

Welcome!





How to Set Up a Facebook Page for Your Auxiliary





Megan Zinn-Sanchez Public Relations & Marketing Coordinator VFW Auxiliary National Headquarters <u>mzinn-sanchez@vfwauxiliary.org</u>



A Note from the Presenter:

- This presentation is designed to assist you in setting up an Auxiliary Facebook page.
- There is much more to Facebook than what is included in this presentation.
- If you feel comfortable exploring Facebook Insights, Publishing Tools, Promotions and additional settings, you are welcome to do so!

Let's Get Started!



What's the Difference Between a Personal Profile Page and a Fan Page?

Personal Profile Page



Fan Page





What's the Difference Between a Personal Profile Page and a Fan Page?

Personal Profile Page

- Individuals
- Gain Friends
- Limited Number of Friends
- You Can Request Friends
- You are Required to Manually Accept Friends
- There is no Reporting
- Very few Promotional Opportunities

<u>Fan Page</u>

- Companies, Organizations, Brands, Products, Artists, Bands, Public Figures, Causes, etc.
- Gain Likes
- Unlimited Fans/Likes
- You Can't Request Fans
- You Don't Accept Fans
- Reporting!!!
- More Promotional Opportunities such as Ads, Promoted Posts, Offers
- It's FREE!!!



What You Need to Create a Facebook Fan Page

- A personal Facebook Profile Page.
 - You will NOT have a separate login for your Fan Page they will be the same.
- A logo or other photo to use as your Auxiliary's Profile Picture.
- Brief description of your Organization.
- A horizontal photo that will be used as your Auxiliary's Cover Photo.



- Log in to Facebook using your personal login information.
- Go to your Personal Profile Page. The layout of your Personal Profile Page should look similar to this after you log in to Facebook.





After logging in:

- Go to the UPSIDE DOWN TRIANGLE in the upper right-hand corner
- Click on "Create Page."





You will be taken to this page that instructs you to "Create a Page." Click the **"Get Started"** button in the box on the right that says **"Community or Public Figure."**





You will be asked to fill in the name of your organization. **Please use VFW Auxiliary and the number of your post.** Ex: VFW Auxiliary 12345

For the kind of organization, type "Community Service."

Community or Public Figure
Connect with people in your community and share news about what's important to you with a free Facebook Page.
VFW Auxiliary 12345
Community Service





Step 1 of 2: Add a Profile Picture

 Select the "Upload a Profile Picture" button to upload a photo.

<u>Tips:</u>

- Your Auxiliary's Profile Picture should be a square image/shape.
- Do not use your Auxiliary President's photo for the Profile Picture.
- Suggestions: VFW Auxiliary Emblem, American Flag, Eagle, etc. The VFW Auxiliary Emblem is available in the Emblem Branding Center behind Member Login.

Help people	Add a Prome Picture e find your Page by adding a photo.



F Search Q 🖗 Megan Home Find Friends 👭 🔗 🔇 🕶

Step 2 of 2: Add a Cover Photo

 Select the "Upload a Cover Photo" button to upload a photo.

<u>Tips:</u>

- A Cover Photo is a large, horizontal photo that graphically represents your Auxiliary
- Suggestions Flags, Eagles, photos of your Auxiliary volunteering, etc. Download cover photos from the The VFW Auxiliary Emblem Branding Center behind Member Login.





Once you have uploaded a Profile Picture and a Cover Photo, you will be taken to your Auxiliary's NEW Facebook page!

Your **Auxiliary Page** will look similar to this once you've added a **Profile Picture** and **Cover Photo.**

There are so many things you can add and/or update. What should you do?

 Start by Creating a Username and Add a Short Description





Create Page Username

What is a Page Username?

- Your Page Username is the website address for your Auxiliary Facebook Page.
- It's a way for people to find your Auxiliary Page on Facebook
- It allows your Auxiliary to be "tagged" by other Pages and people by typing @VFWAuxiliary12345 (or whatever your Auxiliary number is).





Create Page Username

For your Auxiliary's Username, please use VFW Auxiliary and the number of your post. Ex: VFW Auxiliary 12345

Once the Username has been entered, (VFWAuxiliary12345 - your Auxiliary number in place of the 12345), click the **"Create Username"** button.





You will be taken to this screen.

Click the **"OK"** button.





Add a Short Description

What is a Short Description?

