



*module #1*

# Facebook Group Set-Up

*module #1*

# How To Set-up Your Group

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Click-by-click Support On How To Set-up Your  
Own Facebook Group

# How To Set-up Your Group

STEP-BY-STEP SUPPORT ON HOW TO SET UP YOUR OWN GROUP

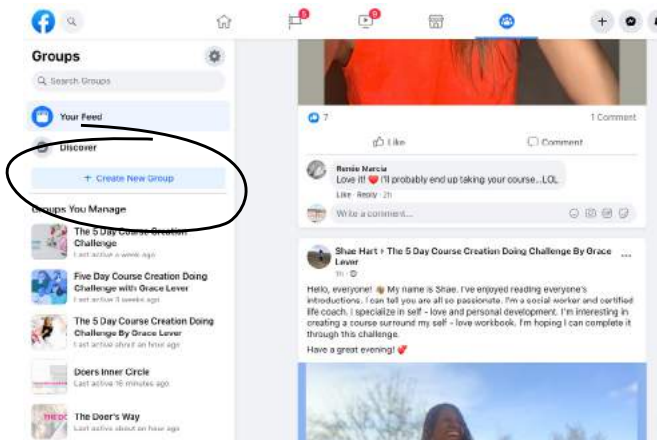
## step #1 The Set-up

Before we dive into creating your group, it is important to work out whether your group will be private or public and visible or hidden.

Circle the option you would like to start with:

