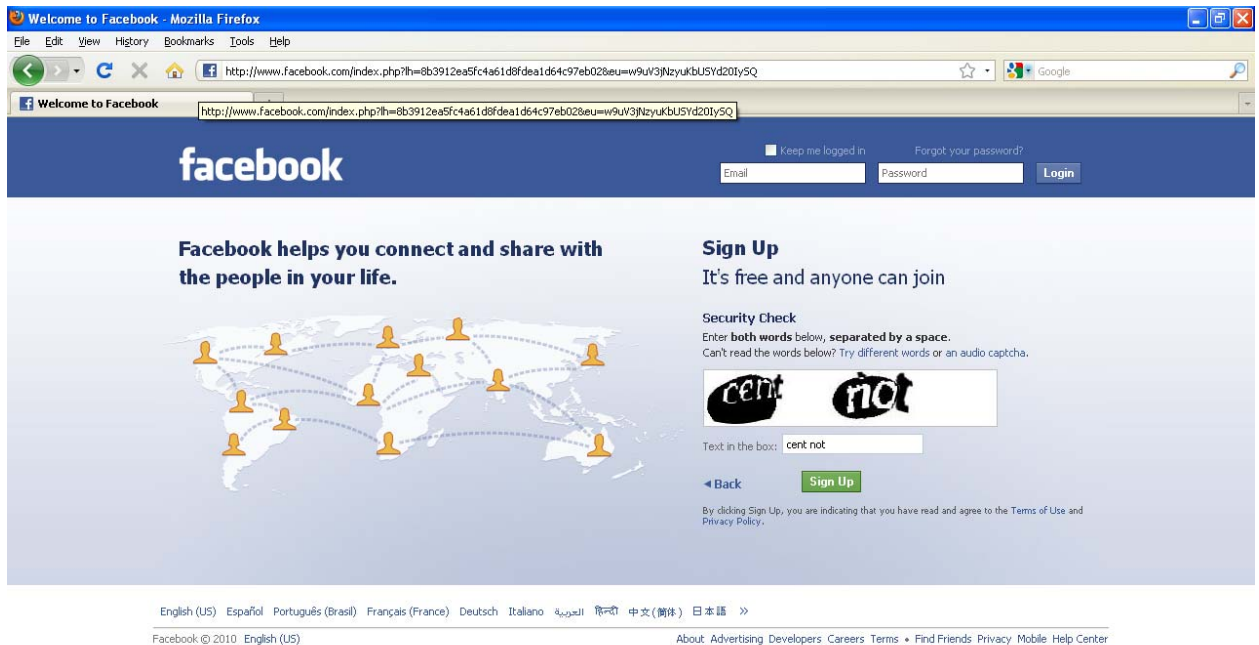


## How to set up a Facebook group:

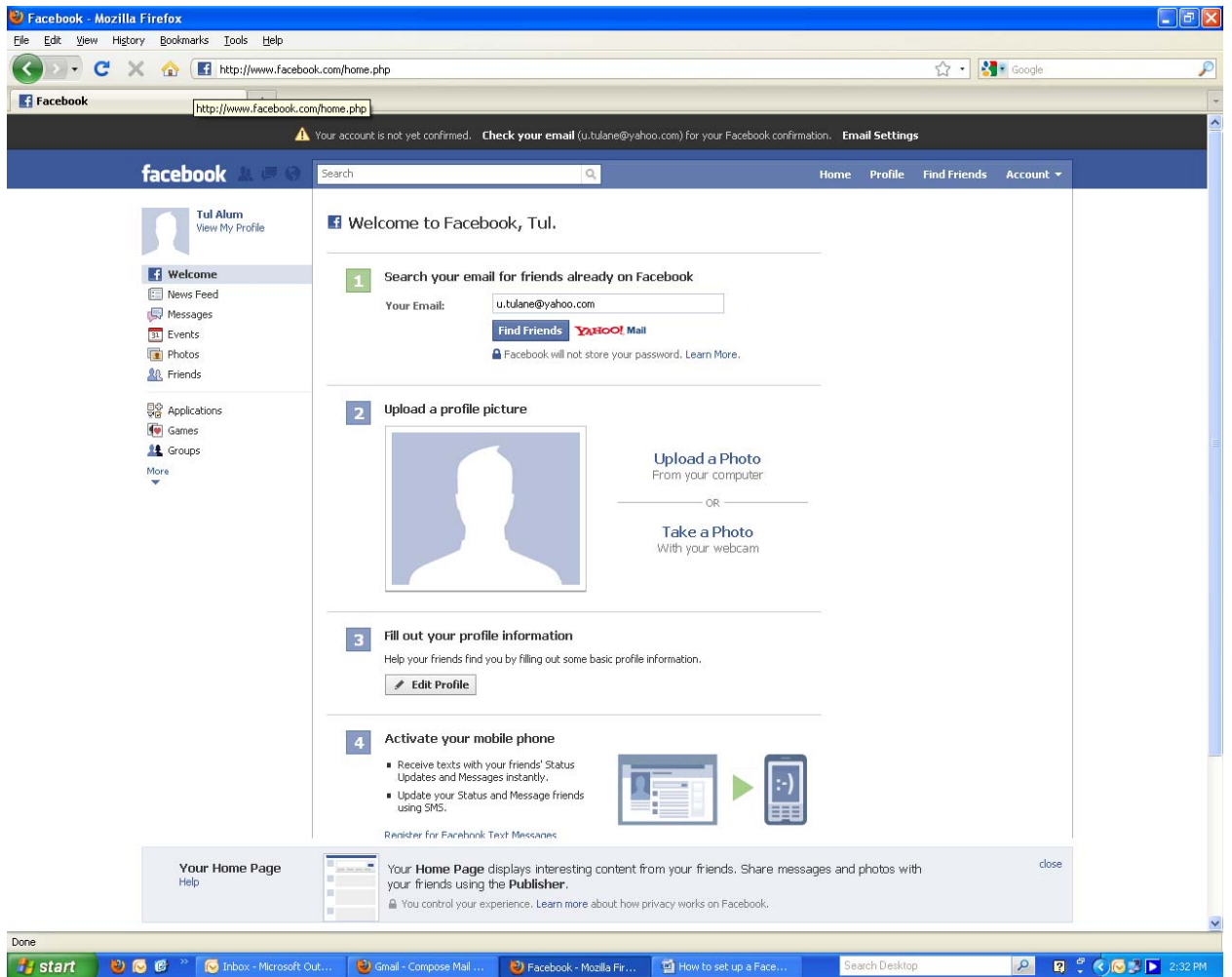
1. Go to Facebook.com



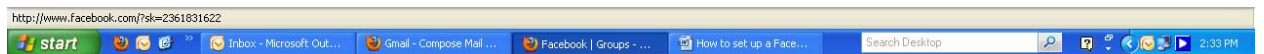
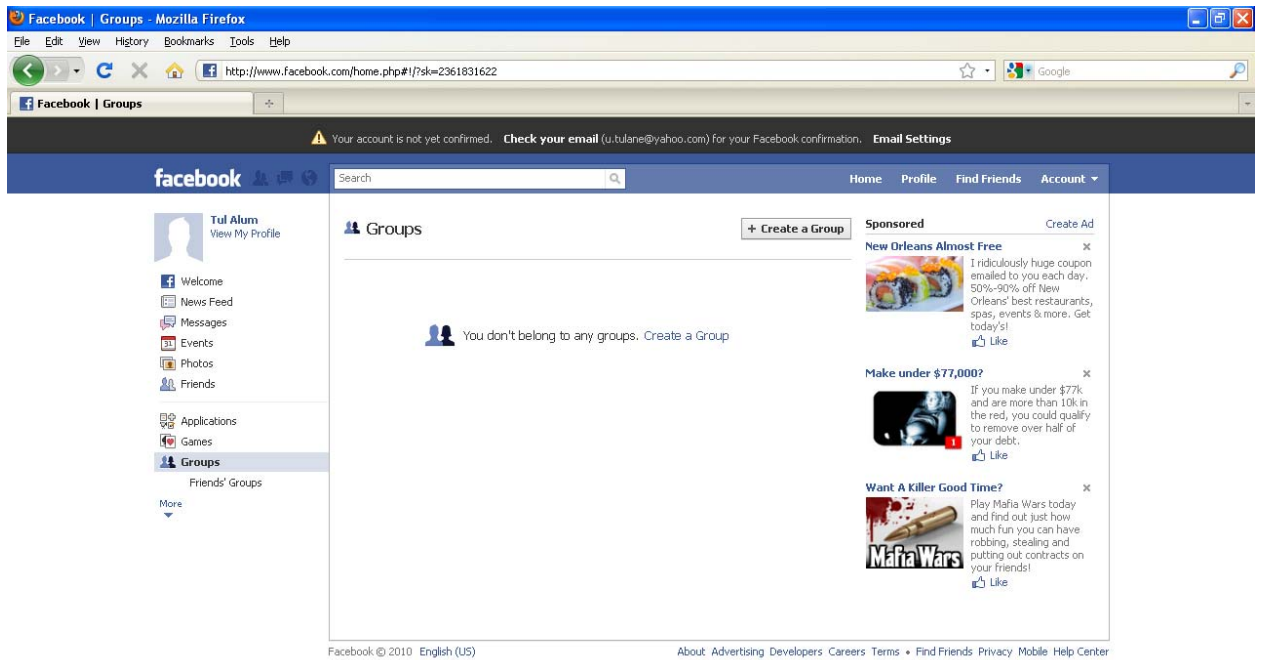
