

# Hints and Tips for setting up a **facebook** Group

When you create a Facebook group you can make it open, closed or secret. In an open group anyone can join and everything is viewable by everyone online, including search engines. In a closed group the group administrator(s) must approve members and only group members can see posted content. Secret groups do not appear in members profiles and only current members can see the content or add new content.

## At the beginning

- > If you're an administrator you'll need to do a lot of posting to get the group going but as more people join in you might be able to ease off.
- > While your group may be an informal network you need to be upfront about what the group is about and not about. Explicitly describe what the group is about and what it is for.
- > It is worth spending time developing a set of principles about what is acceptable to post. Share these with your group.
- > If you encourage members to talk about their problems and rant, other people will behave like that too. Post content that you would like to read and this will help create the right environment.

For help with setting up Facebook groups and tagging, please visit:

Groups: <http://s.iriss.org.uk/grouphelp>  
Tagging: <http://s.iriss.org.uk/tagginghelp>

## Day to Day

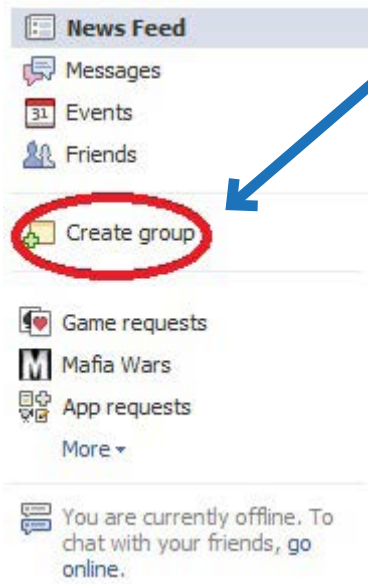
- > When you add something new (eg, a post or photo) you can 'tag' it with names of group members to draw their attention to it. They receive a message with a link to the post.
- > You can introduce new people to the group, tag them and encourage new members to introduce themselves.
- > You can choose to moderate (approve) all posts and comment. This is useful to prevent inappropriate content being posted.
- > "I only get involved to add good advice and support" *Administrator*
- > "I tag professionals / providers who offer good advice and support where I think people could use support" *Administrator*

## Top Tips for Administrators

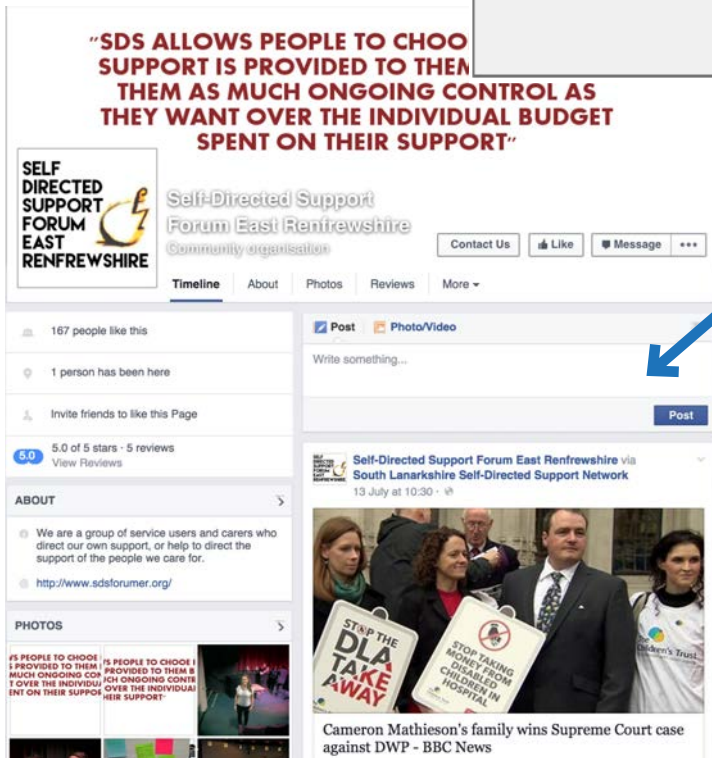
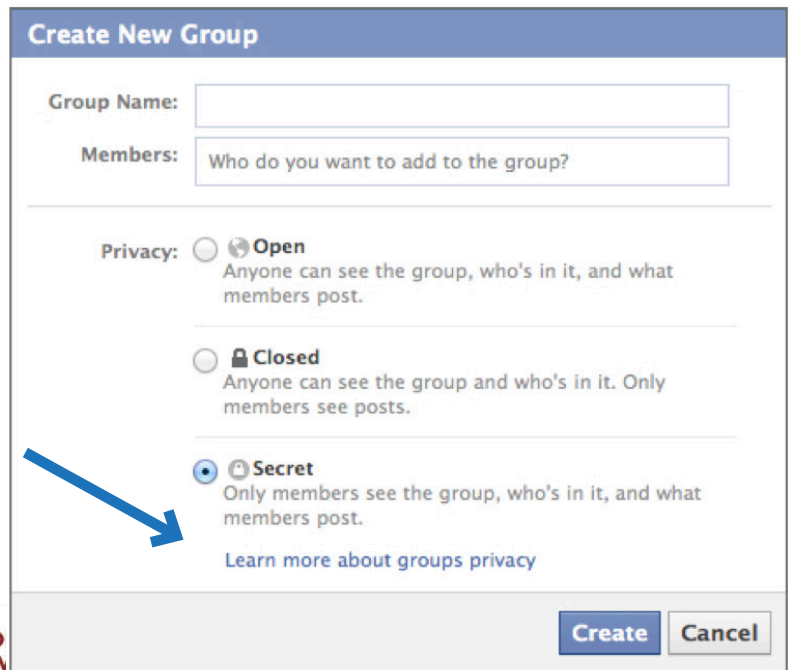
- > Agree a set of values and principles
- > If you have more than one administrator, agree together:
  - What is the role of the administrators i.e. to accept people, to agree what gets posted
  - Practical steps - if there was an argument, how would you intervene and then what would you do afterwards i.e. should you issue a warning or ask people to leave the group?
  - If a post gets personal, what is the group protocol?

# What next?

1. One person to volunteer to set up the group and be the administrator



2. Decide the level of privacy you would like your group to have



3. Start posting!

4. Tag people who could contribute or would be interested.

