



Quick Guide to setting up Facebook Pages and Groups

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Where do I start?

Firstly, you will need to have a Facebook account. If you don't have one, go to www.facebook.com and fill in your details to sign up.

If you wish to promote Addysg Oedolion Cymru | Adult Learning Wales courses or events, one way of doing this is through our existing Addysg Oedolion Cymru | Adult Learning Wales official Facebook pages and groups, which already have many 'likes' and followers across Wales. For further information please contact us.

Should I set up a 'page' or a 'group'? What's the difference?

Pages allow real organizations, businesses, celebrities and brands to communicate broadly with people who like them. Pages may only be created and managed by official representatives.

- Page information and posts are public and generally available to everyone on Facebook (although it is possible to change the privacy settings).
- Anyone can like a page – there's no need to send a joining request, and there is no limit to how many people can like a page.
- People who help manage a page can publish posts as the page (you can choose not to show the name of the person posting).
- Page posts can appear in the News Feeds of the people who like the page.

Groups provide a space for people to communicate about shared interests. Groups can be created by anyone.

- There are additional privacy settings for groups – they can be public, closed or secret. In secret or closed groups the page posts are only visible to the group members.
- You can change privacy settings to require members to be approved or added by group admins.
- When a group reaches a certain size, some features are limited. The most useful groups are usually the ones you create with small groups of people.
- In groups, members receive notifications by default when any member posts in the group.
- Group members can participate in chats, upload photos and shared albums, collaborate on group docs and invite members who are friends to group events.

● Setting Up a Page (Via the web):

1. Go to **www.facebook.com/pages/create**
2. Choose a page category
3. Select a more specific category from the dropdown menu and fill in the required information.
4. Follow the on-screen step by step instructions to create your page.

PLEASE NOTE: Take care when naming your page, as you will only be able to change the name twice after the first time you name it.

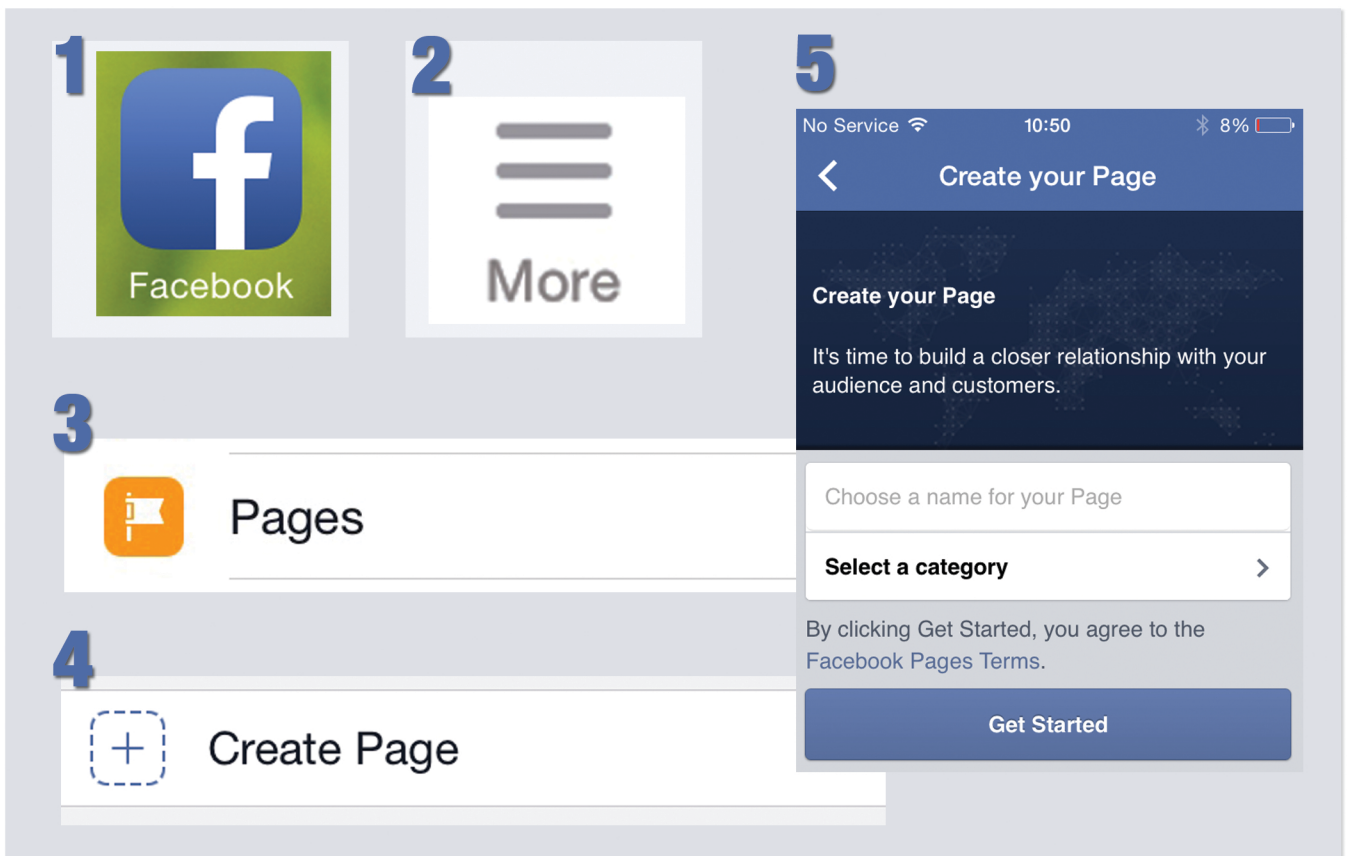
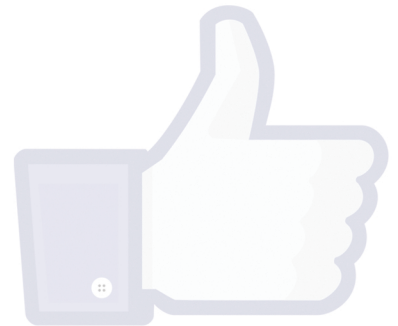
Finding your page:

You should find your page in your Facebook menu on the left. If you can't see it, simply type the name of your page into the Facebook search box.

