Facebook

Closed user group

ADMIN GUIDE

Contents

Document control

Version history

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Sign off Authorities

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1   Overview

Facebook is a social network that enables knowledge, thoughts and ideas to be linked, exchanged and consumed by families, friends and people with mutual interests.

For communities to participate in effective two-way contact with the wider population, Facebook offers an important opportunity. Facebook is also a critical part of marketing campaigns, with a Facebook page owned by 93 percent of advertisers leveraging social media for corporations and more than 30 million firms.

Facebook Groups are a place to communicate about shared interests with certain people. This group allows us to communicate with our club members about the benefits and updates of our club.

Closed member Facebook groups are more exclusive. Like public groups, everyone can search for and view the name, description, and member list of a closed group. But users can't view the group's content until they become a member.

To join our closed group, you have to be approved by an administrator or invited by a current member.

2   Create a group

Facebook is accessible on most browsers.

To **create** a group:

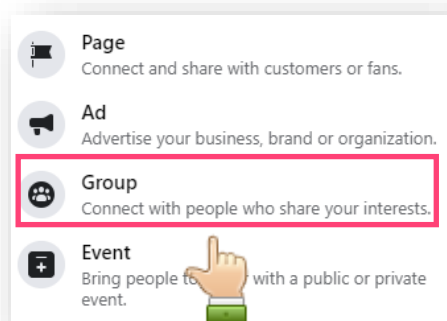- Click + in the top right of Facebook and select **Group**.

Figure 2-1: Create a group

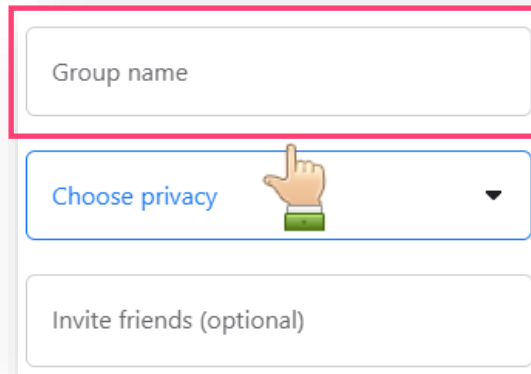- Enter your **group name** on the left side of the Facebook.

Figure 2-2: Group details

- Choose the privacy option. There are two privacy options for Facebook groups: **public** and **private**.
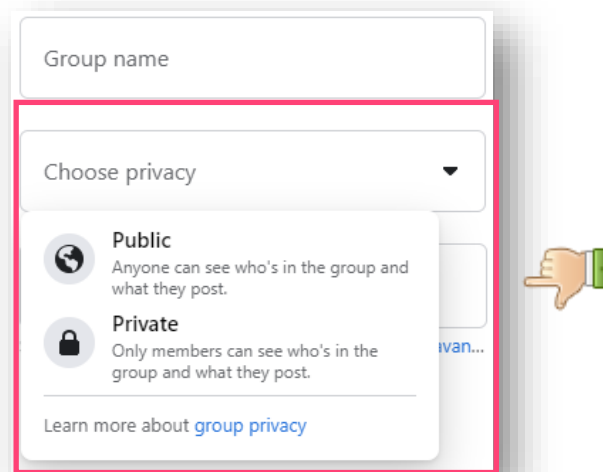

Figure 2-3: Group privacy level

	Public	Private
Who can see what members post, comment, and share in the group?	Anyone, on or off Facebook	Current Members
Who can see the list of members in the group?	People on Facebook	Current Members
Who can see who the admins and moderators are?	People on Facebook	People on Facebook

- Select whether the group should be **'Visible'** or **'Hidden'**. This option is visible based on the previous selection.
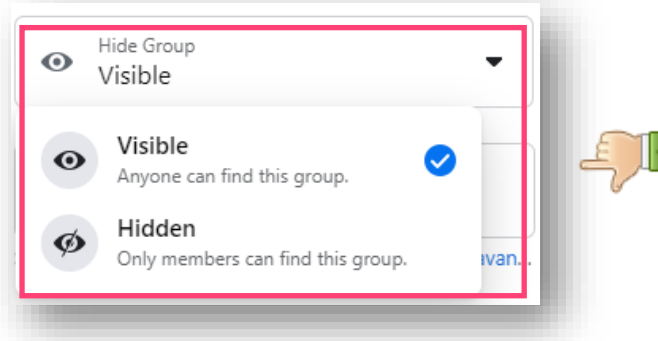

Figure 2-4: Group visibility

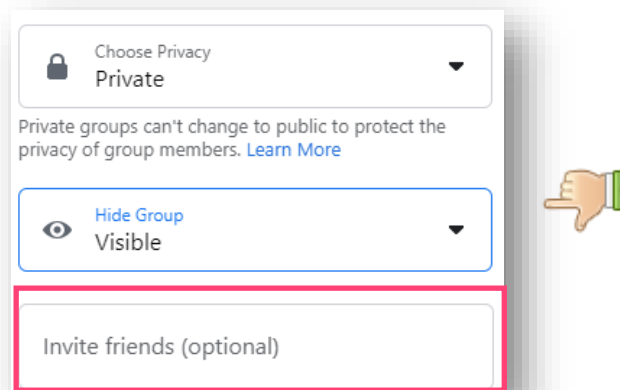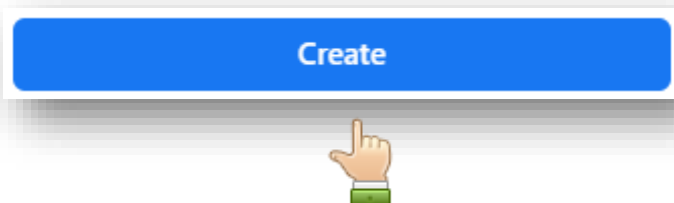- (Optional) Add people to your group by clicking on the **Invite friends** as shown below.

