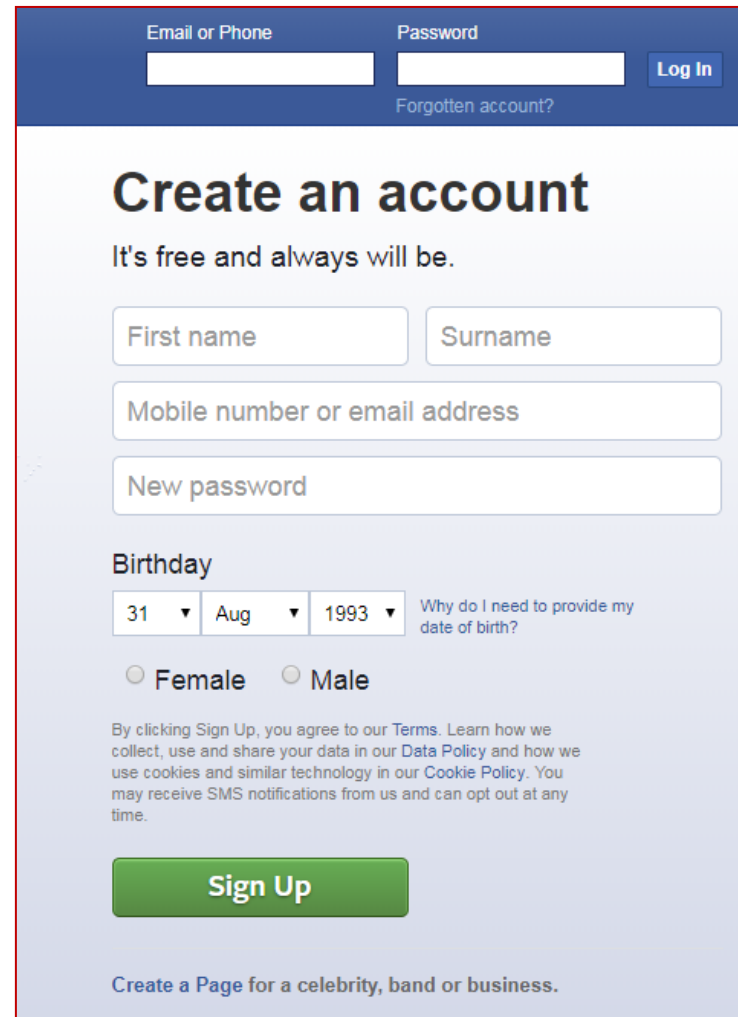
How do I set up my Facebook page?

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



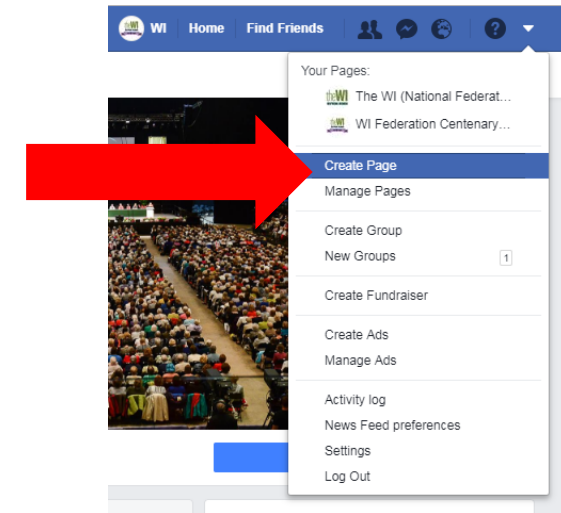
The screenshot shows the Facebook registration interface. At the top, there are input fields for 'Email or Phone' and 'Password', with a 'Log In' button and a link for 'Forgotten account?'. The main heading is 'Create an account' with the subtext 'It's free and always will be.' Below this are several input fields: 'First name' and 'Surname' (side-by-side), 'Mobile number or email address', and 'New password'. The 'Birthday' section includes three dropdown menus for day (31), month (Aug), and year (1993), with a link 'Why do I need to provide my date of birth?'. There are radio buttons for 'Female' and 'Male'. A green 'Sign Up' button is at the bottom. At the very bottom, there is a link: 'Create a Page for a celebrity, band or business.'

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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



Community or public figure

Page Name
My federation

Category
Charity organisation

Address
|

City, county Postal code

Phone Number (Optional)
Phone Number (Optional)

Don't show my address. Only show that this business is in the City, State region.