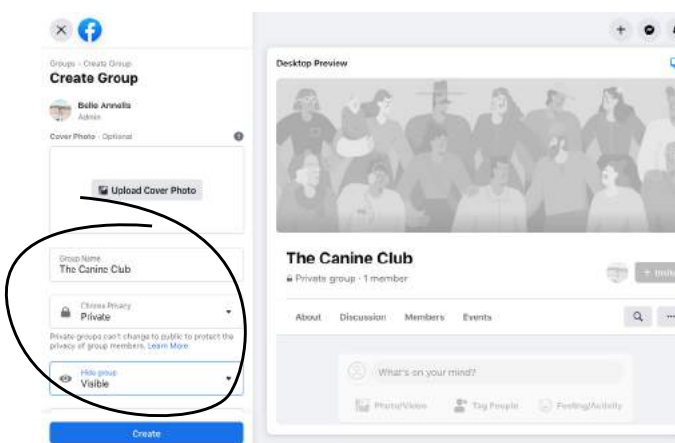
Private / Public

Visible / Hidden



## step #2

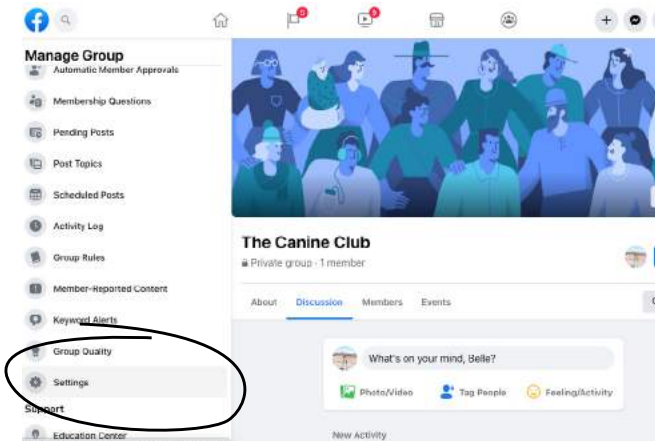
### Creating The Group



## step #3

### Your First Steps

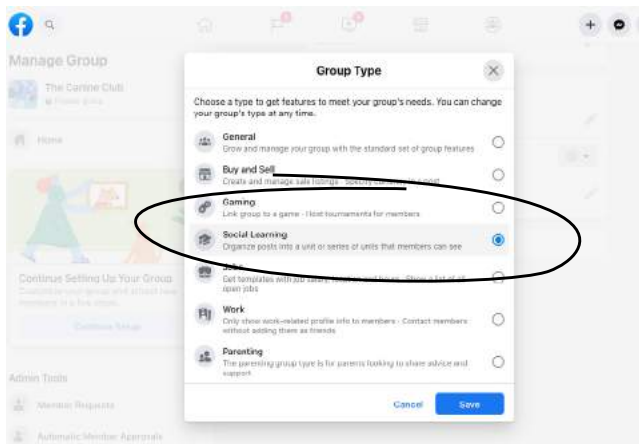
Decide on your name, whether you would like your group private or public, and whether you would like your group visible or hidden. Press create at the bottom.



step #4

## Group Settings

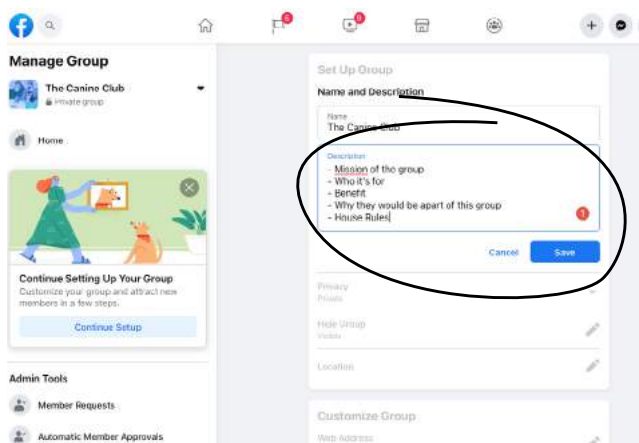
After your group has been created, head over to the group settings. This is where you can edit all the settings related to your page.



step #5

## Update Your Group Type

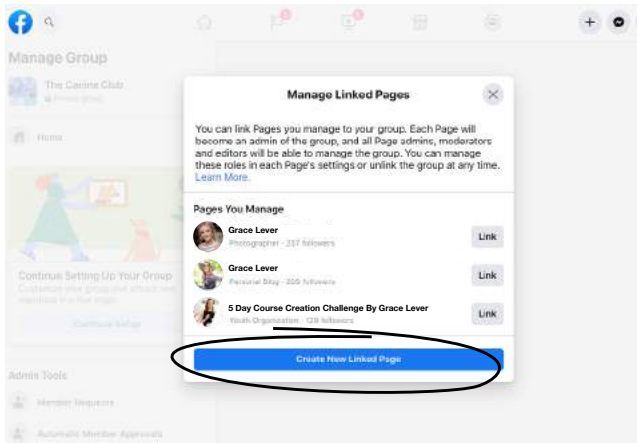
This activates different parts of the Facebook Group features and sets it up in a way that helps the group. Choose one that suits your brand and what you are doing.



step #6

## Update Description

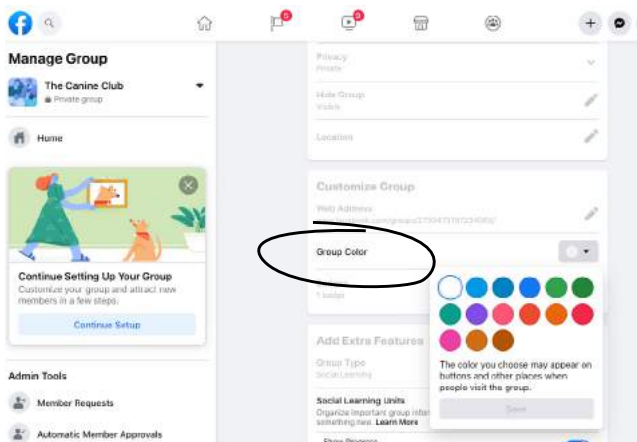
Write your description based on what the group is about, what it's for and why they would want to join the group. Below that we also put in the Houserules.



