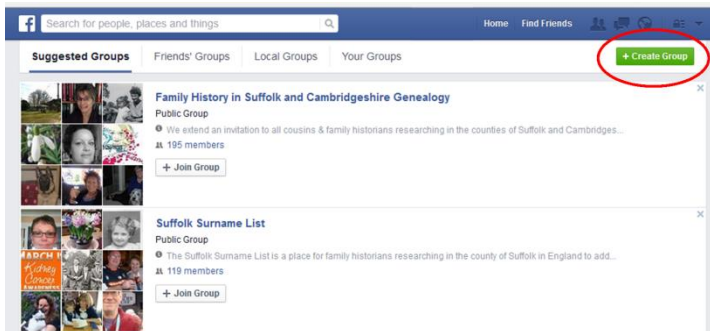


# One-Place Studies: 'How to' guides

## Set up a facebook group

1. Go to: <https://www.facebook.com/groups> and log in if you haven't already done so

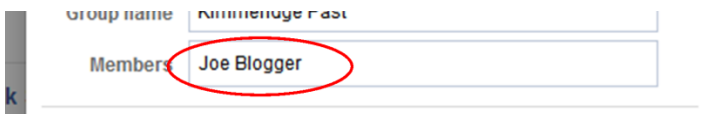


2. Click on 'Create Group' top right

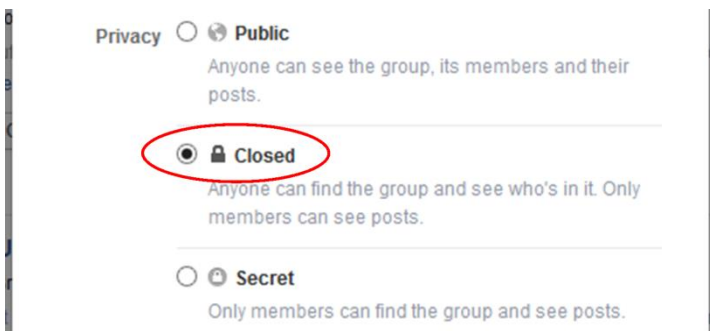
3. Enter the name of the group you wish to set up, for example 'Kimmeridge Past'



4. Enter the name(s) of the first person(s) on facebook you wish to add to the group - initially this could be a close family member just to complete the set up process



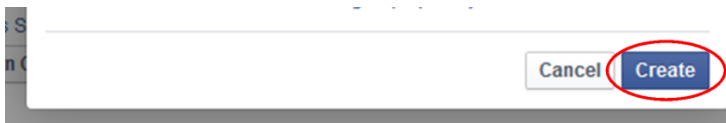
5. Choose whether you want the group to be 'Public', 'Closed' or 'Secret' (see next page for more information about these options)




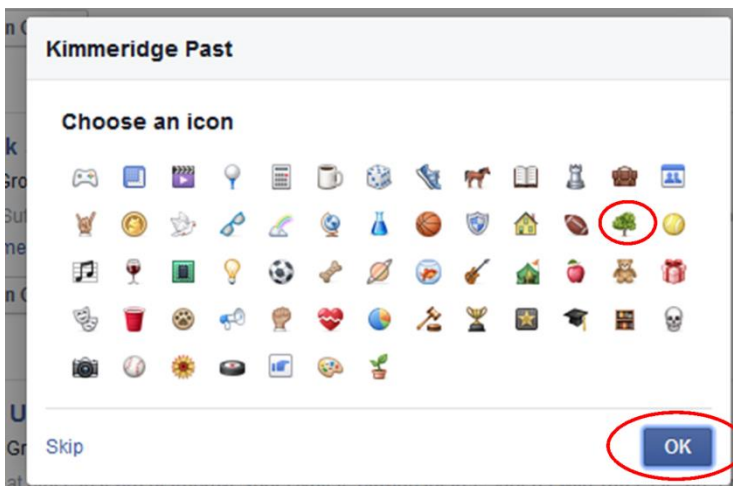
- Public – where anyone can see the group, who is in it and all posts to the group
- Closed – where anyone can see the group and who is in it, but only members can see posts to the group
- Secret – where the group and all posts are hidden from everyone except members

*Public groups obviously have the most visibility but some people are reluctant to join such groups because they don't want their posts to be seen by any Tom, Dick or Harriet! Secret groups are great if you don't want anyone to join!! Closed groups offer a sensible balance between the two ends of the spectrum*

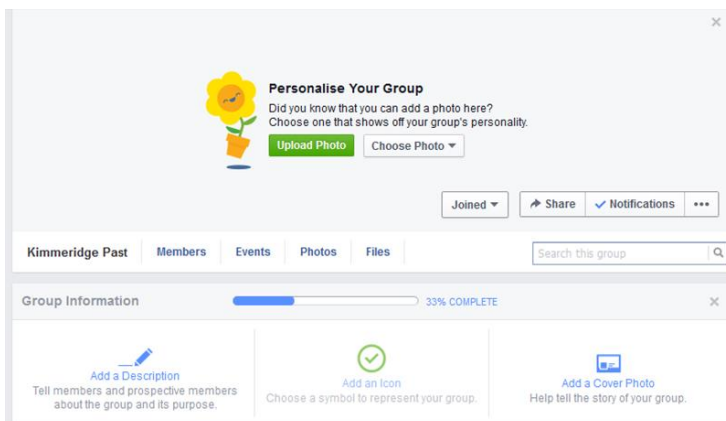
6. Click on 'Create' bottom right



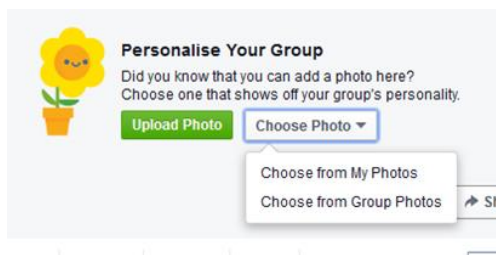
7. Choose an icon that will appear against the group name, click on it and then click on 'OK', else click on 'Skip' – in the example the tree icon is selected which will display:  Kimmeridge Past