Figure 2-5: Invite - Optional

- Click **Create**.

3   Delete a Facebook group

Deleting a group is a permanent action that cannot be reversed. Groups are deleted when they have no members.

To **delete** a group:

- From your News Feed, click **Groups** in the left menu and select the group you want to leave.
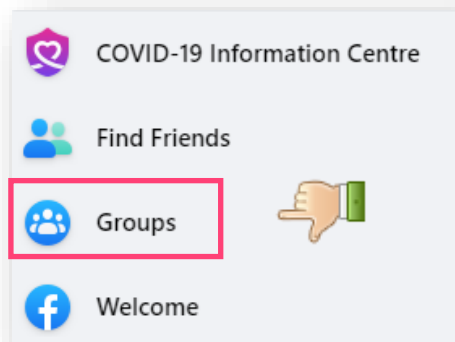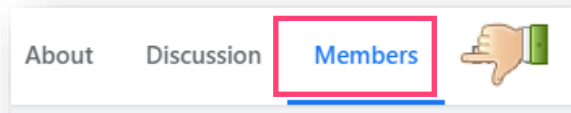

Figure 3-1: News feed – Group – Delete a group

- Click **Members** below the name of the group.

- Click ••• next to each member's name and select Remove member.
- Click **Confirm**.
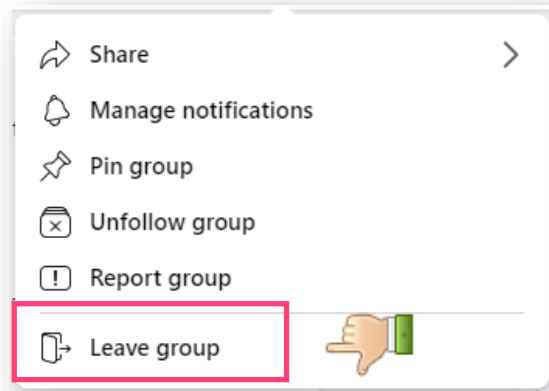- Once you've removed the other members, click ••• next to your name and select **Leave group**.

Figure 3-2: Leave group

4   Invite new member

To **invite new members** to a group:

■   From your News Feed, click **Groups** in the left menu and select the group you want to leave.
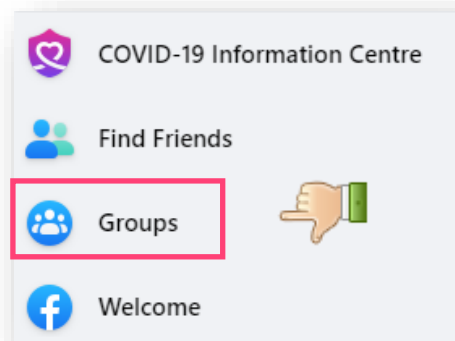

Figure 4-1: News feed - Group - Invite new member

■   Click [+ Invite] button below the cover photo.

■   Enter the names of the people you want to invite and then click **Invite**.

5   Remove or Block a member

To **remove** or **block** a member:

■   From your News Feed, click **Groups** in the left menu and select the group you want to leave.
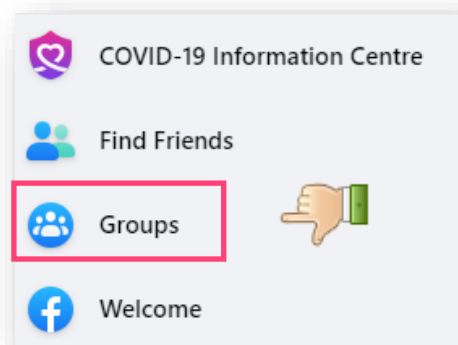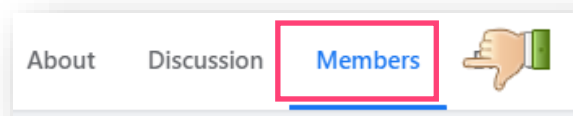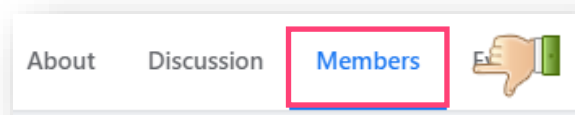
Figure 5-1: News feed - Group - Remove or Block a member:

- Click Members below the cover photo.

- Find the member you want to remove.
- Click ••• next to the member's name and select Remove member.
- Click to check the box next to Remove [Name's] activity from the last 7 days if you'd like to delete the last 7 days of posts, comments, stories, polls, and pending member invitations from the person you'd like to remove or block.
- Click to check the box next to Block [Name] from the group to block a member you're removing.
- Click Confirm.

5.1 Remove a block you've put on someone

- From your News Feed Click **Groups** in the left menu and select your group.
- Click **Members** below the cover photo.

- Click **Unblock** next to the name of the person you'd like to unblock.
- Click Unblock to **confirm**.

6 Appendix

6.1 List of figures

THANK YOU