

## Creating a Facebook Page

Why create a Facebook page? To create additional awareness of your chapter, and promote networking opportunities for members and non-members!

The individual creating a Facebook page must have a personal facebook account of their own. Choose the primary administrator of your Facebook page carefully! One recommendation would be a President or past President. Once that person is assigned as the primary administrator of the group, they *cannot* be removed from that position. You can add additional administrators if the original administrator no longer will be responsible for the page. However, they will always have the ability to log in to the page and make changes.

- To begin, go to [www.Facebook.com/pages/create](http://www.Facebook.com/pages/create).
- **OR** if you are logged into Facebook, scroll to the bottom of the screen. In the footer click the link that says Advertising.
- Click on Pages at the top. Next click on Create a Page.
- You will now be asked for demographic information. Fill this out, and type in the name of your Facebook Page. Note that you will not be able to change this information once it is submitted.
- Proceed as prompted.
- Next, you can add different applications to the page to enhance it (like video, photos, etc.) You will be able to go back and add applications as the need for them arises, so it's OK to start with the basics.
- Please make sure to link to the NANN website at [www.nann.org](http://www.nann.org)
- To activate your page, you will need to "Publish" it. There will be a link to prompt you to do this.
- To manage your Facebook page on an ongoing basis, login to your account and then click the "Pages" button in the toolbar at the bottom of your Facebook page.

To get some fans, share your page with colleagues and chapter members. On the side of your page, after you publish it, you will see a "Share with friends" link. Click it, and then you can type in your friends. If the link is not there, look for a + sign that is just below this list.

Have fun with your page! Update it often, and post photos of your chapter members. And please let the NANN national office know about your Facebook page.