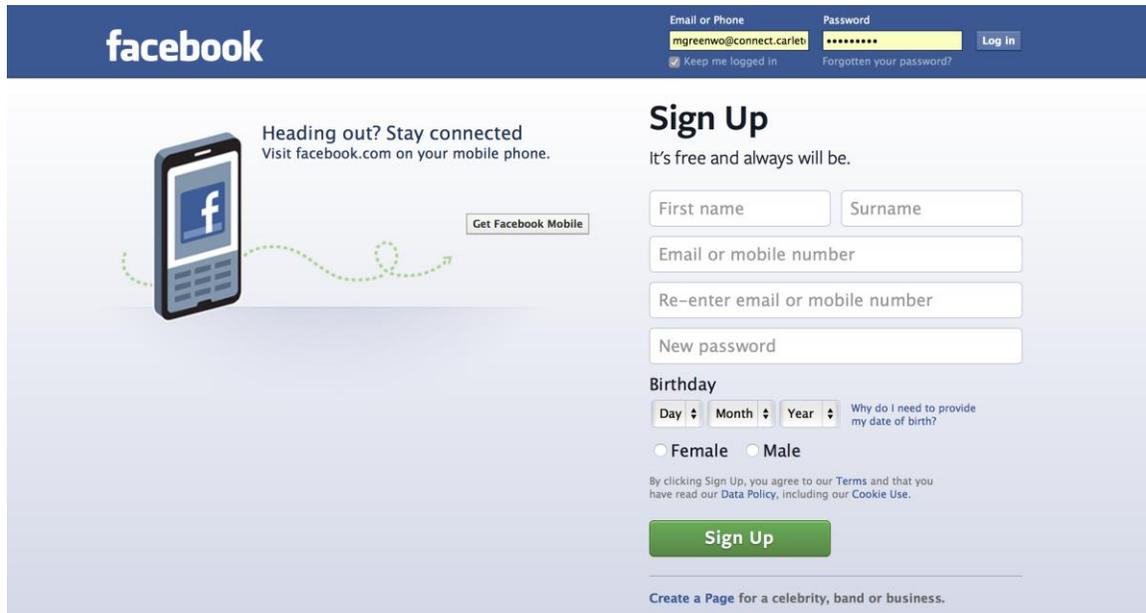*Registering with Facebook*

To create your own Facebook account is actually quite simple, just follow these steps and if you need any assistance along the way please do not hesitate to contact Michael Greenwood at: mike.greenwood@rscds.org.

1. In order to create a Facebook **Account (Profile)**, you must sign up to Facebook. If you are not already registered with Facebook please go to www.facebook.com and create a new **Profile**. This will be right on the page under "Sign Up"

2. To create a new **Account** you will need a valid email address and perhaps a cell phone number where Facebook can send you a confirmation code (this is to ensure privacy). You can then choose if you would like this information to be visible to the public at a later stage.

Facebook will send you an email with confirmation of your account, and you should go to your email inbox and follow the link it provides to complete the registration process.

3. If you are a new user to Facebook then after you register the system will ask you to create your **Profile**, but this is not necessary if you would like to skip it. <u>Facebook will initially ask you to</u>:

- Find **Friends** on Facebook *(this is not necessary and can be done at a later stage; please click "Skip this Step" at the bottom of the page)*
- Upload a **Picture** for your **Profile** Picture*(this is not necessary and can be done at a later stage; please click "Skip this Step" at the bottom of the page)*

You do not have to do anything at this stage if you do not want to; it is just a way to complete your **Profile** and make yourself more visible amongst Facebook users.

If you like though, find a picture of yourself on your computer or take one and upload it to your computer and then use that as your **Profile** picture.

Facebook Terms

Let's go over a few terms you will come across while registering and posting within Facebook.

Profile: This is your personal page that you, and only you, can customize. It is meant to be your "digital self"; meaning you can upload your pictures, videos, write notes, communicate your thoughts, etc. It is up to you what you put in your **Profile**, but be aware that if you do not change the privacy settings then what you post and upload can be seen by the entire world.

Timeline: This is exactly as it sounds, a timeline of all the posts sent out by you and/or your friends. There are <u>three timelines</u> you should be aware of:

- Your **Profile timeline**: shows content you have uploaded or tagged in.
- Your **Home timeline**: shows posts by all your friends, including yourself.
- Your **Page timeline**: shows content you have uploaded, and can show posts or comments by other users who "like" your **Page** *(we will get in to Pages in another document)*.

Like: If you want to follow updates and receive information on a certain topic, for example the RSCDS, then you need to "**Like**" the RSCDS **Page** (more information on **Pages** below). If people want to follow along with your updates and receive information

you put out, they then need to "**Like**" your **Page**. In addition, you can "**Like**" certain posts and people can "**Like**" your posts.

