

# Somerville College Year Group Reps



## Guide to Facebook

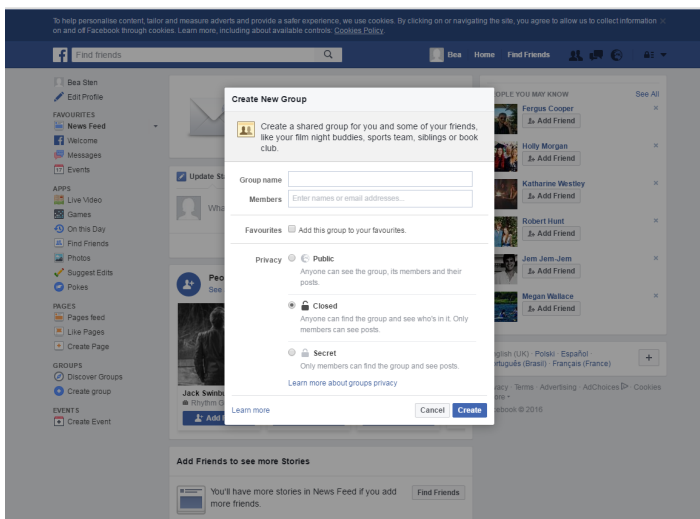
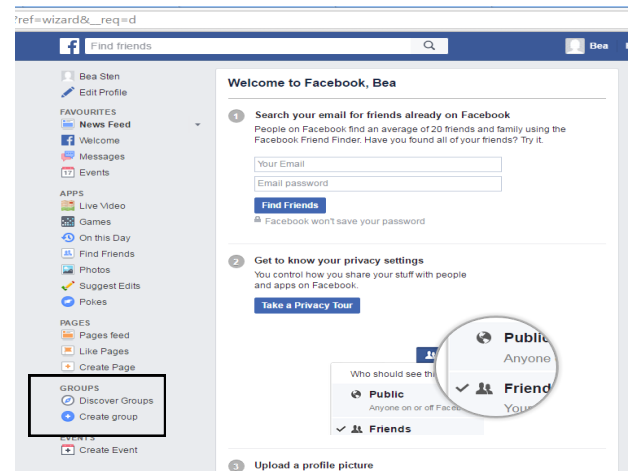


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# Making the Group

On the right hand side of your screen there will be a section devoted to groups. Click on the button Create Group.



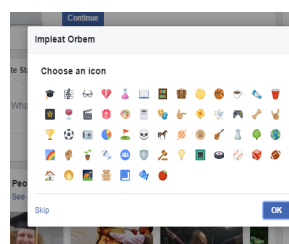
The name of the group is flexible; we suggest Somerville [Matric Year].

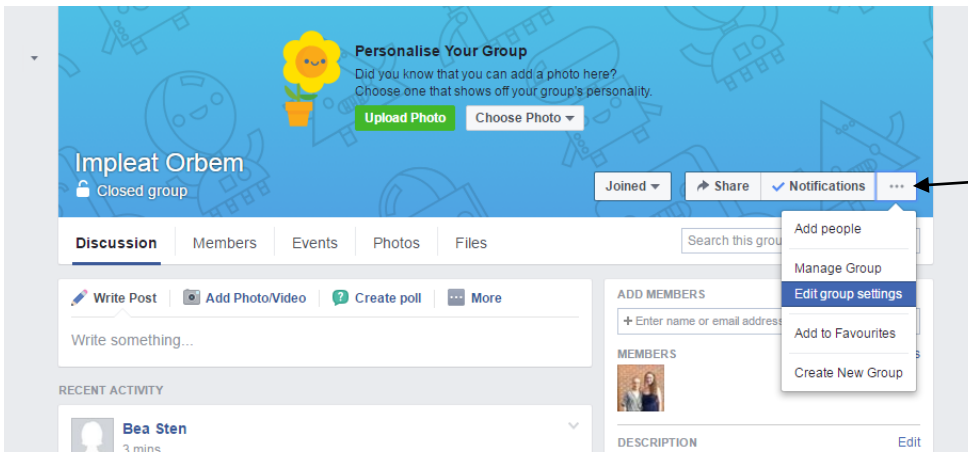
Do not add members at this point; there will be a launch date for the group when we start adding members to it.

You must make the privacy of the group **Closed**—this will ensure that the group can be found by non-members, and they will be able to request to join the group, but the posts will be private.

Do not add any members to the group without their prior permission.

Pick the Motar Board Icon



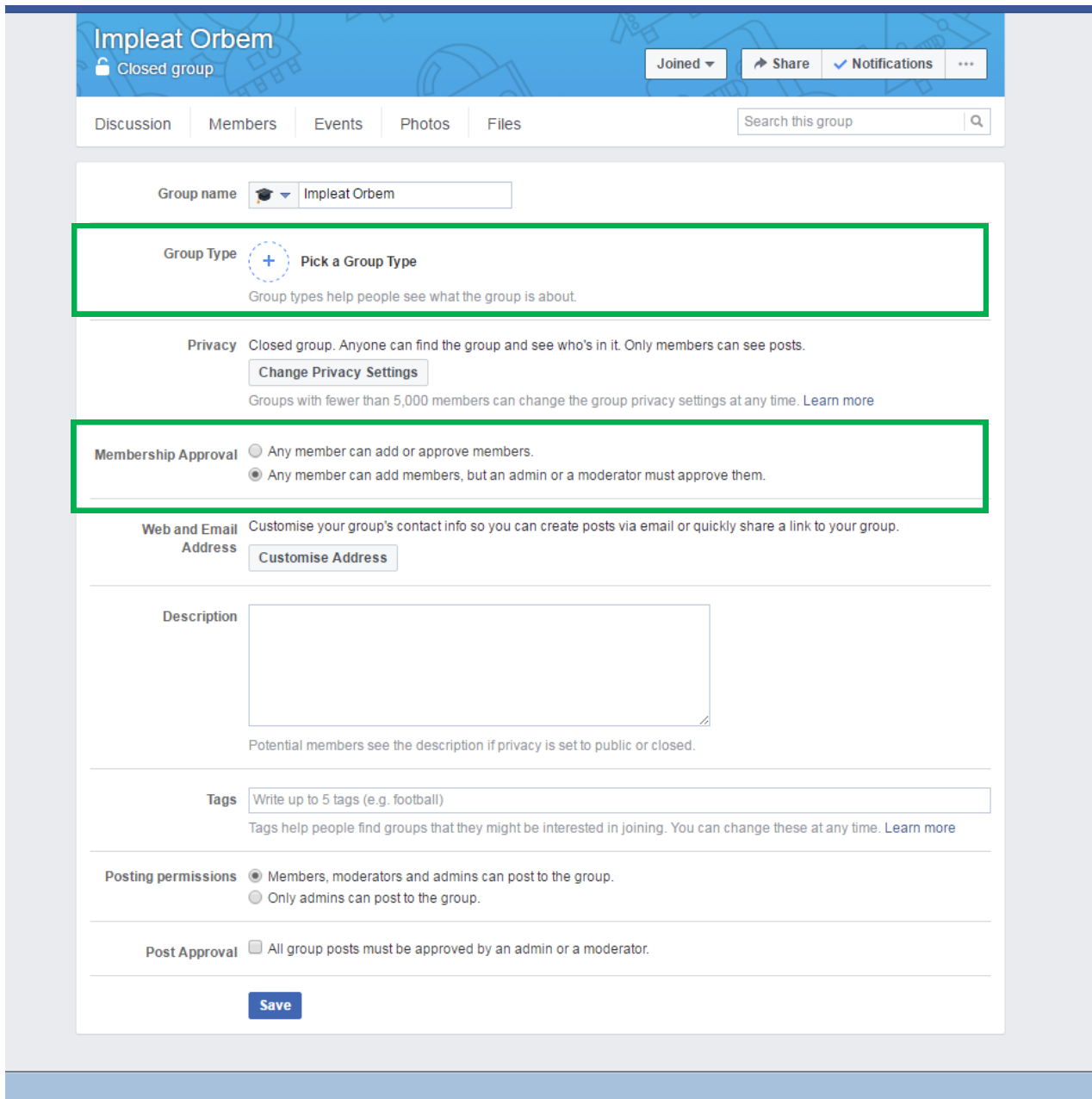


To edit the group settings click on the button with three dots (as shown) and select Edit Group Settings.

