Facebook Groups

for Class Reunions

Facebook Groups make it easy to connect with specific sets of people, like family, teammates or coworkers. Groups are dedicated spaces where you can share updates, photos or documents and [message other group members](https://www.facebook.com/help/149652268437264). You can also select one of three [privacy options](https://www.facebook.com/help/220336891328465) for each group you create.

Facebook Groups is a great way to contact missing class members and get their information for an upcoming reunion. Many classmates have kept in touch on Facebook, but not everyone is connected to everyone individually. So, Facebook Groups allow individual who are not ‘friends’ on Facebook to share a common forum. From Facebook Groups, you are able to send messages to all or part of the group, post updates, photos or videos, post polls and create and invite up to 500 group members to an event.

We recommend that you use Facebook Groups rather than setting up a separate Facebook Page. The primary advantage to Groups is that you can control the privacy settings, allowing only classmates to see the activity within the group. Pages are open to the public. In addition, you can track how many people (and who) have seen your individual posts in a Group.

Here are some quick tips to get started.

Facebook Groups

|  |  |  |
| --- | --- | --- |
| Tip | Description | Instructions |
| 1 - Admin | You must think about who will be in charge of the Facebook Group. This should be someone on the planning committee who is familiar with Facebook and is reliable and available. | Select a few individuals who will be administrators for the group, not just one. Administrators approve new members (if it is a closed group), and can send messages to everyone in the group regardless of whether they are their ‘facebook friend’.  Make sure to add the Facebook user “Elkhorn PubSchoolFoundation” to the admin list of your class group. |
| 2 - Create | Anyone who has a Facebook account can create a Facebook Group. For information on the difference between Facebook Groups and Pages, see \* below. We recommend that you use Groups. | From your [home page](https://www.facebook.com/index.php?lh=Ac8DyDSTmAuokqyX), go to the **Groups** section on the left side menu and click Create Group.   1. Click **+ Create New** **Group** at the top of the page. A window will appear, where you'll be able to add a group name, add members and select the [privacy settings](https://www.facebook.com/help/220336891328465) for your group. Name your group as “Elkhorn High Class of XXXX” or “Elkhorn South High Class of XXXX”, where “XXXX” is the graduating year. 2. Click **Create** when you're done.   Once the group is created, you'll be taken to the group. To get started, click https://scontent-dfw1-1.xx.fbcdn.net/hphotos-xaf1/t39.2365-6/851579_274359519372589_443375717_n.png at the top right of the group and select **Edit Group Settings**. From here you can add a group description, tags, set a group email address and add a group picture. |
| 3 – Invite Classmates to join Group | Your Group is a powerful way to connect classmates. You can invite any classmates to join a group if you are an admin of the group, and if anyone in your group is already friends with that classmate on Facebook. | To add new members to a group:   1. Go to the group you want to add members to 2. In the right column below Members, click + Add People to Group 3. Enter the people you want to add and then click their names to add them to the group 4. For all types of groups—Public, Closed and Secret—group members can add anyone who's a friend of someone in the group. You can invite other people by entering their name or email address below Add Members in the top right of your group.   Note: If you add people to a group, a group admin may need to approve the request before they can join. |
| 4 – Posting in Group | You can now start sharing information with the group. In order to share, you write a “Post”. You are able to share written posts, but also videos, photos, links to other websites, and ask a question (see **Polls**). You can upload files that your group may need to download. | To post to a group, go to the group and then click the box that says **Write something**. |
| 5 - Polls | Polls are a quick and useful way to conduct short questions | To create a poll for your classmates in your group:   1. Click Create Poll at the top of the group 2. Enter a question and then click Add Poll Options to enter options for group members to select 3. Click Post   Keep in mind that only group members can vote on polls. |

Facebook Events

|  |  |  |
| --- | --- | --- |
| Tip | Description | Instructions |
| 1 - Admin | You must think about who will be in charge of the Facebook Event. This should be someone on the planning committee who is familiar with Facebook and is reliable and available. | Select someone who will create and act as the administrator for the event. Administrators can invite other Facebook users to the Facebook Event. Make sure to invite Facebook user “Elkhorn PubSchoolFoundation” to the event. |
| 2 - Create | Anyone who has a Facebook account can create a Facebook Event. | 1. From your [home page](https://www.facebook.com/index.php?lh=Ac8DyDSTmAuokqyX), click on the  https://scontent-dfw1-1.xx.fbcdn.net/hphotos-xaf1/t39.2365-6/851582_288809554594984_743613614_n.png icon. 2. Scroll down and tap **Events**. 3. Tap **Create** at the top right. 4. Select a **Public** or **Private** event in the upper left hand corner of the dialog box. Public events can be viewed by anyone, even those not invited or even on Facebook as a user. 5. Upload a photo like a high school memory, and choose a theme. 6. Fill in the reunion event name, details, location, time and date. Keep in mind that you must include an event name and time. 7. Tap **People Invited** to invite friends. Select the names of the people you want to invite and then click on **Done**. 8. Next to **Privacy**, choose the audience you want to [share your event](https://www.facebook.com/help/ipad-app/208747122499067) with. 9. Select **Done** when you're done.   You'll be taken to your event where you can share posts, [upload photos](https://www.facebook.com/help/ipad-app/131959340211846), [invite more guests](https://www.facebook.com/help/ipad-app/213851145302199) and edit event details. |

For more help with Facebook Groups, see [Facebook Help.](https://www.facebook.com/help/162866443847527/)

**\*The Difference Between Facebook Groups and Facebook Pages**

Pages allow real organizations, businesses, celebrities and brands to communicate broadly with people who like them. Pages may only be created and managed by official representatives.

Groups provide a space for people to communicate about shared interests. Groups can be created by anyone.

Other differences include:

**Pages**

* **Privacy**: Page information and posts are public and generally available to everyone on Facebook.
* **Audience:** Anyone can like a Page to connect with it and get News Feed updates. There is no limit to how many people can like a Page.
* **Communication:** People who help manage a Page can publish posts as the Page. Page posts can appear in the News Feeds of people who like the Page. Page owners can also create customized apps for their Page and check Page Insights to track the Page's growth and activity.

**Groups**

* **Privacy:** In addition to a public setting, more privacy settings are available for groups. In secret and closed groups, posts are only visible to group members.
* **Audience:** You can adjust [group privacy](https://www.facebook.com/help/220336891328465) to require members to be approved or added by admins. When a group reaches a certain size, some features are limited. The most useful groups tend to be the ones you create with small groups of people you know.
* **Communication:** In groups, members receive notifications by default when any member posts in the group. Group members can participate in chats, upload photos to shared albums, collaborate on group docs and invite members who are friends to group events.

Depending on your needs, you can [create a Page](https://www.facebook.com/pages/create.php) or [create a group](https://www.facebook.com/bookmarks/groups).