1.	Create a Facebook account	Facebook-lo: X Closs Clubs In: X 2017-18, presi: X
	<ol> <li>To create a page for your club you will need a Facebook login</li> </ol>	← → C a Secure   https://www.facebook.com
	1.2. If you have a Facebook account log in and go to next step	Create a new account It's free and always will be.
	1.3. To create a new Facebook account, go to Facebook.com	First name Surname Mobile number or email address
	1.4. If you have a Lions based email address for your club that you have access to you could	New password Birthday 14 • Apr • 1993 • Why do I result to provide my
	use that or your own personal email address. 1.5. Fill in the details – you could use first name XYZ and surname Lions	Fernale      S     Male      Main      Ma
	<ul> <li>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.</li> </ul>	Create Account
2.	<ul> <li>Create a club page</li> <li>2.1. Once logged in click on the upside-down triangle on the far right (see icon in red star).</li> <li>2.2. Click on Create Page</li> </ul>	Even Cubic Detent 155. X          Wetenese to Lever 155. X          X          X          X
	<ul><li>2.3. Select Company, Organisation or Institution</li><li>2.4. Then click on the Choose a category and select</li></ul>	Company, Organisation or Institution
	<ul> <li>Charity (or Community Organisation)</li> <li>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.</li> </ul>	Join your supporters on Facebook.  Charity  XYZ Lions Club By clicking Get Started, you agree to the Facebook Pages Terms. Get Started
2	2.6. Click Get Started	👩 dī 🌠 Facebook X 🗰 Welcome to Lionst 🖸 lions how to set up + 🗆 X
5.	3.1. Upload an image for your club, could be the Lions logo, your banner or any other image	← → ○ ⓐ A https://www.facebook.com/puper/own/ III ★ 1 ▲ Let → ···· To see favorites here, select + then +, and drag to the Favorites Bar folder. Or import from another browser. Import f Search Q @ Statum House 11 ● O ● 0 ■
	you wish to upload. You could go to lionsclubs.org and download one of the logo images from there	Add a profile picture Help people find your Page by adding a photo.
	http://members.lionsclubs.org/EN/resources/logos /index.php	
	5.2. Opioad a cover image	Stop 1 of 2 CTS C Updated a Profile Picture
4.	Club details	C C C C C C C C C C C C C C C C C C C
	4.1. If you already have a Facebook account you	ti and forder lever, applie 17. There 5, and any performance lever lever performance lever
	to invite to like your new club page. If not	
	then you will need to promote it actively with	XYZ Lówa Culo tenter Targe generation
	all their friends to like your club page	ADM         All the "Is Parks" at lows:         Description of the direct structure of the direct structu
	4.2. At the bottom you have a list of tasks you	
	should complete 4.2.1.Add a cover photo	A state of the state of th
	4.2.2.Add a description of your club i.e. charity, what you do, where based and how to	Construction of the first sector of the
5.	Create a username	The same for particular strength on the same streng
	5.1. This will allow you to have a club Facebook url like <u>fb.me/xyzlionsclub</u>	Average transmission of the transmission
		Cent Cost Innov

6.	Settings	The design of the second s	nztuse Dat-teem			
_		To see favorise term, select of them 6, and days the favorise favorise favorise favorise favorises				
	6.1. Please go to Settings and then select Page		f XYZ Lions Club	9	🥵 Sathan Hons 👖 🖉 🤆	0 -
	Roles on the left		Pilge lebox Notifications ()	Page visibility	Promotions Settings	Help *
			d <sup>a</sup> Messaging	Visitor penta	Anyone can publish to the Page Anyone can add photos and solution in the Page	DM
	6.2. Here you can assign multiple people as editors		© Edit Page	Renkus	Reserve are taried off	EM
	oradmine		# Post attribution	News Feed authorse and visibility for posts	The addity in teamer the potential autience for lines Tead and lent visibility on your pasts is harmed off.	D.M.
	or autilitis.		Messenger platform	Massages	Passile can confect my Page provides	6.R
	6.3. It is a good idea to set up several people as		me Videos	Others tagging this Page	Property and other Projection top my Project	G.R.
			⊥ Page roles	Page location for frames	Other people can use your Page's inculted for proto and video thanks	6#
	admins and more as editors in case anyone		People and other Pages     Podemant Date: Audience	Country restrictions	Page is stille to everyone Page is shown to everyone	East Date
	looves the club		Partner apps and services	Page rooderation	No words are being blocked from the Page.	Eur
	leaves the club.		1/2 Branded content	Profacily Illier	Tarind ptt	DM
	6.4 As people leave and join the club please		😔 Irstagram	Senkar Page soggestion Page updates	<ul> <li>Orasse whether your Page to occammendad to others</li> <li>Page posts are automatically published when you update Page into;</li> </ul>	DM
	o. 1. 76 people leave and join the elab please		* Featured	Post in multiple language	Ability to write such an excitate languages is format off	EM.
	ensure this is maintained to keep things		E Page Support intos	Transfale automatically	The parts may draw handwhere extendedly to people who had other females	DM
	500UF0		1. Paymenta	Commont ranking	Mast scored comments are shown for my Page by deliver.	Бя
	secure.		Calendar Settings	Context distribution	Control drig to Facebook is allowed	Cot .
	6.5 Please go through the Settings and set the		= Activity log	Mange Pages	Mega Budom Paper	Edit
	o.o. Thease go through the settings and set the			Renzon Page	Delaits your Page	Edit
	appropriate permissions such as					
	6.5.1. Visitor Posts, suggest you do not allow					
	them or if you do they must be approved					
	them of it you do they must be approved					
	by you first					
	6.5.2. Set the Profanity filter					
7	Closed Groups	B 41 Decay C × 0 Webser to L - ter	a kow ta w 👼 Crana Clutte Hel 🋐 Cherwer Ce	n + v - D X	Create New Group	×
1.	ciosed dioups	To see favorities here, select in them it, and drag to the	Favorites Bar folder. Or import from anothe	browser, Import favorites		
	7.1. Click on the Home link	former denses	a. 🐢 🛶	TOC 0-	Groups are great for getting t	hings done and staying in touch with
		Availing invitations			just the people you want. Sha conversations, make plans a	nd more.
	7.2. Then click Groups and Create Group			(and the second	Name your group	
	7.3 Fill in the details and select a Closed Group	The Groups			Name your group	
	7.5. Thi in the details and select a closed droup	Testa Overens Group UK To unser pain	Tania Oweners Claib U	5 (R)	Add some people	
	and add people. Now only the people in that	ARRO Martine Group	📧 🎧 Anandramandatan		Enter names or email addresses	
	group can can thaca pacts				Select privacy	Learn more about groups privacy
	group can see those posts.	Carly Research pear and	- UII married and		Closed group	
		Herow and Pesser Uses Call	(*)		<ul> <li>Anyone can find the group and see who's in</li> </ul>	R. Only members can see posts.
		ment Oranical Stars Fage Starstones, Canada Per-	any later allocate has been	1040	Pin to shortcuts	Create
L		Date (3) Fase 25, First Date Nature Party in	ner uner heits at Mit finash beit Jahrt. 4	Traine 0.5 0 1	1	

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	