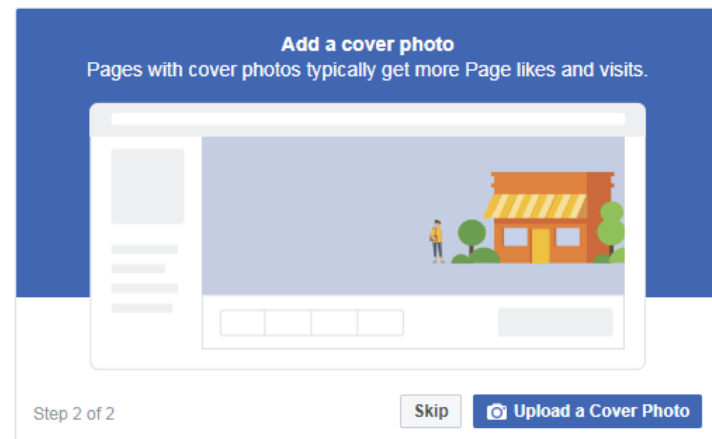
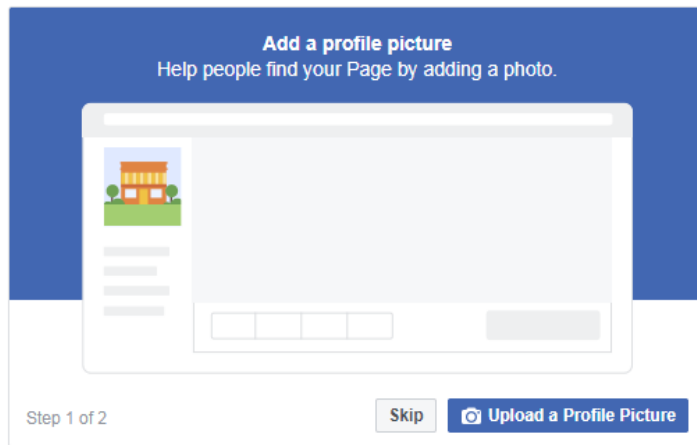
When you create a Page on Facebook the Pages, Groups and Events Policies apply.

Continue

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Step 3:

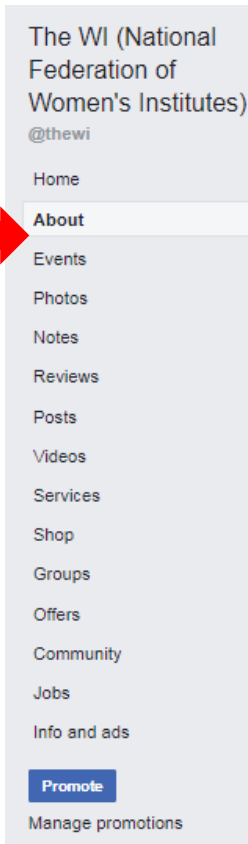
1. Add a profile photo – either WI logo or federation logo if you have one
Or click ‘Skip’ to add this later.
2. Add a cover photo – make sure it is the right size (landscape/panoramic). Try to think of something unique to your federation. Or click ‘Skip’ to add this later.



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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.



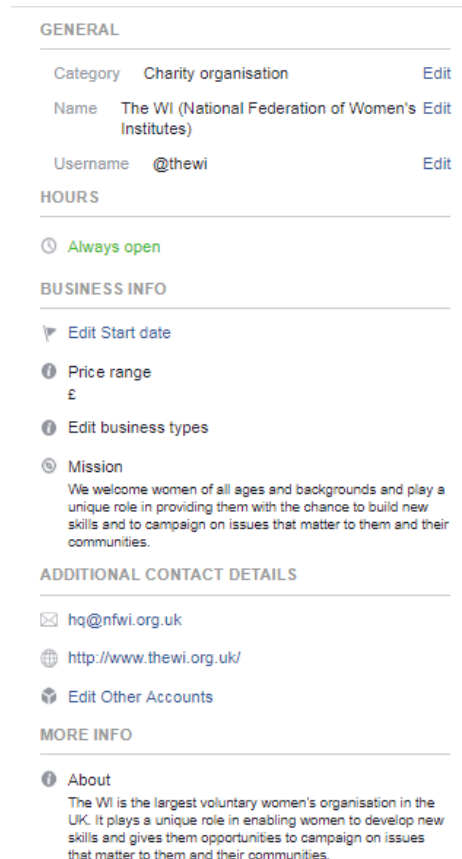
The WI (National Federation of Women's Institutes)
@thewi