- It's the brief introduction to your business or organization that shows up on the "About" section of your Facebook Page.
- There's a limit of 255 characters.
- **Suggested Short Description:** The VFW Auxiliary supports projects that benefit veterans, active-duty service members and their families. We also spread patriotism in our community.
- Once the Short Description has been entered, click the "Save" button.





Once the Username and Short Description have been entered, you will be taken back to your Auxiliary Page.

Once you are on this page, select the **"Settings"** tab.





You will be taken to this screen. Click the **"General"** tab on the left side of the page.

There are numerous settings you can change in this section, but likely only two that you will WANT to change:

- Visitor Posts
- Profanity Filter

f	VFW Auxiliary 12345	٩	👰 Megan Home Find Friends 🐰 👁 💔	0 -
ge	Inbox Notifications Insig	hts Publishing Tools	Settings	Help •
	🗘 General	Page Visibility	Page published	Edit
	J Messaging	Visitor Posts	Anyone can publish to the Page Anyone can add photos and videos to the Page	Edit
	🗘 Edit Page	News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned off	Edit
	Post Attribution	Messages	People can contact my Page privately.	Edit
	Notifications	Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
	Messenger Platform	Others Tagging this Page	People and other Pages can tag my Page.	Edit
	Videos	Page Location for Frames	Other people can use your Page's location for photo and video frames.	Edit
	▲ Page Roles	Country Restrictions	Page is visible to everyone.	Edit
	1 People and Other Pages	Age Restrictions	Page is shown to everyone.	Edit
	I Preferred Page Audience	Page Moderation	No words are being blocked from the Page.	Edit
	Authorizations	Profanity Filter	Turned off	Edit
	Dartner Anns and Services	Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
	Prended Content	Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
		Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
	i instagram	Translate Automatically	Your posts may show translations automatically for people who read	Edit
	T Featured	Comment Publing	Mart meneri assessme are chaus for bu Doos bu defruit	5.0
	Crossposting		most recent comments are shown for my page by deauti.	Euk
	Page Support Inbox	Content Distribution	Downloading to Facebook is allowed.	Edit
	\$ Payments	Download Page	Download Page	Edit
		Merge Pages	Merge duplicate Pages	Edit
	Activity Log	Remove Page	Delete your Page	Edit



Click "**Edit**" on the Visitor Posts line and

- Allow visitors to the Page to publish posts
- Review posts by other people before they are published to the Page.

Click the "**Save Changes**" button.

VFW Auxiliary

Inhov Natifications Insideta	Publishing Tools	Setting	Help -
moox nouncations insights	Fublishing tools	Settings	neih .
General	Page Visibility	Page published	Edit
Messaging	Visitor Posts	Allow visitors to the Page to publish posts	
F Edit Page		 Allow proto and video posts Review posts by other people before they are published to the 	
Post Attribution		Page 19	
Notifications		Save Changes Cancel	
Messenger Platform	News Feed Audience and	The ability to narrow the potential audience for News Feed and limit	Edit
Videos	Visibility for Posts	visibility on your posts is turned off	
Page Roles	Messages	People care of the my Page privately.	Edit
People and Other Pages	Tagging Ability	Only people what manage my Page can tag photos posted on it.	Edit
Preferred Dana Audiance	Others Tagging this Page	People and other Pattern tag my Page.	Edit
Freieneu Page Audience	Page Location for Frames	Other people can use your Page's location for photo and video frames.	Edit
Authorizations	Country Restrictions	Page is visible to everyone.	Edit
Partner Apps and Services	Age Restrictions	Page is shown to everyone.	Edit
* Branded Content	Page Moderation	No words are being blocked from the Page.	Edit
) Instagram	Profanity Filter	Turned off.	Edit
r Featured	Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
N Crossposting	Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
Page Support Inbox	Post in Multiple Languages	Ability to write posts in multiple languages is furned off	Edit
§ Payments	Translate Automatically	Your posts may show translations automatically for people who read other languages	Edit
E Activity Log	Comment Ranking	Most recent comments are shown for my Page by default.	Edit
80 (ET)	Content Distribution	Downloading to Facebook is allowed.	Edit
	Download Page	Download Page	Edit
	Merge Pages	Merge duplicate Pages	Edit
	Remove Page	Delete your Page	Edit



Find the Profanity Filter line and click **"Edit."** Select **MEDIUM** from the drop-down menu.

Click on the **"Save Changes"** button.

Click on **"Page"** to go back to your Auxiliary Page.