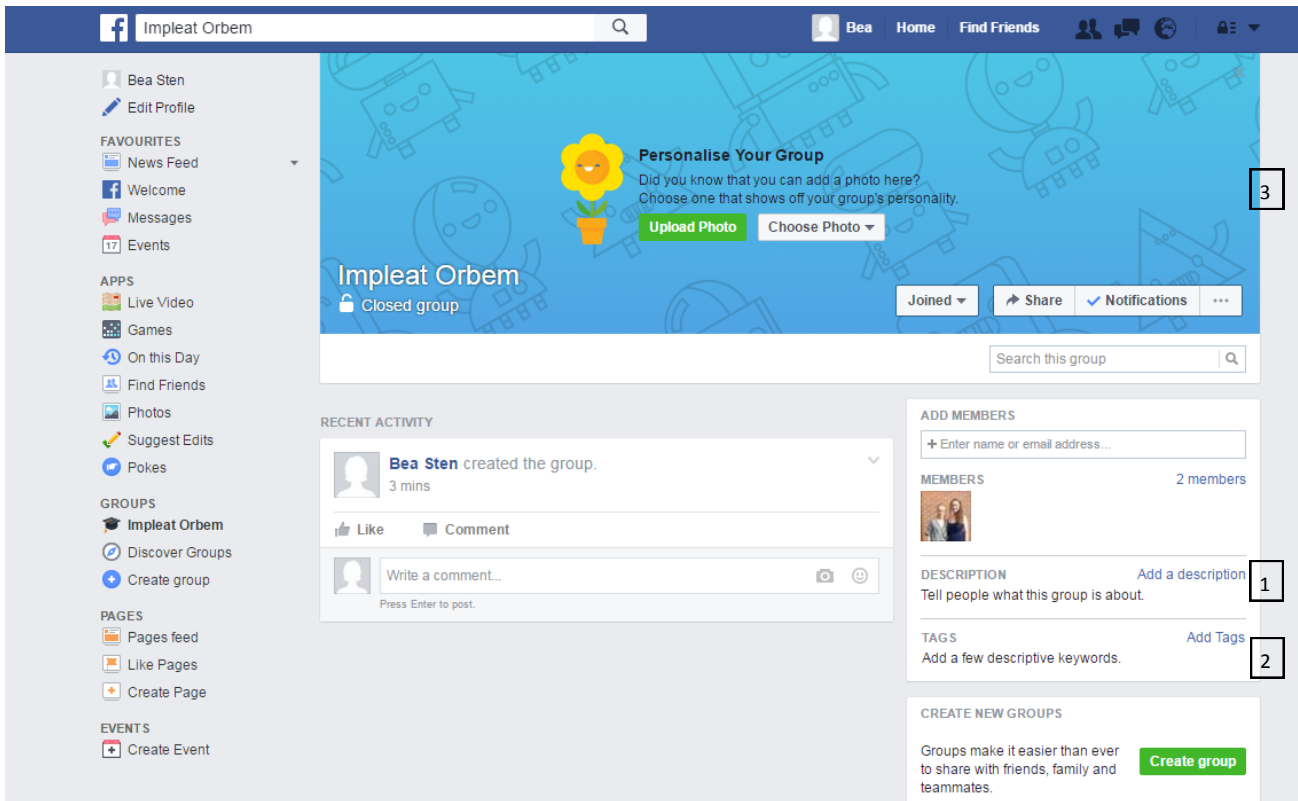
We highly recommend you make the Group Type 'School or Class', and select the option 'Any member can add members, but an admin or a moderator must approve them'.

Don't forget to click save once you have chosen the options you would like!

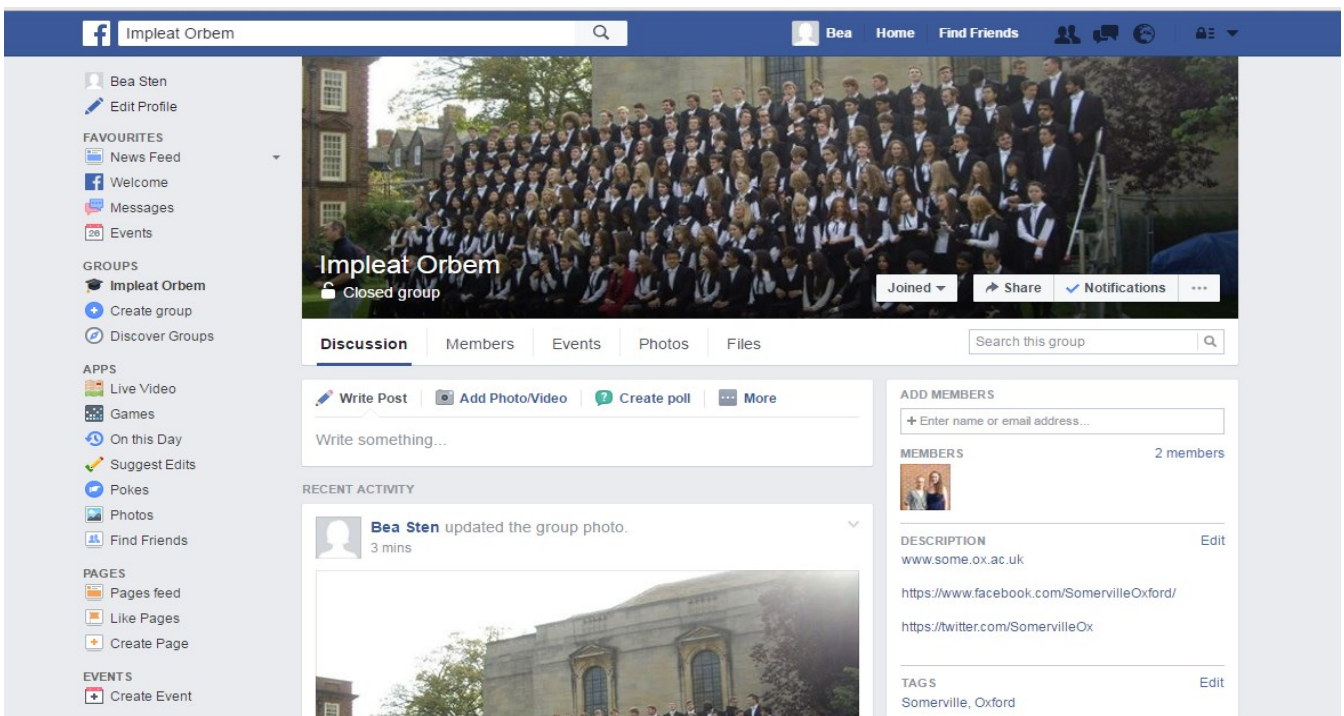
If you are ever unsure if someone requesting to join the group is an alum of Somerville, do contact the Development Office who will be happy to help!



