

Facebook FAQ

<http://www.facebook.com/help/faq/>

New Facebook 'Download Your Information' Feature - 10/06/10

<http://www.youtube.com/watch?v=8r0egO0x07g>

Add Admin to Facebook Video

<http://vimeo.com/10481805>

How to Create An Event On Facebook

From private parties to organized trips over school breaks, you can organize and publicize any event using Facebook. As a social utility and networking Web site, Facebook makes a great platform for hosting and building your events.

Instructions: Things You'll Need:

- Idea for a great event
- Facebook account
- Computer with Internet access

Create an Event

1. Log in to the Facebook home page with the email address and password that you registered with (see Resources below).
2. Select "Events" from the navigation menu. You will be taken to a page with all the events you are currently planning to attend. (If "Events" tab is not currently in your navigation menu you can add it by clicking on the "+" sign and then selecting "Events". This will add the feature to your navigation menu.)
3. Hit the "Create Event" button.
4. Fill in all the details about your event, including the time and place. You can always edit these later, but try to get as much detail in as you can initially.
5. Choose the level of access to your event. If the event is open, anyone can see the details and add himself or herself to the guest list. If the event is closed, only the time and description is shown to uninvited guests. Facebook users can request to be added to the guest list for complete event info. A secret event will not appear in search results and will only be viewable by those people you invite.
6. Click "Create Event" to complete your event details.
7. Upload a photo that represents the event. Use the browse feature to find a photo on your hard drive to upload.
8. Invite guests. Select your friends on Facebook and other users to attend your event. You can even send emails to people not on Facebook. After you invite people, you are done creating your event.

Tips & Warnings

- Import your address book from your free email provider or mail software to easily send invites to everyone you know.
- Go to "My Events" at any time to see the status of your party. Check on who has RSVP'd and who isn't attending.
- Facebook is a great way to spread the word about a worthy cause. Create group for your special cause and have your group host a fundraising event.
- Visit customer support if the event you create does not show up properly in searches.
- If you are creating an open event, do not put your home address as the location. With open events, anyone can see the details, including location of the event. Personal data like phone numbers and addresses should be kept private.

Find and Add Friends

After you join Facebook, this screen is displayed. You can add friends now or you can access this screen later by clicking Find Friends in the right side of the screen.

To Find Friends Using Your Email Address Book

To use your address book to find friends:

1. Enter your email and password.
2. Click on the Find Friends button.

Note that for web based email applications, you are directed to your email provider to enter your password directly on their site. Many email providers require that you sign an agreement allowing Facebook to access your email account.

3. Click the checkbox next to each friend you want to add or click Select All Friends. If you do not want to add any of the friends displayed, click the Skip button.
4. To add the friends you have selected, click on the Add as Friends button.

5. An email is sent to the friend for them to approve your request to be added as a friend.

Find Friends You Instant Message

To Find Friends who you instant message, click on the Find Friends You Instant Message link.

1. Select the button for AIM or Windows Live Messenger.
2. Enter your screen name and AIM password.
3. Click on the Find Friends button.

Depending on your instant messaging provider, you may be directed to your IM provider's website to enter your password directly on their site. Many email providers require that you sign an agreement allowing Facebook to access your IM account.

4. A list of people who you instant message with and are registered on Facebook is displayed.
5. Click the checkbox next to each friend that you want to add
6. To add all people that are displayed, click on the Select All Friends checkbox.
7. If you do not want to add any of the friends displayed, click on the Skip button.
8. To add the friends you have selected, click on the Add as Friends button.
9. An email is sent to the friend for them to approve your request to be added as a friend.

Add Notes

You can write notes on your profile similar to a blog for your friends to read. You can also import an existing blog into Facebook Notes. Once you write notes, you will have a Notes tab on your profile.

<http://www.facebook.com/apps/application.php?id=234747185610>

1. To access Notes, click the Notes icon in the Application section or toolbar.
2. Click My Notes.
3. To enter a new note, click Write New Note.
4. Enter the title of the note, body and people you want to tag in the note.
5. Tag people who are mentioned in the note.
6. Select who you want to be able to see the note in the Note privacy section.
7. To save a draft of the note without publishing it, click the Save Draft button.
8. To see what the note will look like before you publish it, click the Preview button.
9. To publish the note, click the Publish button.