step #7

## Link Your Page

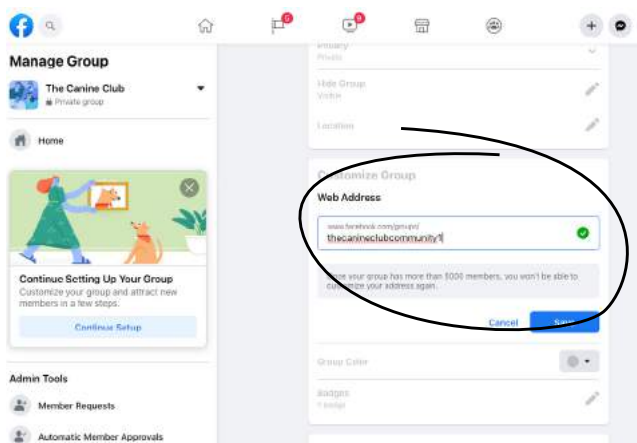
Link whatever your business page is that you are promoting through. Choose what page you would like and press 'Create New Linked Page'



step #8

## Change Your Colour

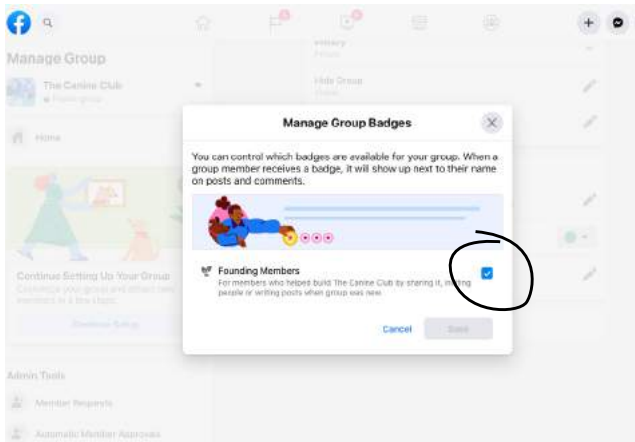
This colour is all the accents within your group when you are on a mobile device - this does not apply to desktop.



step #9

## Add Your Website

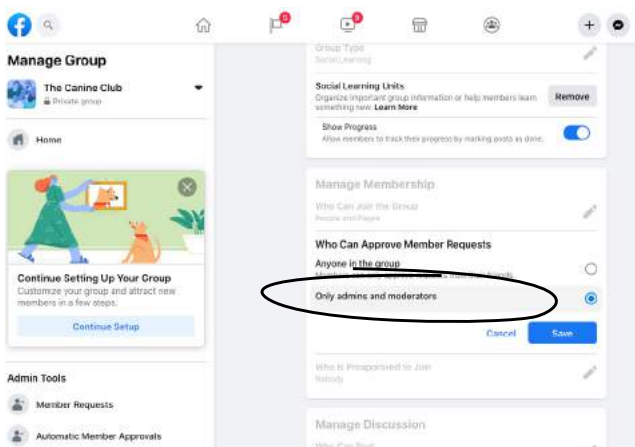
This is so when you are telling people about your Facebook group, it will be easy to find. Sometimes the name you want isn't actually available... so get creative!



## step #10

### Manage Your Badges

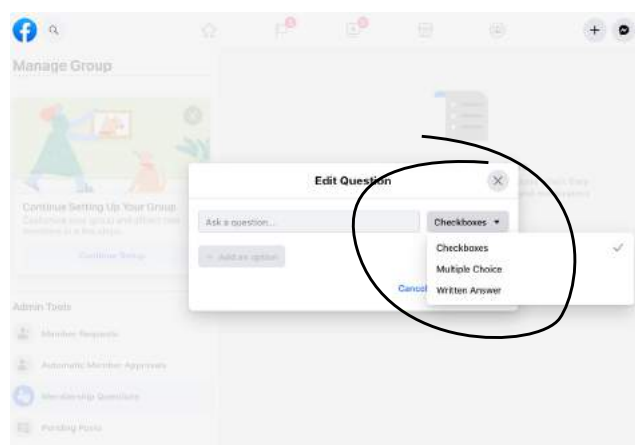
Make sure that your badges are on. As you get more people inside your group you will be rewarded with different types of badges. For example: Rising Star, Visual Storyteller, Conversational Starter... etc