# Personalising the Group

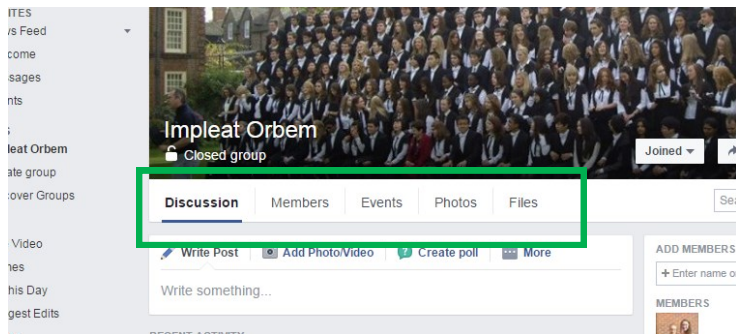


1. You can add a short description about what the group is for: 'A group for alumni of Somerville College who matriculated in 2054 to share news and hear about upcoming events'. **Also, make sure to include a link to the Somerville website, Facebook page, twitter account and Instagram.**
2. The tags make it easier for people to search for the group. Useful tags are Somerville, your matric year, and other key words you may think of.
3. Choose a cover photo; ideally a matriculation photo, or a photo from a Gaudy/Reunion. If you do not have one of these, the Development Office may do!



## Using the Group

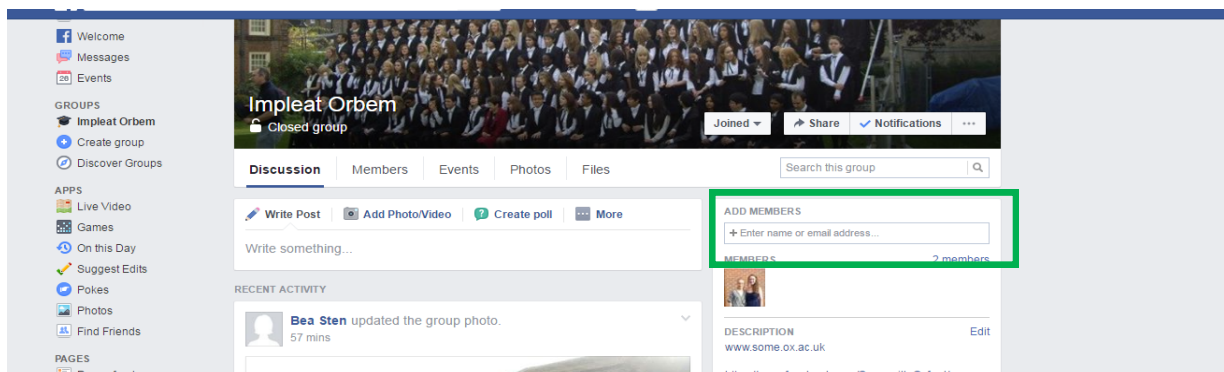
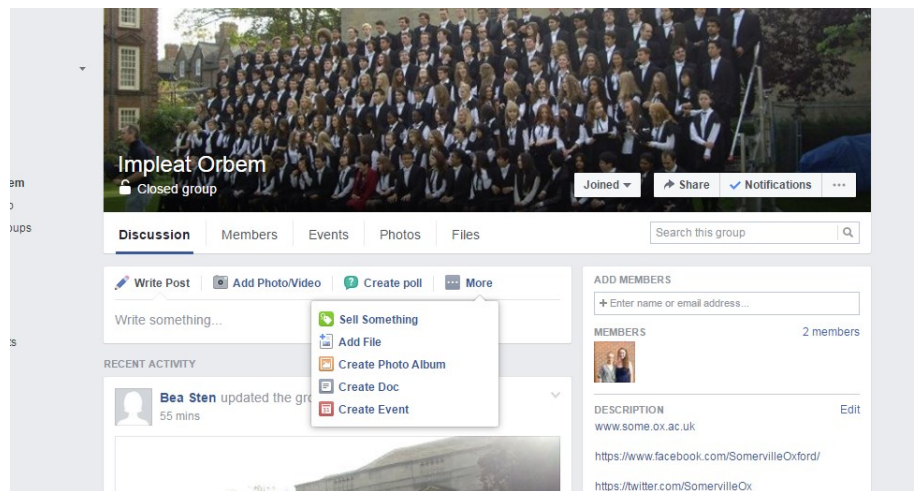
Before launching the Facebook group, we strongly suggest making an initial post; you could even upload relevant photos from a recent event to the group!



Use the white tabs near the top of the homepage to navigate through the group; you can make a post, look at the members of the group, or upload photos or files.

Alternatively you can upload files or create photo albums using the More section on the homepage as shown.

For example, you could upload a Save the Date, an event itinerary, or even a list of missing alumni. For more information on doing this, see the FAQ section.

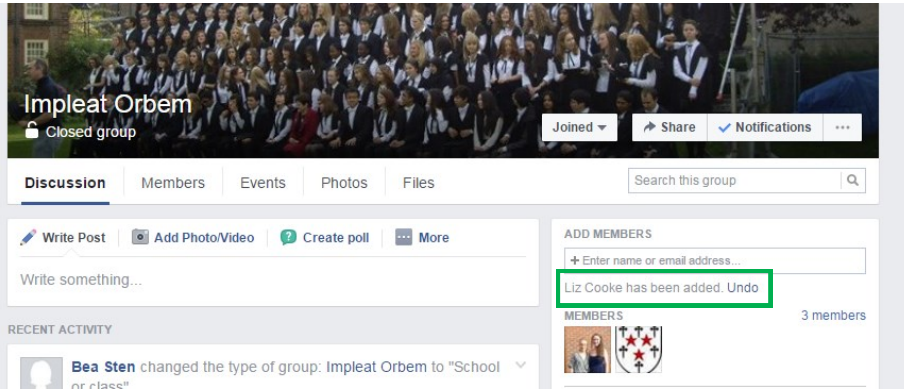


To add a member to the group you can type their name into the box shown above. Note that you must have at least one mutual Facebook friend with the person you are trying to add; if you do not, the settings of the group should allow someone who is a friend with the alum to add them to the group, pending your (or another admins) approval.