2. If you already have an account, log in. If not, sign up for an account by entering your information. Click sign up.



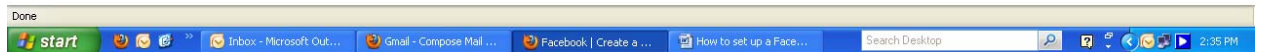
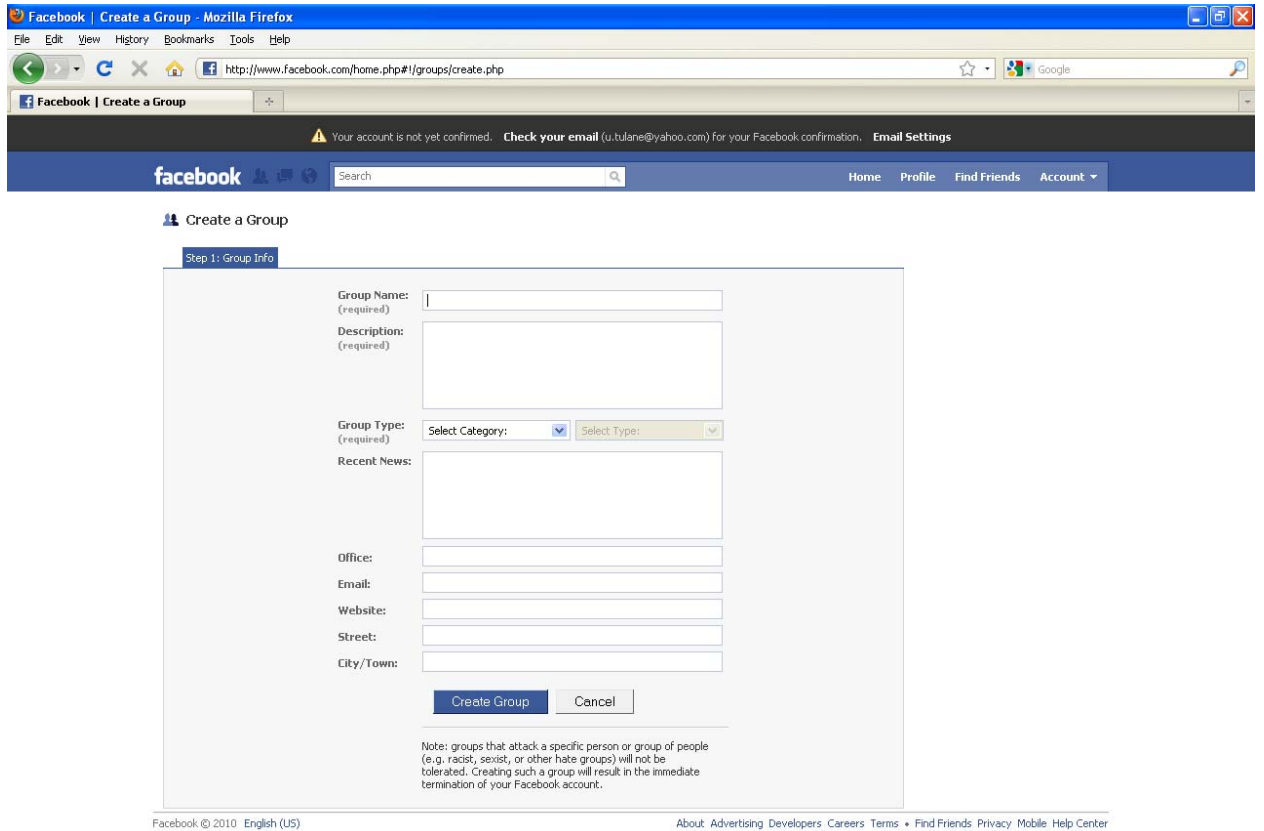
3. Enter the security code to proceed.
4. You will be taken to a page to set up your profile. Click "Skip this step" for all three steps (you can always add this information later).
5. You should now be at the "Home" Portion of the site



