

CREATING A FACEBOOK ACCOUNT/PAGE

If you would like to create a Facebook page for your VIEW Club you are required to have a Facebook Account. You can convert this account into your Club Page.

Getting Started

It is suggested you prepare the following first. This will make setting up your club page easier.

Name

Use your Correct VIEW Club Name eg First Name – Castlemaine; Surname – VIEW Club

Address

Use your postal address – especially if you have a PO Box

Date of Birth

Use inaugural date or similar (must be older than 18 years)

Email address

Club's email address (do not use a member's personal email)

Description

This doesn't need to be long, but is an introduction to your Club. Recommend something like:

VIEW is a women's volunteer organisation with over 15,000 members across Australia exclusively supporting The Smith Family's work to improve educational outcomes for disadvantaged Australian children and young people. Through its supportive network, VIEW women build lasting friendships, empowered and connected by the common purpose to support The Smith Family and make a difference to Australian children in need.

[Club Name] supports [# children] through the The Smith Family to help provide them with the tools they need to make the most of their education and create better futures for themselves.

Our club [describe what your club does, volunteering, fundraising, activities etc]

Select Profile/Cover Photos

Your Page's profile picture: (small picture at the side)

- Displays at 170x170 pixels on your Page
- Can request VIEW logo from National Office (view@thesmithfamily.com.au)

Your Page's cover photo:

- Displays at 820 pixels wide by 312 pixels tall on your Page on computers and 640 pixels wide by 360 pixels tall on smartphones
- Must be at least 400 pixels wide and 150 pixels tall

Note: The Smith Family Logo is not to be used as either photo as VIEW Clubs require permission to reproduce this logo from The Smith Family.

Security

Check your security settings so the account is available to only those you want.

Save and Close

Disclaimer: The instructions here are a guide only. For full Facebook instructions please visit <https://www.facebook.com/help/?ref=contextual>.