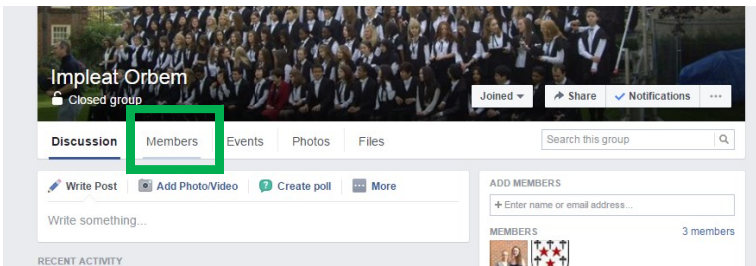
## Frequently Asked Questions

1. I accidentally invited the wrong person to be a member of the group: how do I delete the invitation?
2. How do I delete a member of the group?
3. How do I approve member requests?
4. How do I make a post?
5. How do I upload a file?
6. How do I start a poll?
7. How do I upload a new photo album?
8. How do I edit/delete a post?
9. How do I change the cover photo?
10. How to make a member of a group an admin

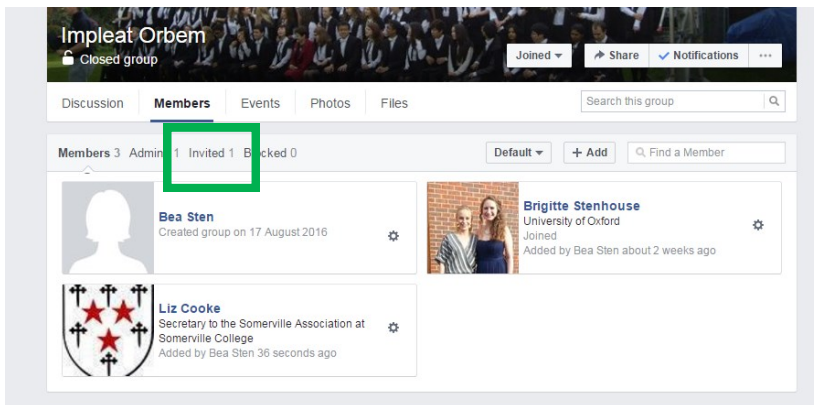
# 1. I accidentally invited the wrong person to be a member of the group: how do I delete the invitation?



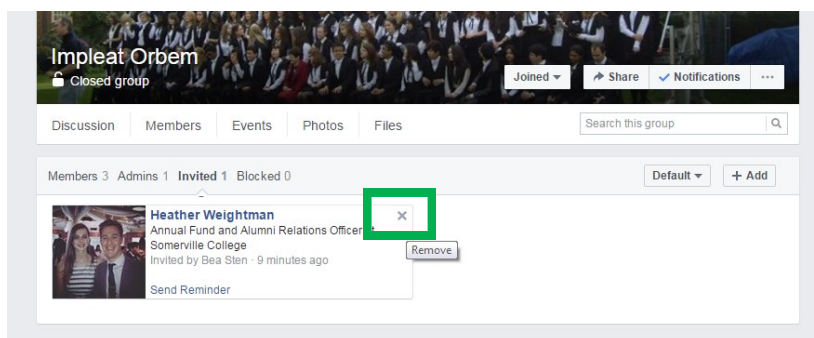
If you realise straight away, click undo as shown.



If not, or if this button doesn't appear, click on the Members tab in the navigation bar.



Then select 'Invited'

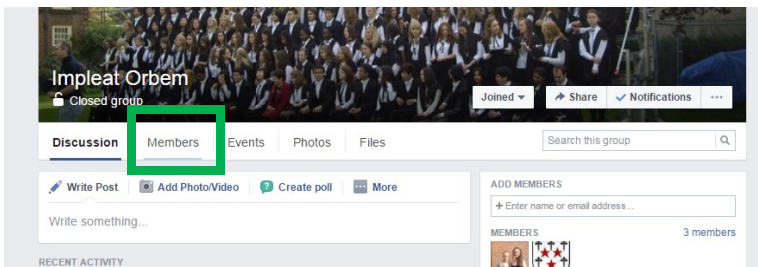


Click the small cross in the top right hand corner of the invitation, as shown. (If the invitation has already been accepted and the Facebook user is now a member of the group, see How do I delete a member of the group? On [Page 7](#))

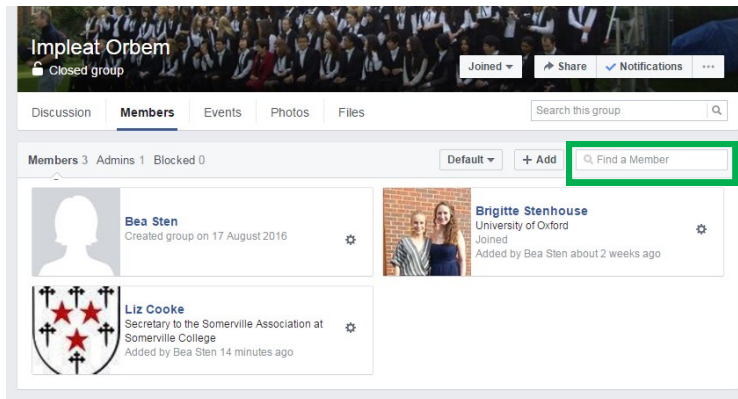
A small pop up will appear, in which you should select 'Remove Invitation'.



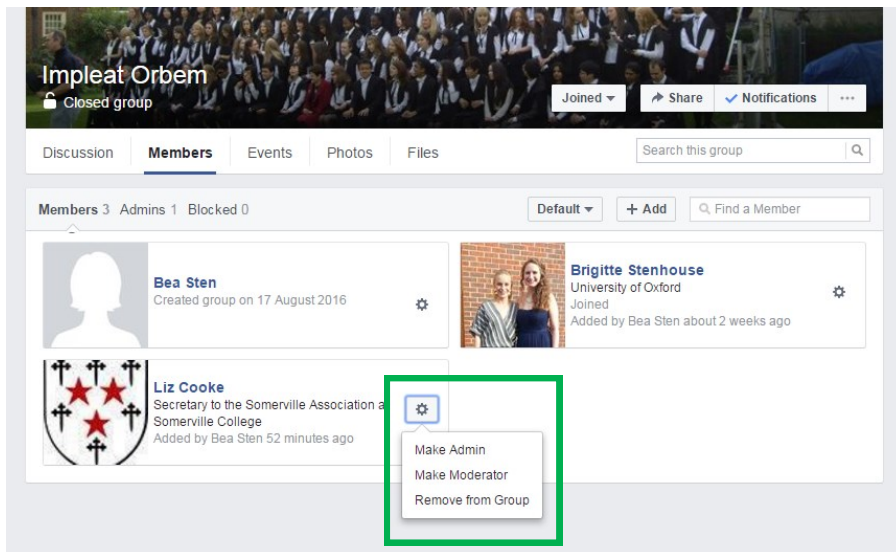
## 2.How do I delete a member of the group?



From the homepage, select the Members Tab.



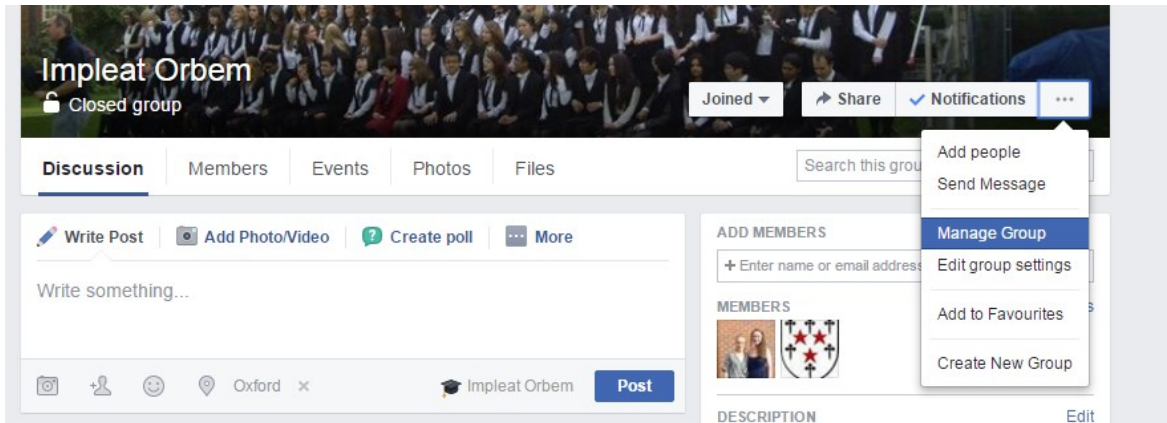
Find the account which you wish to delete; there is a search tab on the top right hand side which says 'Find a Member'.