VFW Auxiliary

Inbox Notificatio	ns Insights	Publishing Tools		ettings
🗘 General		Page Visibility	Page published	Ed
Messaging		Visitor Posts	Anyone can publish to the Page Post moderation is turned on	Ed
🗘 Edit Page		News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed an visibility on your posts is turned off	nd limit Ed
Post Attribution		Messages	People can contact my Page privately.	Ed
Notifications		Tagging Ability	Only people who help manage my Page can tag photos post	ed on it. Ed
Messenger Platform		Others Tagging this Page	People and other Pages can tag my Page.	Ed
Videos		Page Location for Frames	Other people can use your Page's location for photo and vide	eo frames. Eo
L Page Roles		Country Restrictions	Page is visible to everyone.	Ed
People and Other Page	s	Age Restrictions	Page is shown to everyone.	E
Preferred Page Audien	ce	Page Moderation	No words are being blocked from the Page.	E
Authorizations		Profanity Filter	Medium V 12	
Partner Apps and Serv	ces		Save Changes Cancel	
Branded Content		Similar Page Suggestions	Choose whet	Ed
🕘 Instagram		Page Updates	Page posts are auto and a vily published when you update Page reach milestones, rectangle wiews and more.	ge info, Eo
Featured		Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Ed
Crossposting		Translate Automatically	Your posts may show translations automatically for people who ther languages	ho read Ec
Page Support Inbox		Comment Ranking	Most recent comments are shown for my Page by default.	Ed
\$ Payments		Content Distribution	Downloading to Facebook is allowed.	Ed
Activity Log		Download Page	Download Page	Ec
0.2 - 20.2 Mail (20.2		Merge Pages	Merge duplicate Pages	Ed



The next step is to enter detailed information about your Auxiliary, including contact information.

Select the "See More" tab to see the "About" tab.





Click the "About" tab.

VFW Auxiliary





The "**About"** section will display.

The following have already been created, but your may choose to **Edit** them if you need to correct something:

- Category
- Name
- Username
- Short Description

To edit, click on the link of what you'd like to "**Edit**," make your changes and **"Save Changes."**





Under "Business Info":

- Enter the year your Auxiliary was instituted.
- Leave Edit business types as-is.
- Leave Mission as-is.

Under "Contact Info":

- Enter the phone number for your Post/Auxiliary.
 If your Post/Auxiliary does not have a
- phone number, leave this blank.
 Enter the email address for your Auxiliary. If your Auxiliary does not have an email
- address, leave this blank.Enter the website for your Post/Auxiliary.
- If your Post/Auxiliary does not have a website, list the National VFW Auxiliary website: <u>https://www.vfwauxiliary.org</u>.

Under "More Info":

- Leave Impressum as-is.
- Feel free to add awards or other

information.





Under "Our Story":

- Add a patriotic photo or a photo of your Auxiliary members.
- Write information about your Auxiliary or use the following:

The VFW Auxiliary is one of the nation's oldest veterans' service organizations and our members are the relatives of those who have served in overseas combat. We have nearly a half million members nationwide who volunteer millions of hours and fundraise millions of dollars for charitable projects that benefit veterans, military service personnel, and their families.

Through our National Programs, we assist the VFW pass or block legislation that impacts veterans and their families, provide nearly a million volunteer hours in the VA medical system, conduct patriotic programs with thousands of students and offer hundreds of thousands of dollars in scholarships for our nation's youth. With nearly 4,000 Auxiliaries, there is likely one in your area working to improve the lives of America's uncommon heroes.





Once all changes have been made, click the **"Home"** tab.





Next you will choose how people can contact your Auxiliary.

Click the "Send Message" button.





Select "Edit Button."

VFW Auxiliary





Select "Contact you"

Choose how you would like people to contact your Auxiliary:

- Call Now (Phone)
- Send Message (Facebook message)
- Send Email (Email)
- Contact Us (Website Link)
- Sign Up (Website Link)

Once you have selected the method of how your Auxiliary will be contacted, click the **"Next"** button.

Fill in the information and click "Finish."





Your Contact button is live!





Now that your Auxiliary Page is set up, be sure to "**Like**" it and "**Follow**" it to see the updates in your News Feed!





You have successfully created your Auxiliary Facebook Page!

Great job!!!

Tip: Be sure and invite your Facebook friends to "Like" your Auxiliary Page!





Questions?

Contact Megan Zinn-Sanchez Public Relations & Marketing Coordinator VFW Auxiliary National Headquarters <u>mzinn-sanchez@vfwauxiliary.org</u>