8. Your facebook group will now be live and you will see the following screen prompting you to 'Personalise Your Group'



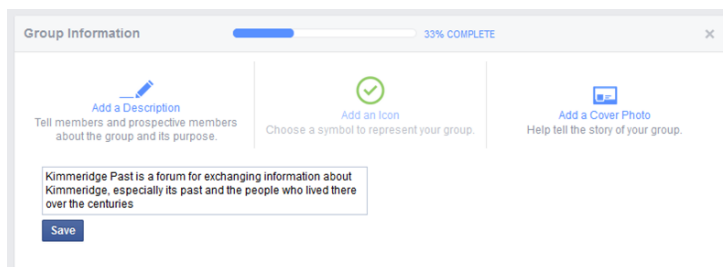
9. You can add a header photograph – either from your own computer by choosing ‘Upload Photo’ or from photos you’ve already added to facebook by clicking on ‘Choose Photo’ – here you can choose between those added to your own facebook page or previously added to the new facebook group



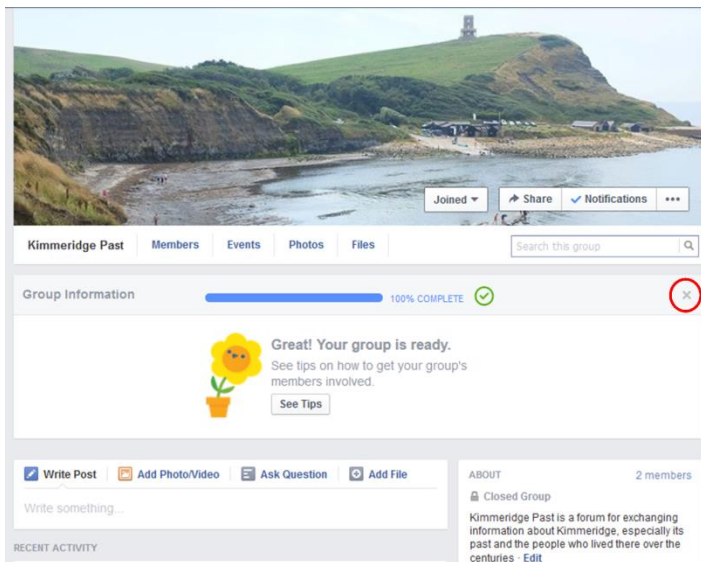
10. Once your ‘cover’ photo is uploaded, you can click on ‘Drag to Reposition Group Photo’ and once happy with positioning you can click on ‘Save Changes’ bottom right



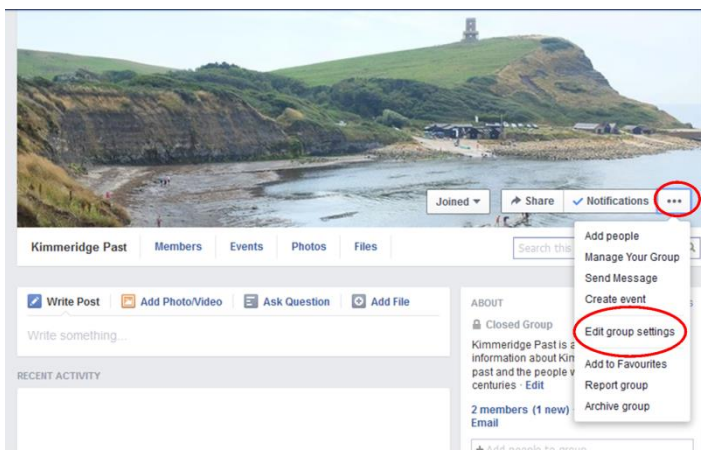
11. You can add a ‘description’ by clicking on ‘Add a Description’, entering your chosen descriptive text and the clicking on ‘Save’ bottom left



12. You’ll then get a message saying ‘100% complete’ and ‘Great! Your group is ready’



13. We recommend you edit the group settings by first clicking on the three dots (circled) and then clicking on 'Edit group settings' from the menu that appears



14. In the 'Membership Approval' section we recommend you select the second option giving you (or any other admins you later appoint) final say over who may join. In the 'tags' section you can enter key words, such as the place name. Finally. Click on 'Save' bottom left

Kimmeridge Past Members Events Photos Files Search the group

Group name Kimmeridge Past

Privacy  Public  
Anyone can see the group, its members and their posts.

Closed  
Anyone can find the group and see who's in it. Only members can see posts.

Secret  
Only members can find the group and see posts.

Membership Approval  Any member can add or approve members.

Any member can add members, but an admin must approve them.

Web and Email Address Customise your group's contact info so that you can quickly share a link to your group or email all of your members.

Customise Address

Description Kimmeridge Past is a forum for exchanging information about Kimmeridge, especially its past and the people who lived there over the centuries

Potential members see the description if privacy is set to public or closed.

Tags Kimmeridge Kimmeridge Tower Kimmeridge Clay

Tags tell members what the group is about. Learn More

Posting permissions  Members and admins can post to the group.

Only admins can post to the group.

Post Approval  All group posts must be approved by an admin.

Save

15. Finally, invite others to join – one way of doing this is to use the email invitation facility by clicking on 'Invite by email' and then entering each person's email address

Kimmeridge Past is a forum for exchanging information about Kimmeridge, especially its past and the people who lived there over the centuries · Edit

2 members (1 new) · Message Invite by Email

+ Add people to group