- Home
- About**
- Events
- Photos
- Notes
- Reviews
- Posts
- Videos
- Services
- Shop
- Groups
- Offers
- Community
- Jobs
- Info and ads

Promote
Manage promotions

You can include:

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



GENERAL

Category Charity organisation Edit

Name The WI (National Federation of Women's Institutes) Edit

Username @thewi Edit

HOURS

Always open

BUSINESS INFO

Edit Start date

Price range £

Edit business types

Mission
We welcome women of all ages and backgrounds and play a unique role in providing them with the chance to build new skills and to campaign on issues that matter to them and their communities.

ADDITIONAL CONTACT DETAILS

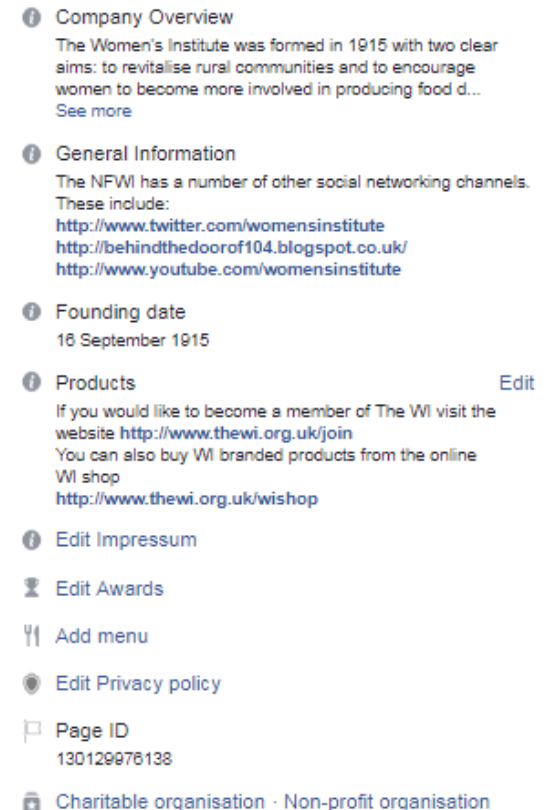
hq@nfwl.org.uk

http://www.thewi.org.uk/

Edit Other Accounts

MORE INFO

About
The WI is the largest voluntary women's organisation in the UK. It plays a unique role in enabling women to develop new skills and gives them opportunities to campaign on issues that matter to them and their communities.



Company Overview
The Women's Institute was formed in 1915 with two clear aims: to revitalise rural communities and to encourage women to become more involved in producing food d...
See more

General Information
The NFWI has a number of other social networking channels. These include:
<http://www.twitter.com/womensinstitute>
<http://behindthedoortof104.blogspot.co.uk/>
<http://www.youtube.com/womensinstitute>

Founding date
16 September 1915

Products Edit
If you would like to become a member of The WI visit the website <http://www.thewi.org.uk/join>
You can also buy WI branded products from the online WI shop
<http://www.thewi.org.uk/wishop>

Edit Impressum

Edit Awards

Add menu

Edit Privacy policy

Page ID
130129976138

Charitable organisation · Non-profit organisation

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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!



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

The screenshot displays the Facebook page interface for 'The WI (National Federation of Women's Institutes)'. The top navigation bar includes 'Page', 'Inbox', 'Notifications', 'Insights', 'Publishing Tools', 'Promotions', 'Settings', and 'Help'. The left sidebar lists navigation options: Home, About, Events, Photos, Notes, Reviews, Posts, Videos, Services, Shop, Groups, Offers, Community, Jobs, and Info and ads. Three red arrows point to the 'Events', 'Photos', and 'Notes' options. The main content area shows the page name, handle '@thewi', and a 'Home' button. Below this is a 'Liked' button, 'Following' status, and 'Share' options. The 'Upcoming Events' section features a calendar icon and the text 'No upcoming events' with a 'Create event' button. The 'Photos' section shows a photo of a woman speaking at a podium with the text 'Resolutions – your chance to make a difference'. The right sidebar contains a '+ Add a Button' button, a list of tips for the page, and a 'See all Page tips' link. Below this is a response rate of 81% and a '20K likes +58 this week' notification. The bottom of the right sidebar shows '19K follows', 'See Pages Feed', and '113 were here 0 this week'.