Privacy Settings

If you would like to adjust who can view your personal information or **Profile**, you need to change the Privacy settings as Facebook will create a **Profile** with basic settings when you initially register with the system. You can only change the Privacy settings once you have created your **Profile**.

1. Once you have created your Facebook **Profile**, click the **Home** button located at the top of any Facebook webpage. To access the **Privacy** settings, find the small button on the right hand side of the screen at the top of the webpage that looks like a **Lock**. Click this and you will be given various options to change your settings.
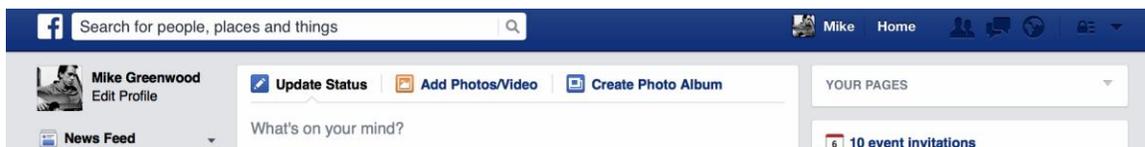
2. For more comprehensive adjustments, click the **Downward Facing Arrow** located beside the **Lock** button at the top of any Facebook **Page**. This will bring down a menu, and you want to click on "**Settings**".
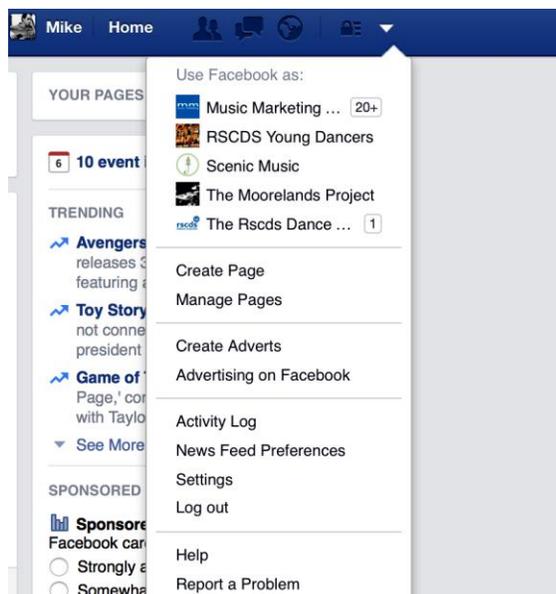
3. Within Settings you can adjust mostly everything within Facebook, so take some time and figure out how you want your Facebook **Profile** to be set up and go through each of the menu options.
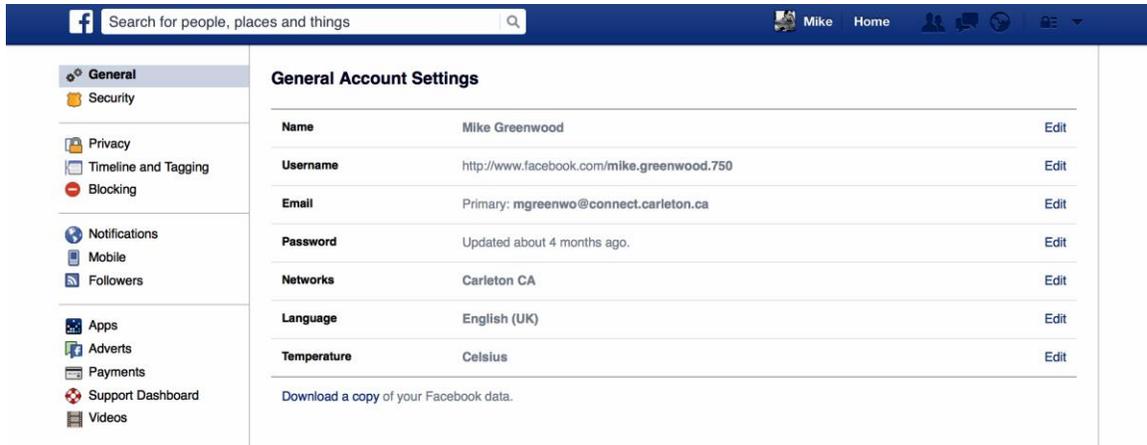
Facebook has more or less <u>two main **Pages**</u> that can be seen at the top in the **Header**:

- Your **Profile (Account) Page** (which is your name).
- Your **Home Page** (labelled **Home**).

The **Home** page is simply a timeline of everything you and your friends have posted. If a friend posts a picture or a status update, it will appear in your **Timeline**. All of your posts will also appear on the **Home** page.