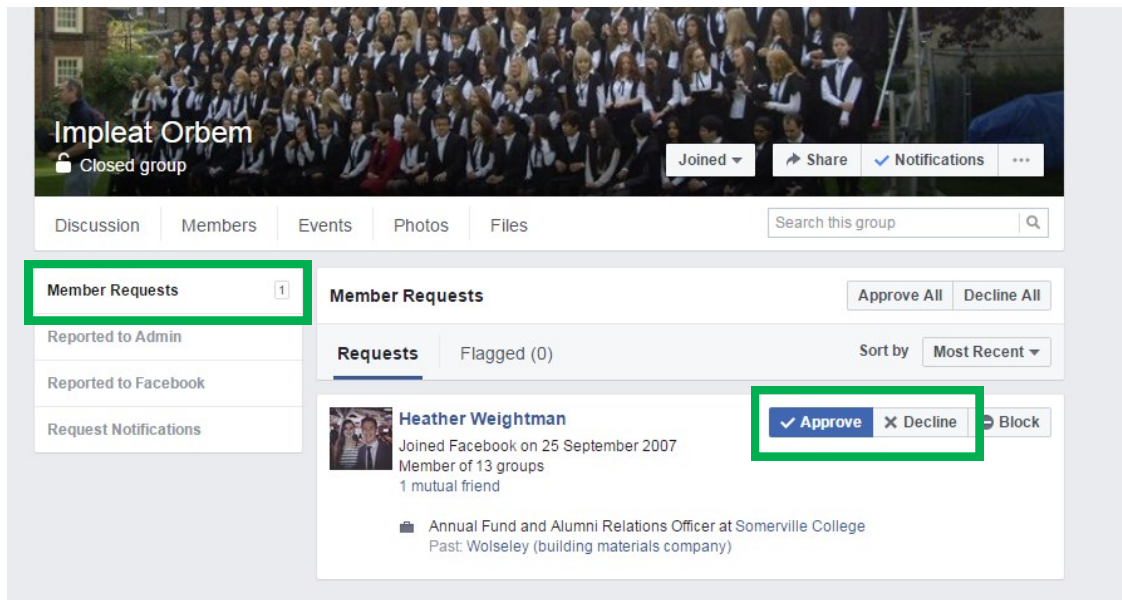
Select the small cog next to the person whom you wish to remove. Then choose 'Remove from Group'.

A small pop up should appear; select 'Confirm'.

### 3. How do I approve a Member request?

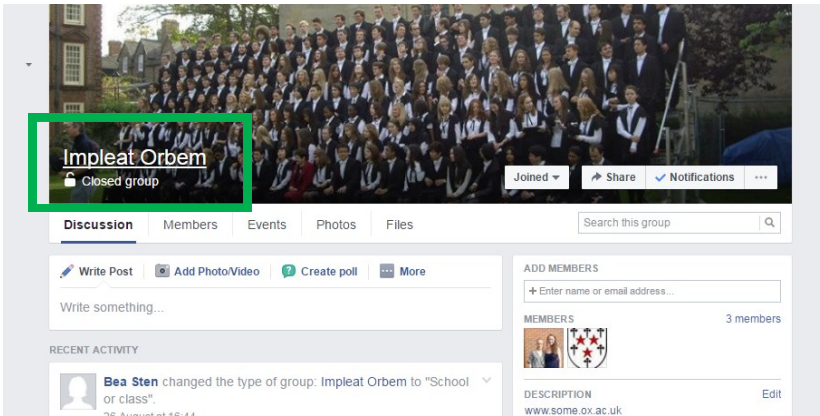


On the main page, click the button with three dots as shown, and then select 'Manage Group'.

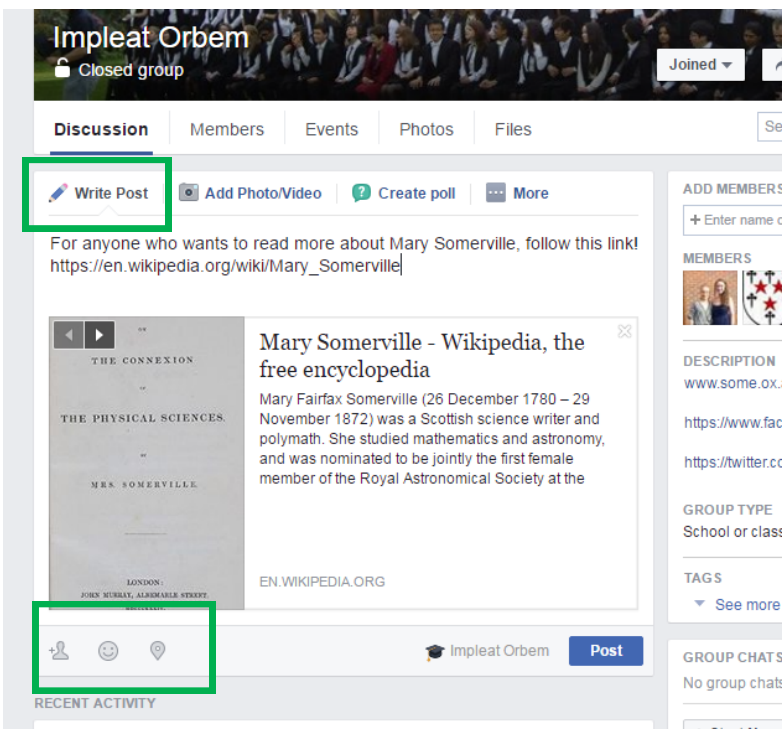


If the Member Requests are not shown automatically, click 'Member Requests' on the left hand side. Then you can approve or decline an individual member request using the buttons shown on the right hand side.

## 4. How do I make a post?



Firstly, ensure you are on the main page by clicking on the name of your group, in this case 'Impleat Orbem'.



You make a post simply by entering what you would like to say in the text box underneath 'Write Post'. (If you would like to link to an article as shown, simply copy and paste the url into the text box).

If you would like to tag relevant people in the post use the small button at the bottom that looks like a head and shoulders next to a plus sign.

