



CREATING YOUR PRECINCT FACEBOOK PAGE

1. Log into your personal Facebook account.
2. In the blue bar in upper right corner of the page, look for an INVERTED TRIANGLE icon and select it.
3. From this drop-down menu, select CREATE GROUP.
4. In the dialog box, in NAME YOUR GROUP, enter: **Cabarrus Democrats XX-XX**
5. In the same dialog box, you will then ADD SOME PEOPLE, if they are already Facebook users.
6. In the same dialog box, SELECT PRIVACY level as CLOSED GROUP.
7. In the same dialog box, if you want to be able to find the group easily, check the PIN TO SHORTCUTS radio button.
8. In the same dialog box, click CREATE.
9. In the next dialog box, you will be able to choose an icon that will appear on the left side of your regular Facebook page, to help you find the group quickly. If you don't want to select one, simply click SKIP.
10. You will now be taken to your new Precinct Group Page!
11. A standard COVER PHOTO can be downloaded from our website, to be used at the top of the group page. The link is:
https://static.wixstatic.com/media/497c04_8aac4e93c7834d19985e14f0a2065d06~mv2.png?dn=facebook_precinct_group_cover.png

This page should be utilized for official precinct business only, and it is private. People in your precinct, who wish to join, will be required to send the page administrator(s) a message to be invited into the group.

- Along the left side of the group's Facebook page, there are five primary controls:
 - ABOUT
 - DISCUSSION
 - MEMBERS
 - EVENTS
 - MANAGE GROUP



1. **ABOUT** – This is where you set up the page information.
 - a. First, please add a **DESCRIPTION**. This should be something like: *Welcome to the official Facebook Group for Cabarrus Democrats Precinct XX-XX! If you are a registered Democrat and vote at _____, then you are eligible to join Precinct XX-XX!*

2. **MEMBERS** – This is the place where you will see your members, add new members and assign administration privileges.
 - a. In the field under the cover image, you will see **ADD MEMBERS**. Here, you can search Facebook for people who might live in your precinct, and invite them to join.
 - b. In the center field, you will see **ADMINS AND MODERATORS**. Here, by selecting the ●●● icon that is next to each person’s name, you can choose **MAKE ADMIN; MAKE MODERATOR; REMOVE FROM GROUP; MUTE MEMBER**

3. **EVENTS** – We strongly recommend using events within Facebook to keep your members informed and engaged! From this page, you can easily create and manage events, including sophisticated linking to places you meet and tagging members to help them find the next meeting.
 - a. Click the **+ CREATE EVENT** button to open a new event dialog, then fill out all the fields and click **CREATE** to post it.

4. **MANAGE GROUP** – This area contains deeper admin settings and more advanced features for member management.
 - a. **Member Requests** – Administrators will see notifications on the main page when a new person wishes to join, however, you can review all requests by selecting **MEMBER REQUESTS** in the Admin Activity window to the left, under the group cover photo.

If you need help setting up your Facebook page, please feel free to reach out to:
fbsupport@cabarrusdems.org We’re happy to help!!!