

MIL16

Setting up your group

Hello everyone.

In this video, well, we're going to create your group. We're going to take everything that you've learned in this module, your worksheet that you've been working on, and go in and quickly create your group.

What I want you to have on hand is:

- 1) Your description of your group along with the rules. You can copy and paste that in your description really quick.
- 2) The three questions that you're going to ask. You can also put that in a document so you can easily copy and paste or you can type it up as you go.
- 3) And if you'd like, this would also be great time to put in your group cover image.

So, let's go ahead and create our group.

STEP 1: You're going to go to facebook.com/groups and click 'create group'.

STEP 2: The first thing it's going to ask you is to name your group, so add your group name and add someone to your group. Of course, you can ask them permission ahead of time.

STEP 3: And I'm going to choose closed for my group as we discussed

STEP 4: I'm going to choose pin shortcuts. You can have up to 10 group shortcuts on the left-hand side. So, it's like bookmarking it so you can easily get to it. *I suggest you do this with any of the groups that you manage. If you get to 10, remove some of the other groups that you don't manage because you'll want to be able to get to them pretty quickly.*

Now we're going to create our group.

STEP 5: I'm going to quickly upload my image, my Facebook group image. So, free group and cover image. Okay. Almost done. And then I could move it up and down a bit depending how well you've got that image created. Sometimes if it's too much to one side, you can move it around as well. Awesome. So that's done.

STEP 6: Now the next thing I want to do is I want to go to my description, add my description. I'm going to copy and paste mine. So the first few lines talk about what the group is about, who it's for and what to expect. And then I've got all the rules in there as well. Okay. I'm going to save this and then we're going to go into our edit group settings.

The reason why I've done it this way is because I would go and create my description, create everything else, and sometimes it would lose my description while I was creating it. So, we'll leave that as is. Okay.

STEP 7: You can go in here {see video} and change your group icon if you'd like. If anything suits your fancy here. I know this one gets used a lot. I might change that one. I kind of like the glasses or the tree. Maybe we'll do this one for now. Okay. Next, now I'm double thinking this, right? Because I feel like it needs to be groups. There we go. Okay.

STEP 8: So, next we're going to go into location. If you have set your location in your document, go ahead and add that. That's again, if your group is very specific to where you're located, like a mommy's group or a group that gets together in person.

STEP 9: I'm going to skip tags for now. I'm not going to add apps and actually I'm going to save this because like I said, I'll click away and then it loses everything.

STEP 10: I'm going to link my page. There we go. We're going to link this page. Okay. So, now my team members will be able to post under engaged groups. This also tells people in my engaged groups page that there is a free group for them as well.

STEP 11: We're going to choose our color. This is completely up to you. I'm going to go with gray because that's kind of what my group cover image is like

STEP 12: Then we're going to customize our address here. There are no spaces and please make sure that you're spelling everything correctly.

{Commentary} This alias is already assigned. No. Groups, entrepreneurs also assigned. All right. If this is a sign, there is some serious doppelganger happening here. I don't know if this makes a difference. I've always loved doing this with URLs. Of course, it helps if I spell them properly, but I like doing this, so it's just easy for people to see the different words and groups. Quick check. All right, fine.

So, I'll customize my address, that should show up.

{Commentary} Please show up. Wait, it didn't save it.

Now I'm just checking Google to make sure I spelled entrepreneur's right because with all those Es. Good, I did. Okay. This one's already assigned. All right. Got to love this. I'm going to refresh and make sure. Okay. Groups for entrepreneurs with Sandra. Done. Okay, good. Whew. What a relief. Okay.

STEP 13: Privacy is closed.

STEP 14: We are definitely going to enable badges. I love this badge. We're going to talk about that more in a later module. Okay.

STEP 15: Topic posts? Yeah. I'm going to enable these. We'll talk about those later too. And I'm going to show you social learning later and then membership approval.

STEP 16: So, anyone in the group? No, only admins and moderators are allowed to approve members.

STEP 17: No membership preapproval? Well, maybe. If they are in any of my other groups ... {Commentary} It's not showing up. What is it? In your other groups, come on. Choose groups. Interesting. Nothing like creating a video and things not working. Okay. We'll come back to that.

STEP 18: So, we're going to ask our questions. I've got my three questions here. So, my first question is: what is their biggest struggle or question when it comes to a Facebook group? And it's not going to be multiple choice. It's going to be a written answer. We'll save that one. {Commentary} Oops. Did I just add two of them? Maybe. Okay.

We'll go on to our next question. Our next question, copy and paste that one, save, and that one is: do you currently have a group, if so, tell us about it? If not, when do you plan on creating your own group? So, these two are marketing questions for me I need to know.

And then the last one is how did you hear about this group? We'll do written answer as well. Okay. Those are done.

STEP 19: Now what I also want, when people answer my questions, is I want them to say yes or no to the rules that I've created. So, we're going to get started and create the rules and I think that you actually have to create one in order for it to work, so I'm going to paste one of my own in here. Okay, I'll paste. Yes. So, we could use. I'm kind of curious, go for it. And yes, definitely no hate speech and no promotions or spam and respect everyone's privacy, excellent. Okay, those are done.

STEP 20: So now I'll go back into edit group settings, come back to my questions, make sure they're all there. Excellent. And then include your group rules and ask pending members to select that they agree to them? Yes, I want that enabled.

Okay, let's go back into our edit group settings.

STEP 21: Next, do I want pages? No, I don't.

STEP 22: Posting permissions, anyone can post to the group. Post approval, I want it to be very fluid, so I'm just going to allow any posts that are put in to be approved automatically and if they need to be deleted, they will. And only admins can post stories and there's no need for story post approval because I have done that. Okay.

We have saved our settings. We can go back into our about and take a look. So, we've got our description.

STEP 23: I don't really want to recommend another group right now. I'm not going to recommend my paid group because I only want people who have bought to be in that group.

STEP 24: Next, we're going to go into discussion and just see how things look right now. So, all it is, is my cover image that we've linked to our page, and we've got our description and our cover image.

So later we're going to talk about what content to put into your membership and we'll do that a little later on. So, hey congratulations. You've just created your first, or your second, or third or 18th million Facebook group!