● Setting Up a Page (Using the Facebook App):

1. Open the Facebook App (usually you will automatically be signed in)
2. On the bottom menu tap "more".
3. Tap 'Pages'.
4. Tap 'Create Page'.
5. Follow the on-screen step by step instructions to create your page.

PLEASE NOTE: Take care when naming your page, as you will only be able to change the name twice after the first time you name it.



● Setting Up a Group (Via the web):

1. From your home page, go to the Groups section on the left hand side menu and click 'Create Group'.
2. A window will appear where you will be able to add a group name, add members and select the privacy settings for your group.
3. Click 'Create'.

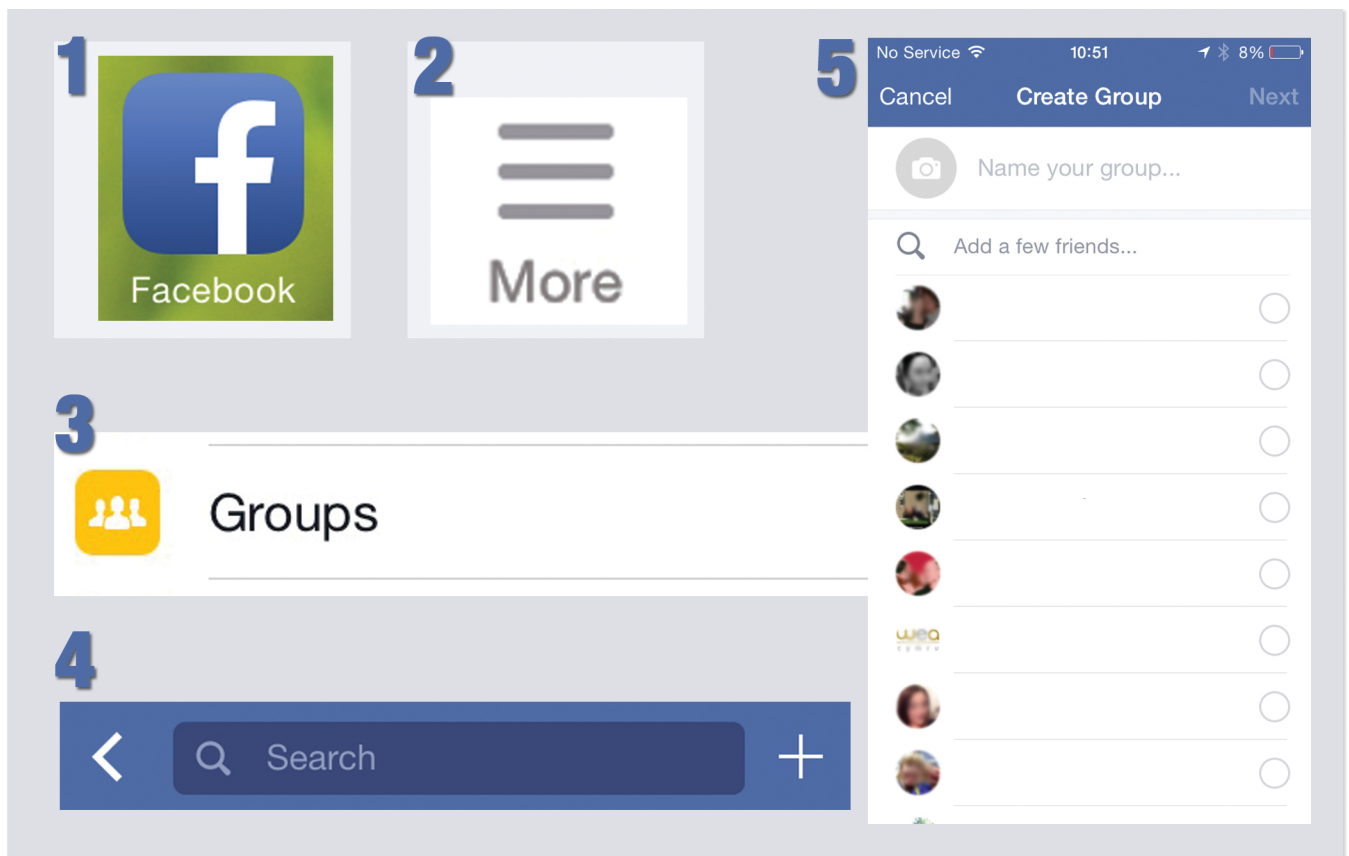
Finding your group:

You should find your group in your Facebook menu on the left. If you can't see it, simply type the name of your page into the Facebook search box.



● Setting Up a Group (Using the Facebook App):

1. Open the Facebook App (usually you will automatically be signed in)
2. On the bottom menu tap "more".
3. Tap 'Groups'.
4. At the top of the screen, tap the 'plus' symbol.
5. Name your group, select at least one friend to add to the group, and tap 'next'.
6. Follow the on-screen instructions to finish setting up your group.



**For more information on setting up and managing
pages and groups visit www.facebook.com/help**

**For further information about Addysg Oedolion Cymru | Adult
Learning Wales pages and groups please contact us.**

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