Join Networks

Networks are a way to interact with people who live in your area, work at your company or attend your school. You can join up to five networks, but must designate one as your primary network. Your primary network is displayed underneath your name and Facebook uses the network to rank search results. To join a college or employer network, you must register your Facebook account using a valid email address for the college or place of employment. To join a high school network, you must use a high school email, be invited by a member of the high school network, or be approved by a member of the high school network. You can only change your regional network twice every 60 days. <http://www.facebook.com/help/?page=40314>

1. Click the Settings menu, select Account Settings.
2. Click on the Networks tab. This tab lists any networks that you currently belong to.
3. In the Network name field, enter the name of the city, workplace, school or region that you want to join.
4. Select the network that you want to join and click the Join Network button.

Join Groups

Groups allow you to meet and interact people with common interests or beliefs.

A group can be for people who support the same sports team, attend the same church or like the same television show. Be sure to look for business and professional groups that would help with professional networking.

You can join an existing group or create your own groups. You can join up to 200 groups.

<http://www.facebook.com/apps/application.php?id=2361831622&b15>

1. Click on the Groups icon in the Application section or toolbar.
2. The Groups page is displayed. A list of your friends groups and the groups that you belong to is displayed.
3. To join a group that one of your friends belong to, click on the group and then click Join Group.
4. You are now a member of the group.
5. To find an existing group, enter a keyword in the Search field.
6. A list of groups matching your search is displayed.
7. Click Join Group to join the group.

Create a Group

If you do not find a group that you want to join, you can also create a group for a specific interest or group of people.

<http://www.facebook.com/apps/application.php?id=2361831622&b16>

1. Click on the Groups icon in the application section or toolbar.
2. The Groups page is displayed with a list of your friends groups and the groups that you belong to.
3. To create a new group, click the Create a New Group button.
4. Enter the name of the group. Be sure to enter a name that describes the purpose of the group.
5. Select the Network for the group.

If you want the group to be available to all members of Facebook, select Global. If you want it to only be available to members of a specific network, select the Network.

6. Write a description of the group in the Description field.
7. Select the Type of group. These categories help people find the group based on type and category.
8. Enter recent news, office, email, street and town.
9. Click the Create Group button.
10. The group is created and the Customize Groups tab is displayed.
11. To upload a picture for the group, click the Browse button and select a picture.
12. Enter the website address for the group.
13. Select which options you want to enable for the group.
14. Select the Access level for the group.

If you select Open, then anyone can join the group without your knowledge. If you select Closed, the group description is shown on Facebook, but you must approve any members. If you select Secret, the group description is not shown on Facebook and you must invite all members.

15. Click the Save button.
16. The Members tab is displayed.
17. To invite members, enter their name in the Invite Members field or select their name.
18. Enter a message for the invitation.
19. Click the Send Invitations button.

Official Facebook Groups Video - 10/08/10

http://www.youtube.com/watch?v=l6ud_SZARCs&feature=player_embedded

Facebook Groups: 2 Problems

<http://thenextweb.com/socialmedia/2010/10/10/the-new-facebook-groups-the-good-the-bad-and-the-ugly/>

Spammy - Each time someone writes something in a group I belong to, I get an email notification. In order to edit notifications, I need to go into each specific group and change my settings. I think it would have been a better product if I could just remove the group notifications via email from my general account settings in one click.

Automatic Membership - When someone adds you to a group, you automatically become a member without any need for your consent. This will eventually lead (and for many of you, has already led) to many spammers abusing this feature just like they do now with tagging you on specific photos just to get your attention or promote on your page. Apropos photos, I am hoping that this abuse will soon be resolved with the new facial recognition technology Zuckerberg talked about during Facebook's last press conference.

To Change Your Real Name Email, Password, Security Question

You can use the Account tab to change your password, change your email, enter credit card and other administrative tasks.

To access the My Account screen, select Account Settings from the Settings menu.

The Settings tab controls your account information. Facebook uses the Former Name field to help identify friends, but does not display this information. If you change your email address, you must use a valid address that is not currently connected to another Facebook account.

1. Click the Settings tab.
2. Click Change next to the information that you want to modify.
3. Enter the new information in the correct field
4. Click the Change button
5. The new information is saved.

2011 Social Marketing Trends

<http://thenextweb.com/socialmedia/2010/09/12/seven-important-social-media-trends-for-the-next-year/>

- Group Buying
- Question & Answer
- Mobile - Location
- Facebook Credits
- Branded Content
- Twitter Monetizing
- Google Failing on Social Media