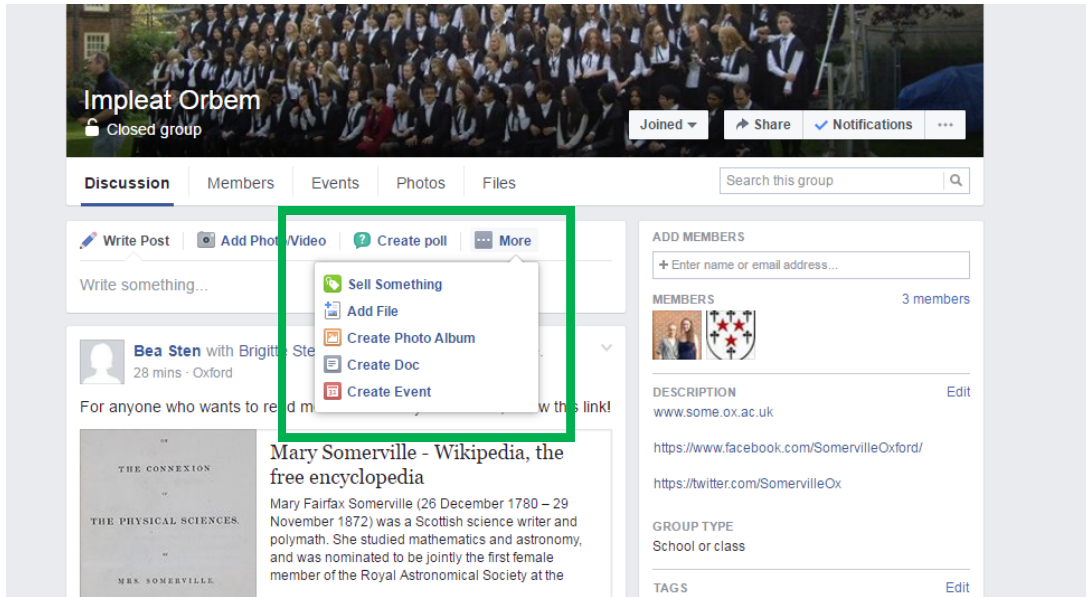
You may also add a location by using the third button along at the bottom.

Once the post is ready, click the blue 'Post' button.

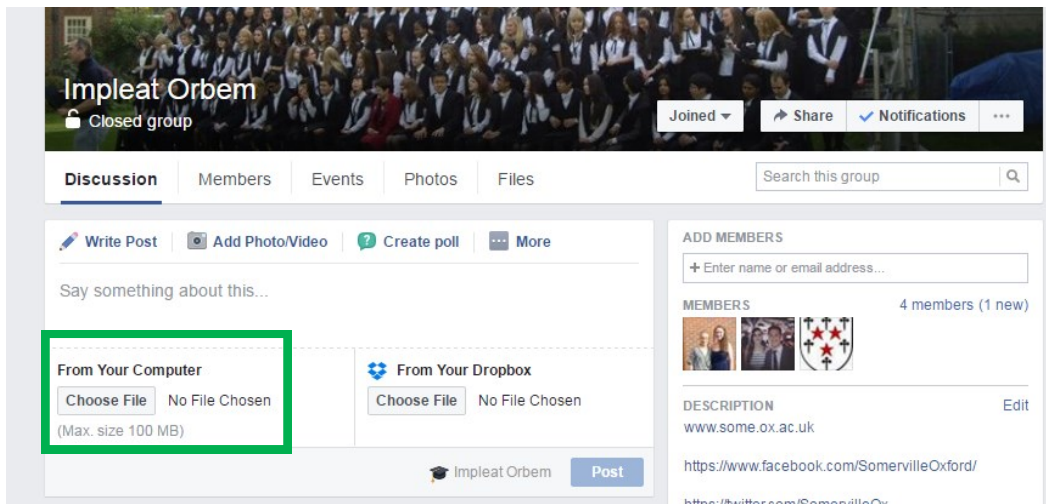


A finished Post.

## 5. How do I upload a file?



Uploading a file can be done in the same place as you make a Post.  
Select the 'More' option, and then select 'Add File' as shown above.

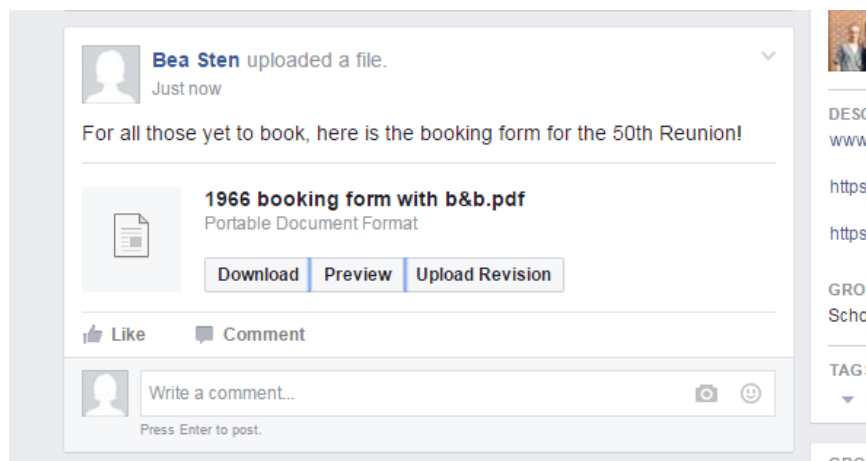


Select 'Choose File'.

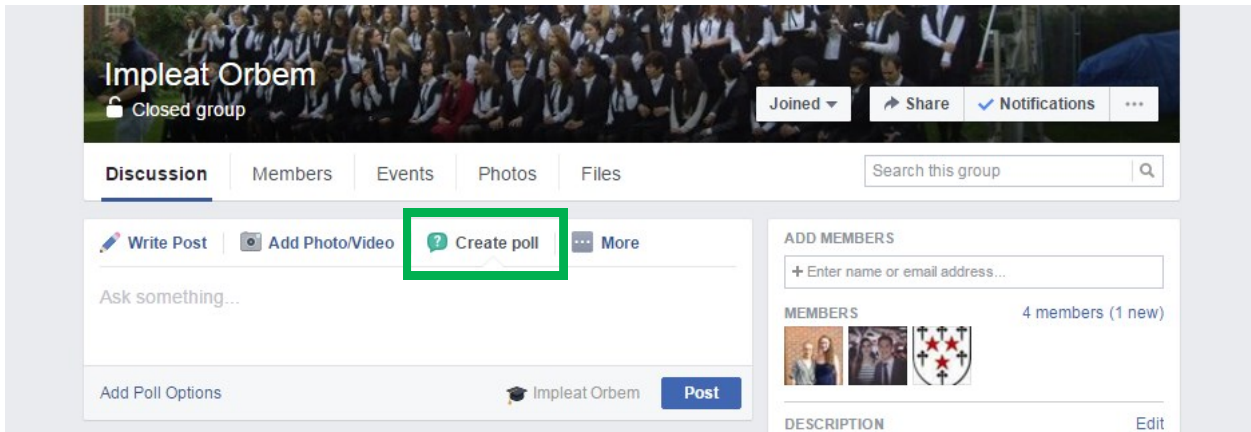
Choose the file you would like to upload.

You can also say something about the file you are about to upload so the members of the group know what it is.

Click the blue 'Post' button. See below for an example.



## 6. How do I start a poll?

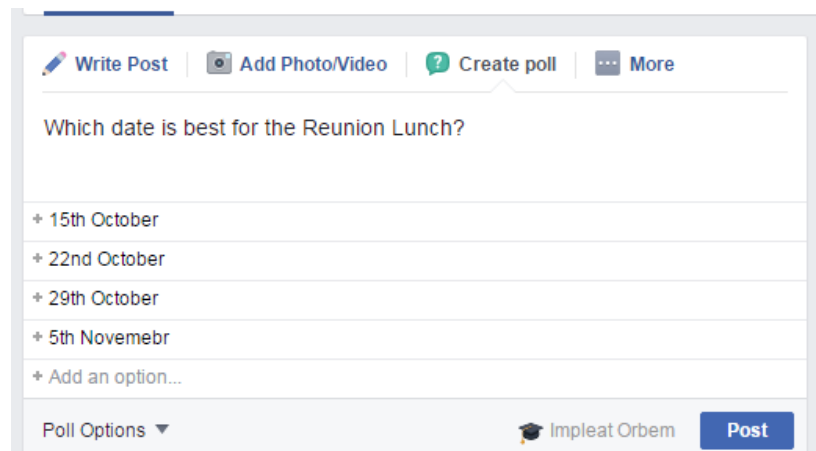


Creating a poll can be done in the same place as making a post. On the main page click 'Create Poll'.



