

Why isn't your chapter on Facebook?

The Facebook logo, consisting of the word "facebook" in white lowercase letters on a blue rectangular background.

facebook

Why Facebook?

- Interact with other Women of Today members
- Recruit members for your chapter
- Connect with younger generation
 - Facebook is the most popular social networking site among college students and 30-somethings
- Connect with other friends
- Connect with other organizations

What is Facebook?

- Facebook is a Social Networking site
- Social Networking is like networking but online.
 - You can connect with people you know in real life
 - You can find and connect with strangers who share your interests
- Other social network sites include Meetup.com and Twitter.com.

Setting Up and Using Your Own Facebook Profile



How to Get Started?

- Create your own profile (if you don't have one)
- Go to www.facebook.com
- Enter in your name, e-mail, password, gender, and birth date*.

Sign Up

It's free and anyone can join

First Name:

Last Name:

Your Email:

New Password:

I am: Select Sex:

Birthday: Month: Day: Year:

Why do I need to provide this?

* You will be able to hide your birth date later.

How to Get Started?

- Enter in the security check as directed on the site. This is to ensure the account is being setup by a human.

Sign Up
It's free and anyone can join

Security Check
Enter **both words** below, **separated by a space**.
Can't read the words below? [Try different words](#) or an [audio captcha](#).

cuffs **Wolverine**

Text in the box:

[← Back](#) [Sign Up](#)

How to Get Started?

- Confirm your e-mail address by clicking the link in the confirmation e-mail.
- It will ask you to find friends using your e-mail contacts – you may skip this step by clicking skip at the bottom of the screen.
 - Warning: If you do this step, it will send a friend request to everyone in your e-mail contact list.
- Next you will setup your profile.

Setting up and Editing Your Personal Profile

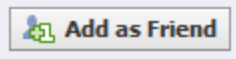
- Remember all profile information is optional and most can be hidden.
- You can enter your education history and company to connect with people in those networks.
- Upload a profile photo - remember this is a public photo!
- Add any additional information you wish to share publicly about yourself.

Edit Account and Privacy Settings

- Go to Settings from the top right of the screen
 - Currently this is the Account Settings and Privacy Settings under the Account menu.
- Review the privacy settings and ensure you are comfortable with everything you share.



How to Find Friends

- Search by name or e-mail
 - Use search on top of the screen
 - Find the person you are looking for by name or e-mail
 - Click “Add as Friend” 
- Look at other people’s friends to find people you know
 - Click “Add as Friend”
- Look at members of your groups to find people you know.
 - Click “Add as Friend”

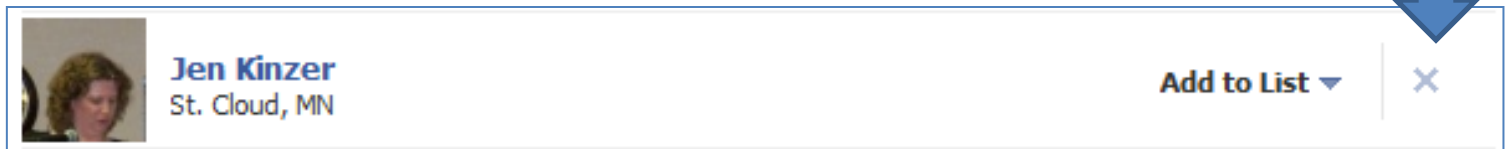
People Finding You

- You may also start to receive friend requests from others.
- You may receive an e-mail from Facebook
- You will see a request on your notifications page – click confirm to add as friend or ignore.



A Note about Friends

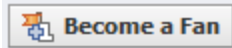
- A person gets notified when you accept their friend request.
- A person does not receive a notification if you “unfriend” them. However, they may figure out that you are no longer on their friend list.
- To “unfriend”, go to “Edit Friends” from the Account menu. And click the “X” to remove connection



How to Join Groups

- Groups allow people to interact in one place
- To join a group, search by group name
 - Use search on top right of the screen
 - In the results, click the “Groups” section
 - Find the group you are looking for
 - Click “Join Group” or “Request to Join”
 - Request to Join means that your group membership needs to be approved.

How to Join Fan Pages

- Fan Pages are a way that brands and organizations promote themselves (more details on this later).
- To become a fan, search by name
 - Use search on top right of the screen
 - In the results, click the “Pages” section
 - Find the page you are looking for
 - Click “Become a Fan” 

Facebook Applications

- Frequently people will send you stuff via “applications”
- Examples: Lil Green Patch, Super Poke, etc.
- You do not need to accept any of these – you may click ignore or block instead.
 - Ignore: Ignores this request but you may receive other similar requests.
 - Block: Blocks this application so you won’t get any additional requests
- Friends will not be notified if you ignore or block.
- These applications may use information from your profile – so accept them with caution.

