



Facebook

Closed user group

MEMBER GUIDE



Contents

Document control	3
Version history	3
Sign off Authorities.....	3
1 Overview.....	4
2 Create Facebook account	4
3 Join a group on Facebook.....	6
4 Leave Facebook group.....	6
5 Appendix.....	8
5.1 List of figures	8

Document control

Version history

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Sign off Authorities

Authority	Role	Date

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

2 Create Facebook account

To create a Facebook account:

- Go to facebook.com and click Create New Account.

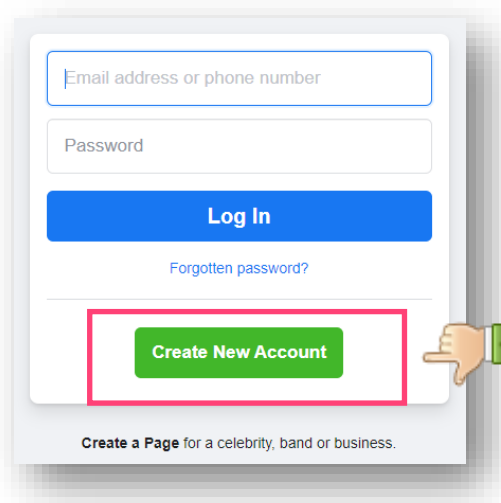


Figure 2-1: Create new account

- Enter your name, email address or mobile phone number, password, date of birth, and gender.

The image shows a 'Sign Up' form with the following fields and options:

- First name
- Surname
- Mobile number or email address
- New password
- Date of birth: 25, Feb, 2021
- Gender: Female, Male, Custom

At the bottom, there is a green 'Sign Up' button highlighted with a red box and a hand icon pointing to it. Below the form, there is a disclaimer: "By clicking Sign Up, you agree to our Terms, Data Policy and Cookie Policy. You may receive SMS notifications from us and can opt out at any time."

Figure 2-2: Sign up

- Click Sign Up.



Note: To finish creating your account, you need to confirm your email address or mobile phone number.

- In the resulting screen, enter the code received in your email address or phone number and click continue.

The image shows a verification screen with the following elements:

- Title: Enter the code from your email
- Text: Let us know that this email address belongs to you. Enter the code from the email sent to `sridhar.techwriter@gmail.com`.
- Code input field: Contains "FB- 1234" and is highlighted with a red box. A hand icon points to it.
- Link: "Send Email Again"
- Buttons: "Update Contact Info" and "Continue" (highlighted with a red box). A hand icon points to the "Continue" button.

Figure 2-3: Verification

- In the resulting screen, click OK to create your Facebook account.

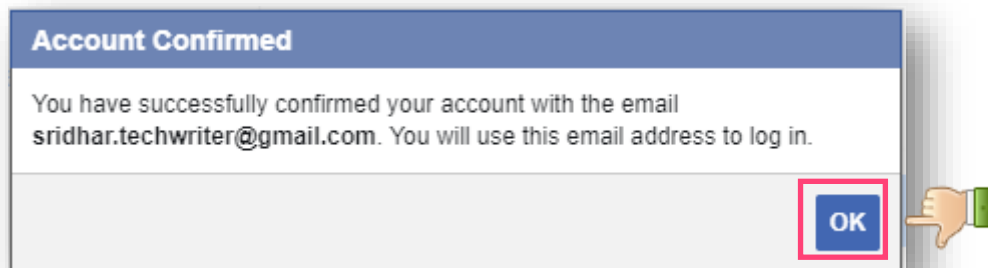
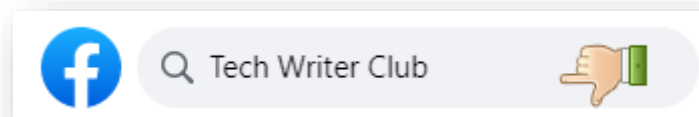


Figure 2-4: Verification confirmation

3 Join a group on Facebook

To join the Facebook group:

- Enter the group name in the search box at the top left of the screen.



- Select the group then click **Join Group** below the cover photo. Once your request is approved, you'll be notified that you've become a club member.

4 Leave Facebook group

To leave a group:

- From your News Feed, click Groups in the left menu and select the group you want to leave. If you don't see Groups, click See More.

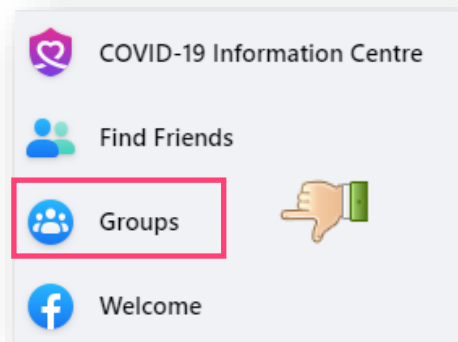



Figure 4-1: News feed - Group - Leave Facebook group

- Click  in the top right and then select Leave group.

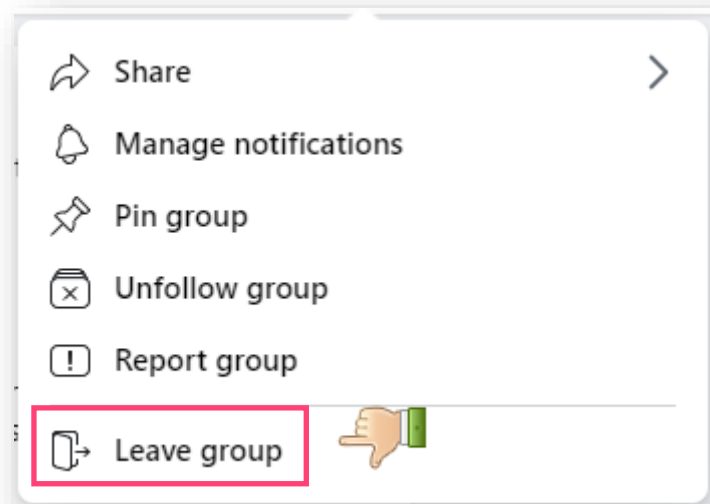


Figure 4-2: Leave a group

When you leave a group:

- Members won't be notified if you leave.
- You're removed from the member list and the group will be removed from your list of groups.
- You'll no longer get group notifications or see group posts in News Feed.
- People will no longer know when you've seen a group post, even if you saw it before you left the group.

5 Appendix

5.1 List of figures

Figure 2-1: Create new account.....	4
Figure 2-2: Sign up	5
Figure 2-3: Verification	5
Figure 2-4: Verification confirmation.....	6
Figure 4-1: News feed - Group - Leave Facebook group	7
Figure 4-2: Leave a group.....	7

THANK YOU