To add options for people to vote for, select 'Add Poll Options'.

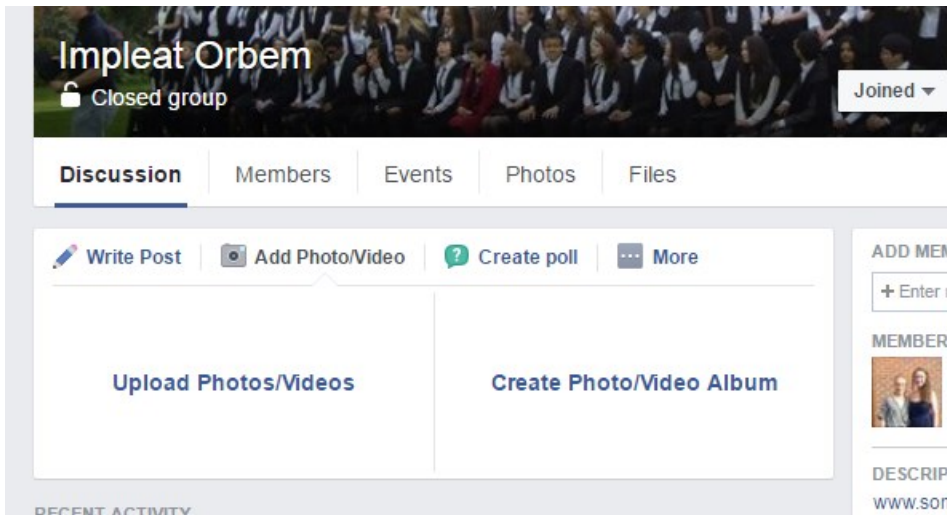
Once you have input all the options you would like, simply select the blue 'Post' button.



Now any member of the group will be able to vote for their preference.



## 7. How do I upload a new photo album?



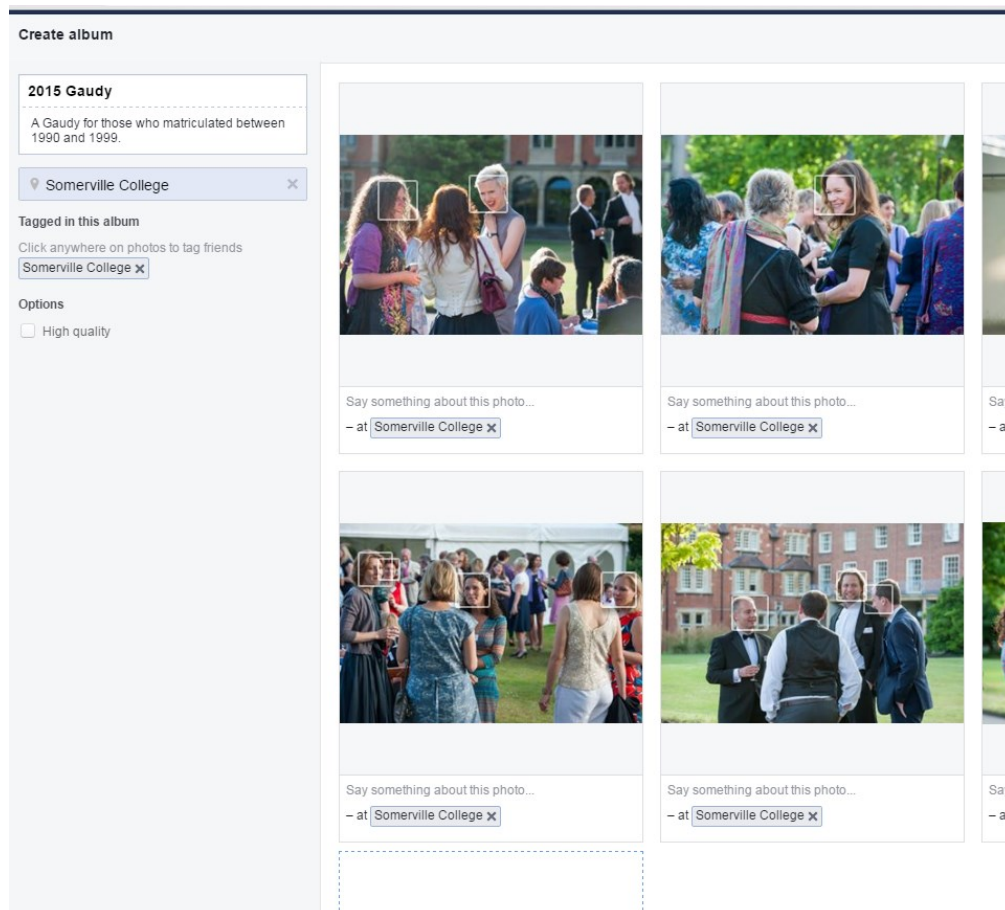
Click 'Add Photo/Video', and then select 'Create Photo/Video Album'.

If you want to post a single photo, select Upload Photos/Videos.

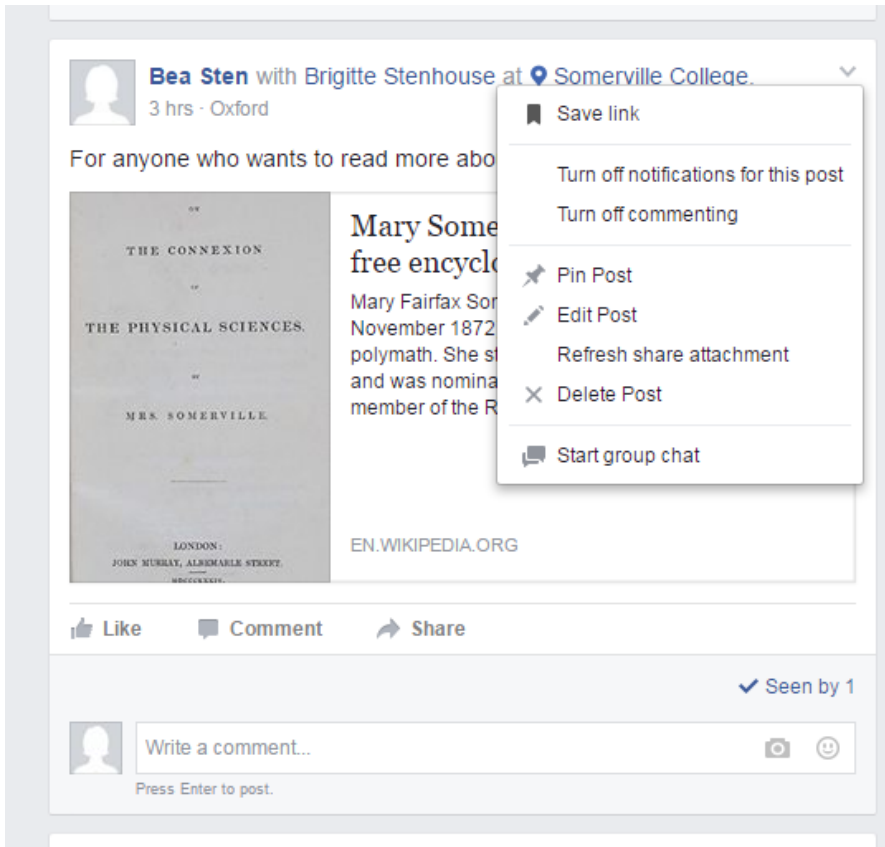
Select the Photos you would like to upload (to select lots of photos at once, hold down ctrl while clicking each image, or alternatively, once you have selected the first image hold shift while clicking the last and all images in between will be selected).