Safety

- If you receive an e-mail from Facebook that seems strange – don't click any links.
 - You are always safest opening a new browser and typing in www.facebook.com directly.
- Always be wary of attachments or links coming via Facebook e-mails.
 - Delete an e-mail or contact the sender to verify if it is something they really sent.
- **Always be safe rather than sorry!**
- Facebook applications will never ask you to enter your password.
- For more information, visit www.facebook.com/security

And just in case...

- How to delete your profile:
 - Click on Settings on the top right of the screen
 - Click on “Deactivate Account” at the bottom
 - You will be asked why and you will need to enter a security code as requested



Setting Up and Using a Facebook Fan Page for your Chapter!

Facebook for your Chapter

- We are now recommending that you setup your Chapter as a Facebook Fan Page.
- Pages have been recommended by Facebook and various Social Media reports for use by non-profit organizations.
- Several chapter members can be assigned as the page admin once it is setup.
- Chapters who have already setup groups or profiles don't need to change if that is working for you.
- If you prefer, you can still setup a profile for your chapter using the personal profile instructions.

Setting up a Fan Page

- Go to www.facebook.com/pages and click “Create a Page”
- Choose the Brand, Product, or Organization option and select “Non-Profit” from the list.
- Enter your chapter’s name as the page name.
- Enter the security check and click “Create Page”.
- Update the fan page with:
 - A picture (group photo or chapter logo)
 - You seem more credible when using a photo or logo
 - Information about your chapter
 - Meeting Dates and Location
 - Website and Contact Information
 - Reoccurring Projects
 - An overview of your chapter
 - Visit other chapter’s pages and profiles to find more ideas!



How to Edit a Fan Page

- To get back to the Fan Page,
 - Scroll to the bottom of the screen
 - Click on the little “Advertising” link
 - Click Pages on the left menu
- Or go to www.facebook.com/pages and click “Pages I Admin” on the top menu.




How to Get Fans!




- Suggested the fan page to all your friends
 - On the left under the picture, there is a link to “Suggest to Friends”
- Ask all your friends suggest the page to their friends
 - Don’t forget to ask all your members to do the same
- Put link on your chapter website (if you have one)
- E-mail csc@mnwt.org to add your Fan Page link to the chapters page of the website.
- Write a press release or put an ad in the paper stating that your chapter is now on Facebook
- Make business cards with the fan page address on it to hand out at events

How to get more fans!



- Search for groups, events, or other fan pages related to your city or area.
 - The easiest way is to search by your city name in the search on the top right of the screen. 
- Send messages to those who are in those groups
 - Tell them a little bit about Women of Today
 - Tell them about your upcoming events
 - Ask them to become a fan
 - Don't forget to include a link to your fan page and website (if you have one)

Create Events

- Click the Events tab on the top of your Fan Page
- Click “Create Event” button 
- Fill in details and click “Create Event”
 - Fill in all details including address, who is welcome to attend, etc. Think of this as a press release.
 - Only include a member’s home address if they have given permission to do so on Facebook.
 - Add a picture! Events look much more professional if you take a moment to find and upload a picture – you could even use your chapter logo for all events.
 - Select guests to invite.

Using Your Status

- Your Status appears at the top of your profile and is sent out to all your friends/fans.
- Use your status to recruit:



Eden-Prarie is looking for Eden Prairie area women interested in volunteering! 2 hours ago · [clear](#)

What are you doing right now?

- Use your status to advertise an upcoming event:



Columbia-heights Wot The Columbia Heights Women of Today monthly meeting is Tuesday 7pm at the Moose, 356 Monroe ST, NE Mpls - Join us!
Sun at 10:10am · [Comment](#) · [Like](#)



Eden-Prarie Wt is looking forward to our monthly chapter meeting on Thursday, July 16th at 7 PM at St Andrew Church in Eden Prairie. We will be having a great guest speaker and as always we will be talking about some great upcoming events. If you have anything to donate to a Pamper Me basket for the Relay for Life silent auction, please bring it along. See link for address.

