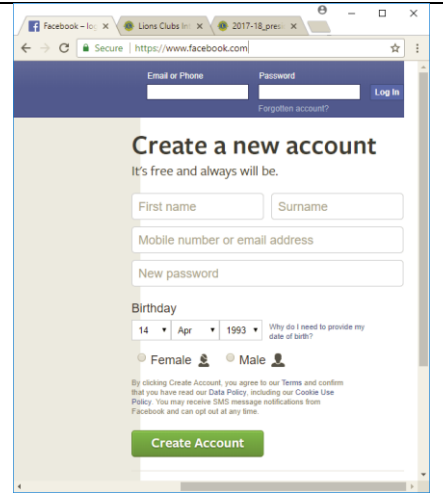


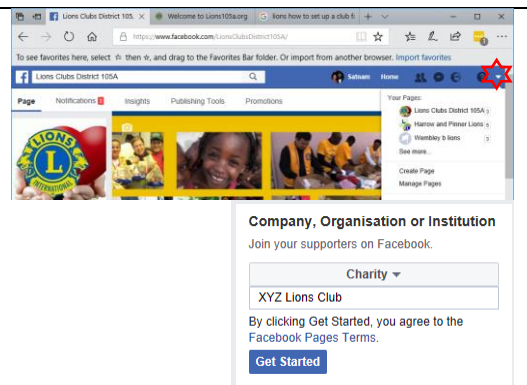
1. Create a Facebook account

- 1.1. To create a page for your club you will need a Facebook login
- 1.2. If you have a Facebook account log in and go to next step
- 1.3. To create a new Facebook account, go to Facebook.com
- 1.4. If you have a Lions based email address for your club that you have access to you could use that or your own personal email address.
- 1.5. Fill in the details – you could use first name XYZ and surname Lions
- 1.6. Keep a note of the details you fill in and ensure they are passed on to other club members who may need to access the account.



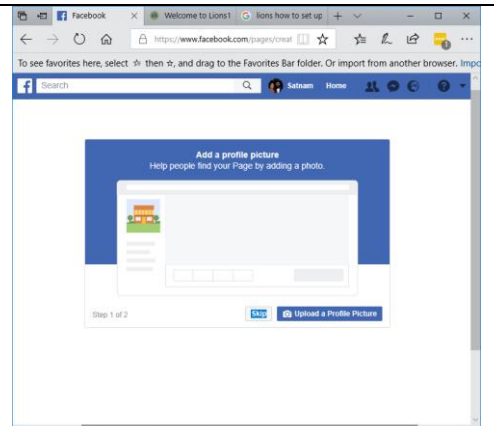
2. Create a club page

- 2.1. Once logged in click on the upside-down triangle on the far right (see icon in red star).
- 2.2. Click on Create Page
- 2.3. Select Company, Organisation or Institution
- 2.4. Then click on the Choose a category and select Charity (or Community Organisation)
- 2.5. Enter your club name. Suggested format would be name of club followed by Lions Club so that the public get to see your location first.
- 2.6. Click Get Started



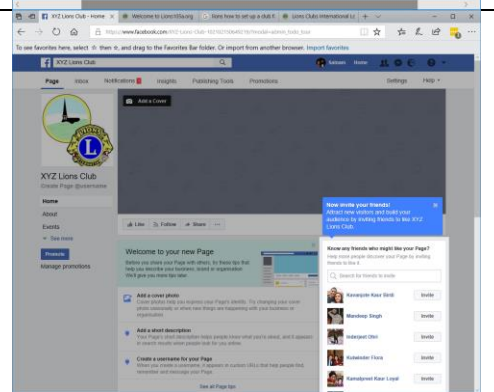
3. Completing the club info

- 3.1. Upload an image for your club, could be the Lions logo, your banner or any other image you wish to upload.
You could go to lionsclubs.org and download one of the logo images from there <http://members.lionsclubs.org/EN/resources/logos/index.php>
- 3.2. Upload a cover image