## step #11

### Membership Approval

Do you want anyone to be able to join the group? No! Make sure you set membership approval as you and your moderators. (This is perfect when you have a paid group as you can upload anybody contacts in your paid community)



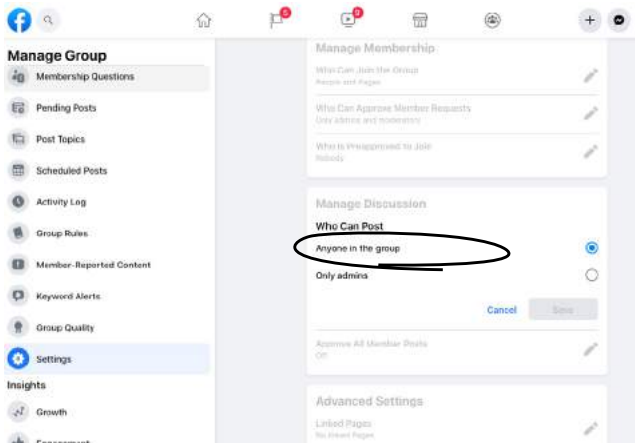
## step #12

### Set-up Questions

You have three options for questions:

- 1) Check-boxes
- 2) Multiple choice
- 3) Written answer (if this is a paid group you can ask them to enter their email address so you can find them in the system and approve them quicker)

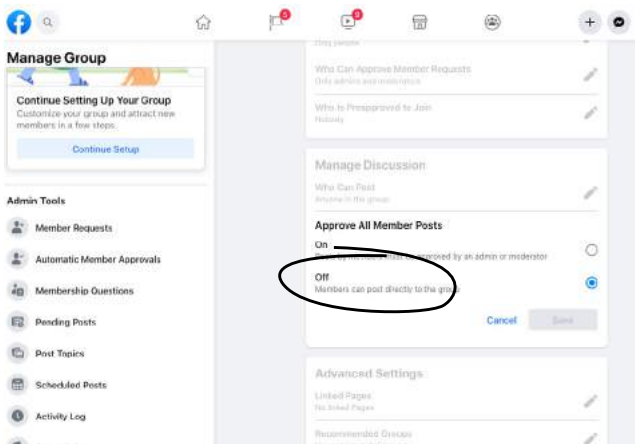




## step #13

### Who Can Post?

Update posting permissions to anyone in the group can post. I prefer to have a community of people rather than a community of businesses.

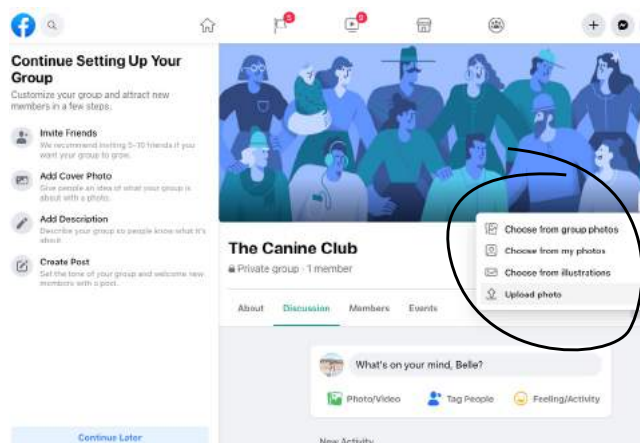


## step #14

### Post Approval

We do the opposite where everybody can post, but there is a bad post this will be removed. This makes the group a whole lot quicker.

*it's time to hit save!*



## step #15

### Group Banner

Later in this course we will show you how to create a beautiful banner for your page. You can choose to upload an original file or use a photo from your saved group photos.