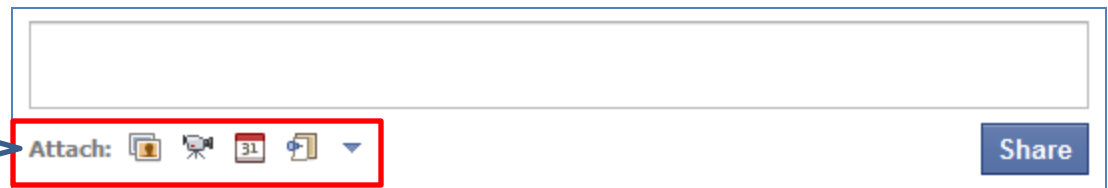


Monthly EPWT Chapter Meeting
Come see what we are all about!
Location: St Andrew Church
Time: 7:00PM Thursday, July 16th

How to update your Status

- To update your personal status, type in the status section on your home page. It says “What’s on your mind?” before you click on it.
- To update the status of your Fan Page, go to the fan page and then type in the status section at the top of the Fan Page. If you are an admin, this will appear to be posted by the organization.
- You can also add links or add pictures to your status updates.

Use these links to attach events or links to your status update. This is a great way to publicize upcoming events, share pictures, or provide links to order forms or flyers.



More on Using Your Status

- Here are some additional ideas:



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Sun at 10:10am · Comment · Like



St James Wt St. James WT needs you. We need more members. Let your friends know about us.
July 1 at 8:20am · Comment · Unlike



Eden-Prairie Wt is looking forward to our hot dog fundraiser at Jerry's Foods in Eden Prairie and the Beer Tent in Chanhassen this weekend! Hope everyone has a safe and happy 4th of July!
July 2 at 7:14pm · Comment · Like

Woodbury Wt is hoping to find several new members so we can get back to helping the community! Send me a message or e-mail cmvp@mnwt.org for details! Or check out our website woodburywt.org.



Rice Women of Today wishes everyone a SAFE and HAPPY holiday weekend:)
July 1 at 2:09pm · Comment · Like



Eden-Prairie Wt ...check out our latest chapter newsletter to learn more about our recent events and see what is coming up!!

www.epwt.org
Source: www.epwt.org



Columbia-heights Wot On June 29th, the Columbia Heights Women of Today held a Garden Party. Participants sponge-painted a pot and listened to a Master Gardener speak about Herb Gardening. She also spoke about vegetables, weeds and all sorts of interesting tidbits.



Garden Party
19 new photos



Rice Women of Today are gearing up for a brainstorming night.....ready for lots of new ideas.
July 6 at 4:01pm · Comment · Like



Eden-Prairie Wt is having fun lawn bowling tonight!
June 29 at 8:08pm · Comment · Like



Columbia-heights Wot



Columbia Heights Women of Today Member Receives Minnesota Women of Today Presidential Pin
The presidential pin is designed to show a members commitment to her local chapter and to her local membership. It exemplifies dedication and belief in our creed, service to our local chapter and enhancing of our Women of Today image. These are the members who have gone that extra mile...

Standard Internet Safety Tips

- Everyone should consider the following:
 - Do not respond to unsolicited (spam) e-mail.
 - Be skeptical of individuals representing themselves as officials soliciting personal information via e-mail.
 - Do not click on links contained within an unsolicited e-mail.
 - Be cautious of e-mail claiming to contain pictures in attached files, as the files may contain viruses. Only open attachments from known senders and verify before opening if the e-mail seems fishy.
 - Validate the legitimacy of the organization by directly accessing the organization's website rather than following an alleged link to the site.
 - Do not provide personal or financial information to anyone who solicits information.

Personal Safety Reminder

- Not everyone is who they say they are online!
- If you meet an online contact in person:
 - Only meet in public places (restaurant, coffee shop, etc)
 - Try to bring a friend along or meet in a group
 - Make sure a friend knows where you are
 - Please follow this rule for all prospective members you meet online or over the phone.

Other Networking Sites

- MySpace.com
 - Similar to Facebook but tends to be a younger crowd
 - Some chapters have had success recruiting with MySpace
- LinkedIn.com
 - More like resume sharing
 - MNWT Group: <http://www.linkedin.com/groups?gid=115007>
- Twitter.com
 - MNWT Twitter Account: <http://twitter.com/mnwomenoftoday>
 - May also be interesting for chapters to try
- Meetup.com
 - Meetup groups cost money (\$12 or more per month)
 - Some chapters have had great success recruiting via Meetup because you can target your audience
- YouTube.com
 - MNWT YouTube Channel: <http://www.youtube.com/mnWomenofToday>
 - Note all videos should be approved by Future Directions Committee prior to posting



Questions?

Please direct questions to
marketing@mnwt.org