

HOW TO CREATE A FACEBOOK GROUP



Facebook groups are a great way to have online conversations with your members. You can upload documents, add photos and create events just for your group. You can even restrict the group membership just to those who are dues-paying members. **Check out the steps below on how to create a Facebook group.**

- 1** Log into your personal Facebook account.
- 2** Go to the bottom left of the page and **select 'group.'**
- 3** Type in a name for your group. This will be visible to the public. **We recommend using the name of your Local.**
- 4** Add at least one person to the group and select a privacy option. **We strongly recommend selecting the 'Closed Group' option.**
- 5** Select **'Pin to Shortcuts'** for quick access during future log ins, then click **'Create.'**
- 6** Select an icon to represent your group and click **'OK.'**
- 7** Now your group is created and you're ready to personalize!

**Remember: Do NOT set up or access any social media account using your government email address.*