

Creating a Rotary Club Facebook Page

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Connect with your fans on Face	book.	Company, Organization, or Institution Join your supporters on Facebook. Non-Profit Organization	Brand or Product

- 1. Go to www.facebook.com/page
- **2.** Click on 'Company, Organization, or Institution' then select 'Non-Profit Organization' from the drop-down list.

3. Enter the name of your Rotary Club and check the 'I agree' box, then click 'Get Started'. If you are logged into Facebook with a personal account, you will become the administrator for the new Rotary Club page.

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\bigcirc	Rotary Club of La Crosse Non-Profit Organization Club Info	Get Started 🖆 Like	🖋 Edit Page		
6	Welcome	[?]	Admins (1) [?] See All		
0	1 Add an image				
Get Started	\frown	Upload an Image From your computer	🐉 Use Facebook as Rotary Club of La Crosse		
Info			📢 Promote with an Ad		
Photos	6		🔀 View Insights		
Edit O people like this Add to My Page's Favorites	6		A Suggest to Friends		
		Quick Tips			
	2 Invite your friends	Get more people to like your Page with Facebook Ads today!			
Share	Start building your fan base by suggesting t	Get More Connections			
	Suggest to Friends	Sample Ad: Rotary Club of La Crosse			

4. Follow the 6 steps on the page. You do not need to immediately finish these 6 steps and can complete them at any time.

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	Rotary Club of La	✓ View Page			
 Your Settings Manage Permissions Basic Information 	Category:	Companies & Organizations	[5]		
I Profile Picture I Featured	Username: Your page needs at least 25 fans to have a username. Learn more.				
Marketing Manage Admins 응답 Apps 선택 Mobile Insights	Name:	Rotary Club of La Crosse	[?]		
	Founded:				
Para Help ⇒	Address: City/Town:				
	Zip:	Note: If you add a valid address, users will be able to see and check in to your page (using Facebook Places.		
	About: Company Overview:				
	Description:				
	General Information:				

5. Click on 'Edit Page' then 'Basic Information' to enter your club's information that will be visible on the page.

facebook 🖄 💷 🛞	Search	٩	Home Profile	Account -
	Rotary Club of La Crosse		∢ V	/iew Page
Your Settings				
Manage Permissions				
Basic Information				
Profile Picture		Select an image file on your computer (4MB max):		
📢 Featured		Derma		
🏹 Marketing		Browse_		
🗊 Manage Admins				
⊜⊕ Apps		OR		
🚛 Mobile	6			
🖬 Insights 🔶	6	Take a Picture		
🔁 Help 🔶				
-		By uploading a file you certify that you have the right to distribute this picture not violate the Terms of Service.	e and that it does	

6. Click on 'Profile Picture' to add a profile picture. Click on 'Browse' to upload an image from your computer.

Congratulations! You've created a Facebook page. It's that easy!

More Facebook Info

Administrators

facebook 🔉 🗖 🕲	Search Q	Home Profile Account -
	Rotary Club of La Crosse	 View Page
 Your Settings Manage Permissions Basic Information Profile Picture 	Justin Garvey	Remove
Featured Marketing Manage Admins	Start typing a name or email	Remove
Apps () Mobile Insights () Help ()	Add another admin Save Changes Cancel	

Click on 'Manage Admins' to add or remove administrators from the Facebook page. Administrators have the authority to edit and control all aspects of the Facebook page.

Posting Preferences

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	Rotary Club of La	a Crosse		▲ ۱	/iew Page
 Your Settings Manage Permissions Basic Information Profile Picture Featured 	Posting Preferences:	Always comment and post on your page as Rotary Club of La Crosse even v Garvey. Note: You're currently using Facebook as Justin Garvey. To use Facebook as Rotary at the top of any page.			
Image Admins Image Admins	Email Notifications:	 Send notifications to justinigarvey@gmail.com when people post or comment on your page. View all email settings for your pages. Save Changes Cancel 			

Click on 'Your Settings' to edit your posting preferences. You can choose to post on the page as your club or as your own personal profile.

Facebook Security Tips

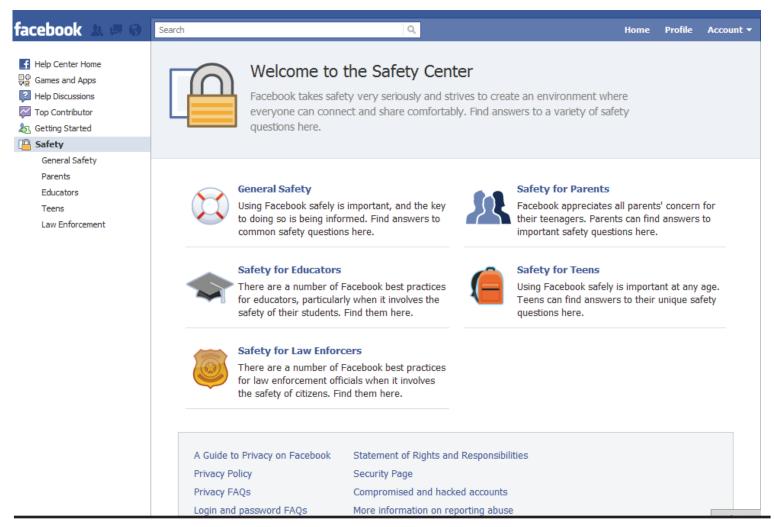
To get the most out of social media sites without sacrificing your privacy, keep these tips in mind:

Revisit your privacy settings frequently. Social networks sometimes change settings and opt you in or out of services without notification. Visit your account settings page each month to look for changes.

Protect your account login. Use a unique password when you register for any social media service. If your password is compromised, your other online accounts won't be in danger.

Think before you post. Carefully consider text, photos, and videos before posting. Anybody might see your posts. Viewers could include clients, peers or government.

Facebook Safety Center



To visit the Facebook Safety Center, Click on 'Help' then 'Safety' from the 'Edit Page' screen. Here you will find all available information about keeping your account and information secure.