Your **Profile** page is your **Account**, and almost everything you see can be edited. Your **Profile** page should will have the following functions:

Top Header: The **Top Header**, above the **Header Image**, contains a few functions to better allow navigation through Facebook. Starting from the left hand side, you have:

- **The Facebook Logo** *(when clicked on takes you to the **Home Page**).*
- **Search Box/Field** *(search for friends, pages, groups, etc.)*
- **Your Name** *(click this and you will be taken to your **Profile Page**).*
- **Home** *(click this and you will be taken to your **Home Page**).*

- **Friend Requests** *(any friend requests you receive will be kept here, and lit up when you receive one. You can confirm or decline the friend, and Facebook also suggests people you may know).*
- **Messages** *(this is where all the messages you receive are kept. Friends can message each other through the Instant Messaging system located on the right hand side of every* **Page***. If a friend has a* <u>red dot</u> *beside their name, that means they are online and you can chat with them. This is a free service, meaning you can communicate with anyone in the world if you wish. You can also leave a message for them for the next time they are logged in to Facebook).*
- **Notifications** *(every time someone likes your post, comments on something you posted, tags you in something, etc. a notification will be sent to you informing you of this).*
- **Options** *(settings, log out, etc.).*
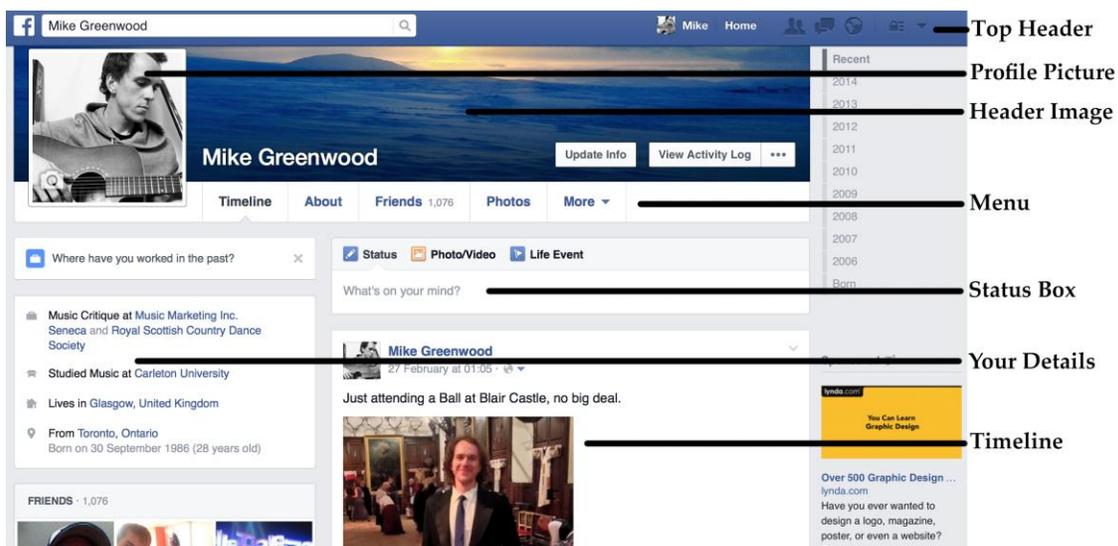
Profile Picture: This is the picture that is attached to each post you send out, and is the picture people come across when they search and befriend you.

Header Image (Cover Photo): A picture of your choosing that goes at the top of your **Profile Page**.

Menu: This is where you can navigate through your **Profile Page**. Go between your **Timeline**, your personal details (**About**), your Friend list (**Friends**), your **Photos** and more.

Status Box: This is where you post to Facebook. You can write something, post a picture/video, a link to a website, a life event (say moving somewhere) and anything else you would like your friends to know.

Timeline: This is essentially like the **Home Page** timeline, but your personal Timeline only shows your status updates and any other updates that mention you. Your status instantly becomes a part of your Timeline, but it also shows up on your **Home Page** for all your friends to see and comment.

Your Details: This section shows your details to your friends. What your current job is, where you studied, where you live and where you were born. It can also show your birthday and many other things if you like.

Further down the page on the left hand side you will see most of the **Menu**. Friends, Photos, Places you have been (called "Checking In"), "**Likes**" (this can include films, music, novels, sports teams, etc. Mostly everything has a page you can "**Like**". For example, The Royal Scottish Country Dancing Society has a Facebook **Page**, so why not search for it in the **Search Box** at the Top and then give us a "**Like**"!)

Liking **Pages** will show your friends what interests you and can connect you with like-minded individuals.

We thank you for your participation and as always, if you have any questions about creating a Facebook account please do not hesitate to contact Michael Greenwood at: mike.greenwood@rscds.org or phone the central office and ask for Michael.

Michael Greenwood
Digital Marketing Communications Officer