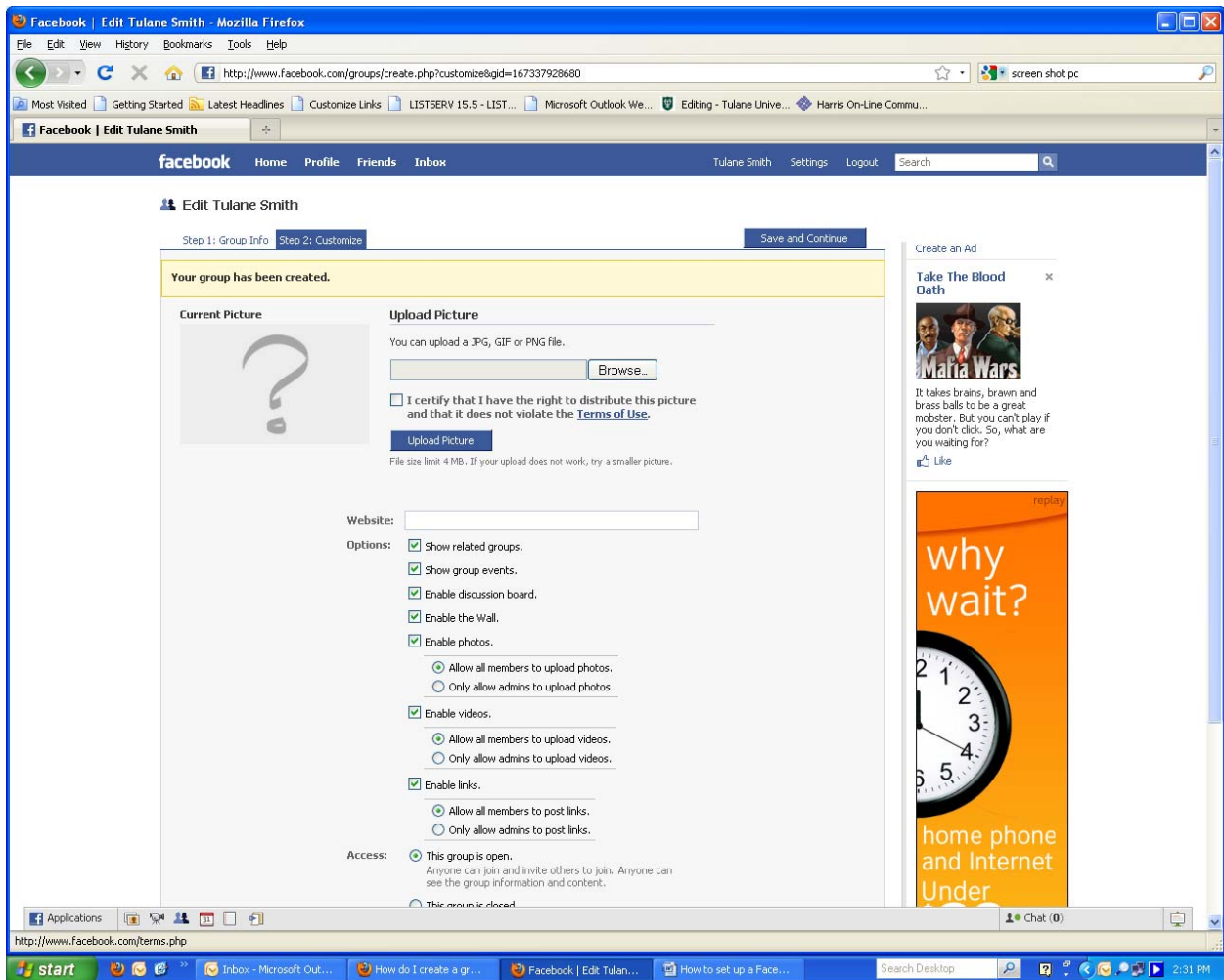
6. Now you want to click on the “Groups” link on the left side of the page.
7. When you click on this link, you will be taken to a screen where you can “Create a group.” Click on “Create A Group.”



