

Facebook and Your Student Organization

1. If you're new to Facebook, set up a profile. If you have an account, double-check the settings and then proceed to step 3.
 - a. Go to Facebook.com and follow the instructions on the screen. You will enter your name, email, password, gender and birthdate.
 - b. Click on the Account tab in upper right of Facebook window and choose Account Settings.
 - c. Work through each of the tabs – I suggest you take the time to work through every area so you thoroughly understand the program and protect the data of your group.
 - d. Double-check the settings and close this tab.
2. Next click the Profile tab in the upper right.
 - a. Choose Edit my Profile from the left side of window.
 - b. Add an appropriate photo – I suggest using your school photo unless it is really awful.☺ You can upload and photo from your picture directory. I always convert mine to jpg for faster loading.
 - c. Add the remaining profile information keeping in mind that this will be public with your group.
3. Now we are ready to make the new group.
 - a. Click the Home tab in the upper right.
 - b. Choose from the left column on the window “Create Group”.
 - c. Give an appropriate name such as WMHS BPA.
 - d. Ensure that the privacy setting at bottom of the group window is set to “Closed” only to members.
 - e. The next screen (shown below) is where you will now enter group information.
 - f. You can add members and edit settings.
 - g. I found this to be so useful because kids have access to Facebook – all the time! I didn't need to keep track of cell phone numbers, email addresses, etc.
4. Use Facebook help – it is very good and should answer most of the questions you will encounter.

