









# Creating a Rotary Club Facebook Page

facebook    Search  Home Profile Account ▾

 **Create a Page**  
Connect with your fans on Facebook.

  
Local Business or Place


**Company, Organization, or Institution**  
Join your supporters on Facebook.  

Non-Profit Organization ▾





Rotary Club of La Crosse


☒ I agree to Facebook Pages Terms

Get Started

  
Brand or Product

1. Go to [www.facebook.com/page](http://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.

facebook    Search  Home Profile Account ▾


  
**Get Started**  
[Wall](#)  
[Info](#)  
[Photos](#)  
[Edit](#)  
**0**  
people like this  
[Add to My Page's Favorites](#)  
[Share](#)

## Rotary Club of La Crosse ▸ Get Started

Non-Profit Organization [Edit Info](#)

Welcome [?]


1 Add an image




Upload an Image  
From your computer

2 Invite your friends

Start building your fan base by suggesting this Page to friends who might like it.

 Suggest to Friends




**Admins (1)** [?] [See All](#)

  
[Use Facebook as Rotary Club of La Crosse](#)  
[Promote with an Ad](#)  
[View Insights](#)  
[Suggest to Friends](#)

**Quick Tips**  
Get more people to like your Page with Facebook Ads today!  
[Get More Connections](#)

**Sample Ad: Rotary Club of La Crosse**  
The text of your ad will go

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 Crosse** [View Page](#)

Category: Companies & Organizations Non-Profit Organization [?]

Username: Your page needs at least 25 fans to have a username. [Learn more.](#)

Name: Rotary Club of La Crosse [?]

Founded:

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:

[Your Settings](#)  
[Manage Permissions](#)  
**[Basic Information](#)**  
[Profile Picture](#)  
[Featured](#)  
[Marketing](#)  
[Manage Admins](#)  
[Apps](#)  
[Mobile](#)  
[Insights](#)  
[Help](#)

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

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**Rotary Club of La Crosse** [View Page](#)

Select an image file on your computer (4MB max):

[Browse...](#)

OR

[Take a Picture](#)

By uploading a file you certify that you have the right to distribute this picture and that it does not violate the [Terms of Service](#).

[Your Settings](#)  
[Manage Permissions](#)  
[Basic Information](#)  
**[Profile Picture](#)**  
[Featured](#)  
[Marketing](#)  
[Manage Admins](#)  
[Apps](#)  
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[Help](#)

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

This screenshot shows the 'Manage Admins' section of a Facebook page for the 'Rotary Club of La Crosse'. The left sidebar contains navigation links: 'Your Settings', 'Manage Permissions', 'Basic Information', 'Profile Picture', 'Featured', 'Marketing', 'Manage Admins' (highlighted), 'Apps', 'Mobile', 'Insights', and 'Help'. The main content area displays a list of administrators. The first administrator is 'Justin Garvey', with a 'Remove' link next to his name. Below him is a search box with the placeholder text 'Start typing a name or email...' and another 'Remove' link. At the bottom of the list is a link to 'Add another admin'. Two buttons, 'Save Changes' and 'Cancel', are located at the bottom of the section.

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

This screenshot shows the 'Your Settings' section of a Facebook page for the 'Rotary Club of La Crosse'. The left sidebar contains navigation links: 'Your Settings' (highlighted), 'Manage Permissions', 'Basic Information', 'Profile Picture', 'Featured', 'Marketing', 'Manage Admins', 'Apps', 'Mobile', 'Insights', and 'Help'. The main content area displays 'Posting Preferences' with a checked box for 'Always comment and post on your page as Rotary Club of La Crosse even when using Facebook as Justin Garvey.' Below this is a note: 'Note: You're currently using Facebook as Justin Garvey. To use Facebook as Rotary Club of La Crosse, go to Account at the top of any page.' Underneath is the 'Email Notifications' section with a checked box for 'Send notifications to justinigarvey@gmail.com when people post or comment on your page.' and a link to 'View all email settings for your pages.' At the bottom are 'Save Changes' and 'Cancel' buttons.

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

The screenshot shows the Facebook Safety Center interface. At the top is a blue navigation bar with the Facebook logo, a search bar, and links for Home, Profile, and Account. On the left is a sidebar menu with links to Help Center Home, Games and Apps, Help Discussions, Top Contributor, Getting Started, and Safety. The Safety link is highlighted. Below the sidebar, the main content area has a header section titled 'Welcome to the Safety Center' with a padlock icon and a brief introduction. Below this are five sections: General Safety (with a lifebuoy icon), Safety for Parents (with a family icon), Safety for Educators (with a graduation cap icon), Safety for Teens (with a backpack icon), and Safety for Law Enforcers (with a police badge icon). Each section includes a brief description and a link to find answers. At the bottom, there is a table of links.

<a href="#">A Guide to Privacy on Facebook</a>	<a href="#">Statement of Rights and Responsibilities</a>
<a href="#">Privacy Policy</a>	<a href="#">Security Page</a>
<a href="#">Privacy FAQs</a>	<a href="#">Compromised and hacked accounts</a>
<a href="#">Login and password FAQs</a>	<a href="#">More information on reporting abuse</a>

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.