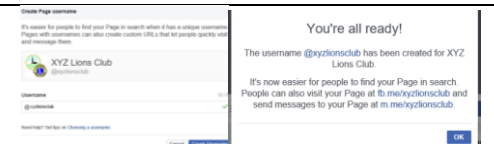
4. Club details

- 4.1. If you already have a Facebook account you will now be able to select the friends you want to invite to like your new club page. If not then you will need to promote it actively with all club members who have Facebook and ask all their friends to like your club page
- 4.2. At the bottom you have a list of tasks you should complete
 - 4.2.1. Add a cover photo
 - 4.2.2. Add a description of your club i.e. charity, what you do, where based and how to contact you



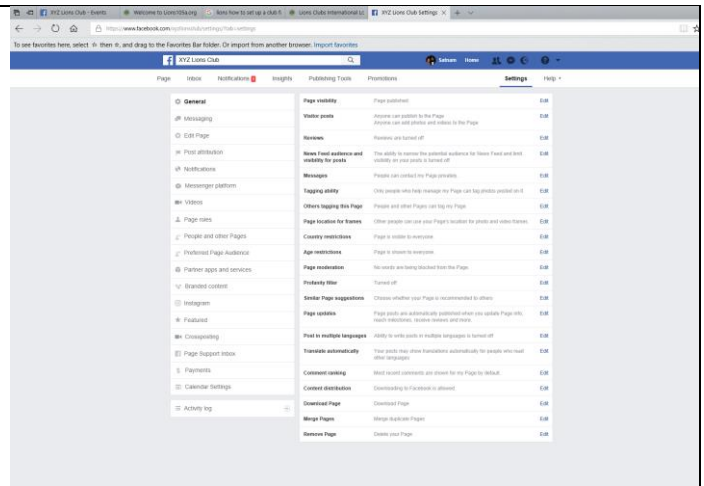
5. Create a username

- 5.1. This will allow you to have a club Facebook url like fb.me/xyzlionsclub



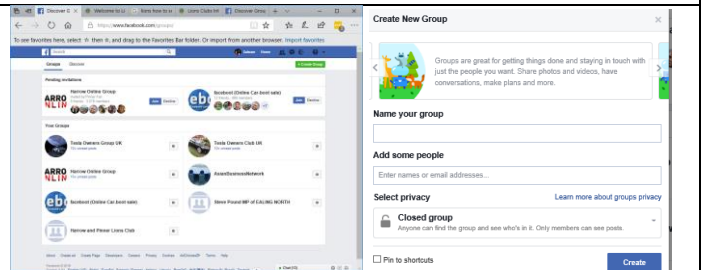
6. Settings

- 6.1. Please go to Settings and then select Page Roles on the left
- 6.2. Here you can assign multiple people as editors or admins.
- 6.3. It is a good idea to set up several people as admins and more as editors in case anyone leaves the club.
- 6.4. As people leave and join the club please ensure this is maintained to keep things secure.
- 6.5. Please go through the Settings and set the appropriate permissions such as
 - 6.5.1. Visitor Posts, suggest you do not allow them or if you do they must be approved by you first
 - 6.5.2. Set the Profanity filter



7. Closed Groups

- 7.1. Click on the Home link
- 7.2. Then click Groups and Create Group
- 7.3. Fill in the details and select a Closed Group and add people. Now only the people in that group can see those posts.



<http://lionsclubs.org/blog/2009/10/25/how-to-set-up-a-facebook-page-for-your-lions-club/>

1. Creating Posts

- 1.1. Go to the section where it says, "Write something" and type in what you want.
- 1.2. You can also click on the Camera icon and add images

2. Events

- 2.1. Click on Events on the left-hand side and fill in the details of any club events
- 2.2. I suggest you list all your club meetings as well as any other events you have going on.
- 2.3. For club events (not meetings) you can also complete the box towards the bottom of the Create event page Co-Host and enter lions105a. This way District will be notified of your event and can accept to host it as well so it appears on the District Facebook page.

3. Remember

- 3.1. Ask all friends and family to like and follow your club page
- 3.2. To post and ask each member to like and share your posts.
- 3.3. Ask all friends and family to like and share your club posts.
- 3.4. Like the district, MD and international Facebook pages
- 3.5. Share articles from International Facebook and website