8. On the next screen, fill out the information for your club group. Click on "Create Group" when you are finished. For type, we recommend "Student Groups > Alumni Groups", and then click "Create Group" at the bottom of the page.



9. Once you create your group, you will be taken to the next step in the Group Creation process that allows you to add a picture, add your website information, and set permissions for the group. Click Save. We recommend uploading a photo that represents Tulane's logo. Make sure that you specify that the group's network is "Open" so that even those without Tulane.edu addresses can join.



10. Once you have completed creating your Group profile, you will now be able to invite members from your friends list. A list of all your Facebook friends will be displayed and you can simply click on the image of the friends that you want to invite to your group. Click "Invite Friends".
11. Your group is now created, and you are all done! If this group is open to the public, anyone on Facebook will be able to join.

#### Other information to keep in mind:

- Identify the club with a simple mission statement or description. Some suggestions: *"Chicago-area Tulanians unite!"* *"This group is for Tulane University alumni living in Chicago."* *"Meet up with fellow Tulanians living in the Chicago area."*
- Please post a link to the official Tulane alumni website, <http://tulane.edu/alumni/> as well as a link to the official Tulane club page of your city, on your club group page.
- Feel free to use the Tulane wordmark on your Facebook group page. Follow the wordmark guidelines listed in the Style Guide, <http://tulane.edu/news/style/logos/>

- Please remember that your Facebook group profile is public and is viewable by millions of people, and that you are representing Tulane University. Posted comments, videos and images should be monitored by the page administrators. Profanity, lewd and/or derogatory or political, religious or other controversial content should be removed.
- Announcing Upcoming Events. When viewing the profile of a group that you administer, you should see a link for "Create Related Event" below the group picture. This will lead you to the Event creation page and establish your group as the host of the event. In order to invite all the members of this group to the event, go to the Edit Guest List page for that event and click on the "Invite Members" button in the upper right of the page. Please note that this option is currently unavailable for groups that have over 1,200 members. **Please note that all event registration must go through the Official Tulane Online Registration site. This is the official vehicle for all event registration including free events. Facebook is to be used to promote the official registration and club pages and not as an independent rsvp system.**
- Messaging All Members. To message all members of a group as the group's administrator, simply go to the group profile and follow the "Message All Members" link underneath the group profile photo.
- **Any event listed on a Facebook page must also appear on the official website. This aids in tracking events. Make sure that your Tulane club contact is a member of your Facebook page group so they can monitor developing events.**