You will then be taken to a page where you can tag the people in each photo, give the photos descriptions, say where the photos were taken, and give the album a title and description. See below for an example.

When you have finished editing the album, click the blue 'Post' button in the bottom right hand corner.



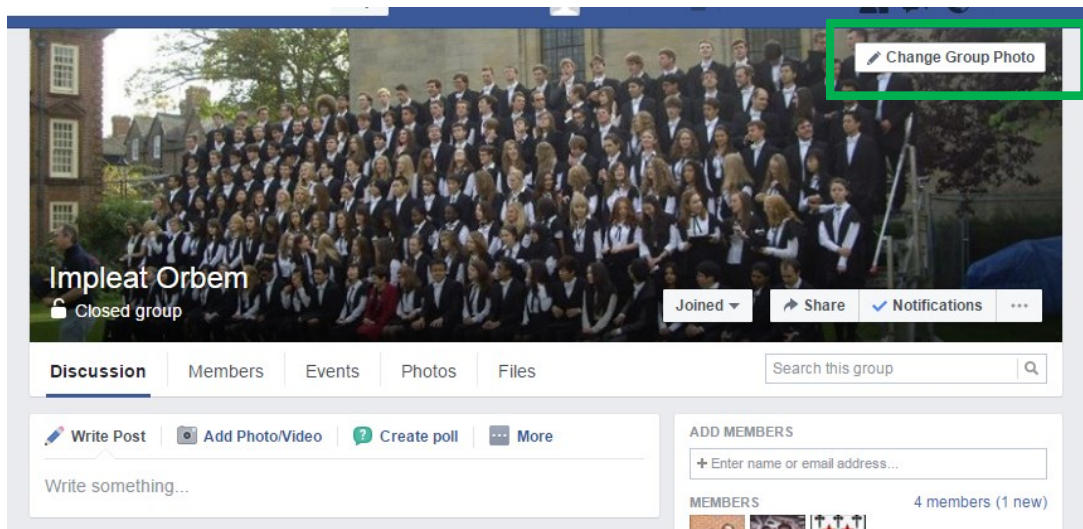
## 8. How do I edit/delete a post?



Click on the small downward pointing arrow in the top right hand side of the post.

Then you can Edit or Delete the post as you would like.

## 9. How do I change the cover photo?



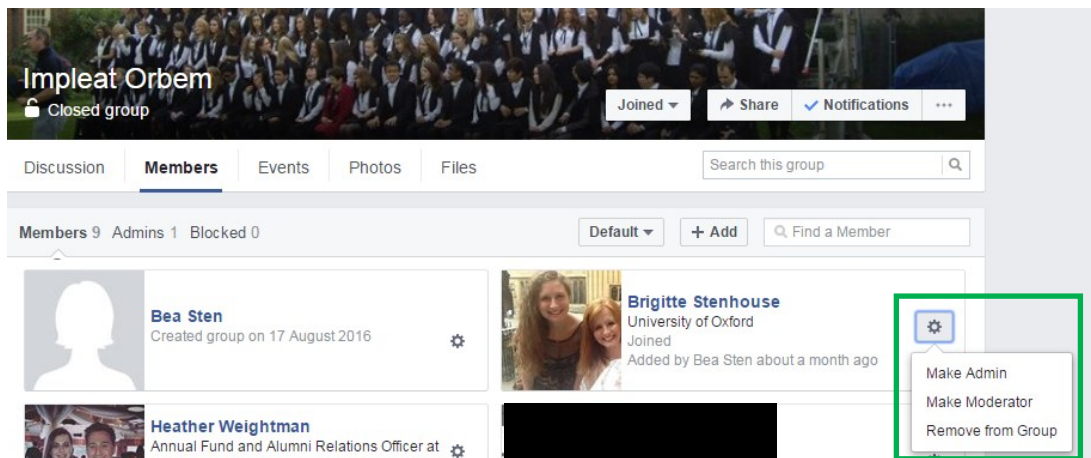
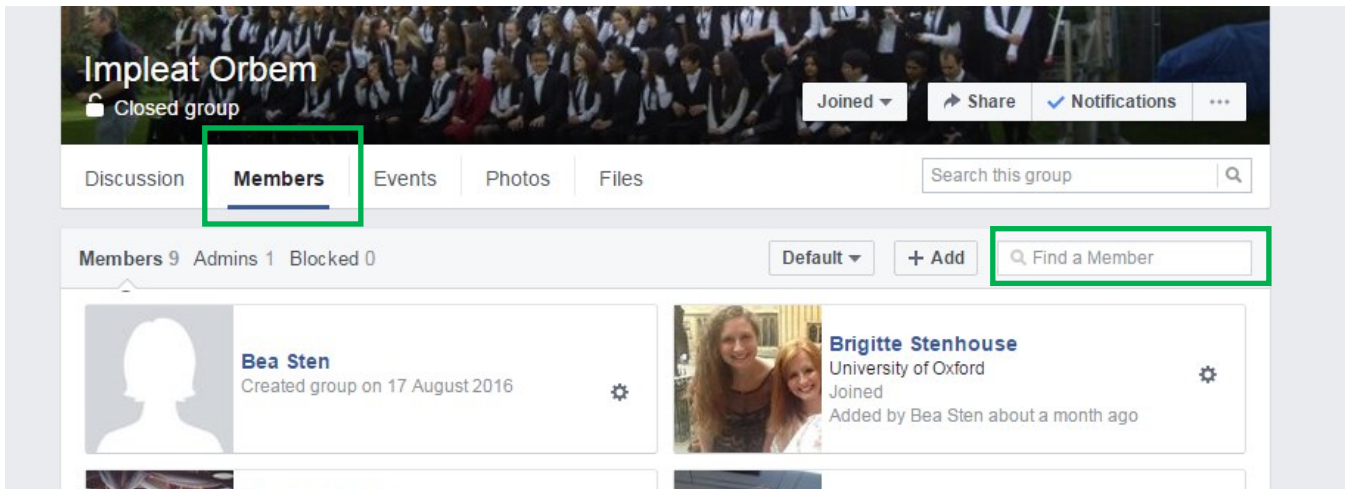
If you hover the mouse over the top right hand side of the photo a 'Change Group Photo' button will appear.

If you click it, you will have the options to use a photo from the Group (Group Photos), use a photo from your own profile (My Photos), or upload a new photo (Upload Photo). You can also reposition or remove the current photo.

## 10. How to make a member of a group an Admin

Select the Members tab on the homepage of the group.

Next search for the member you would like to make an admin, using the 'Find a Member' search bar (indicated by the green box on the right hand side below).



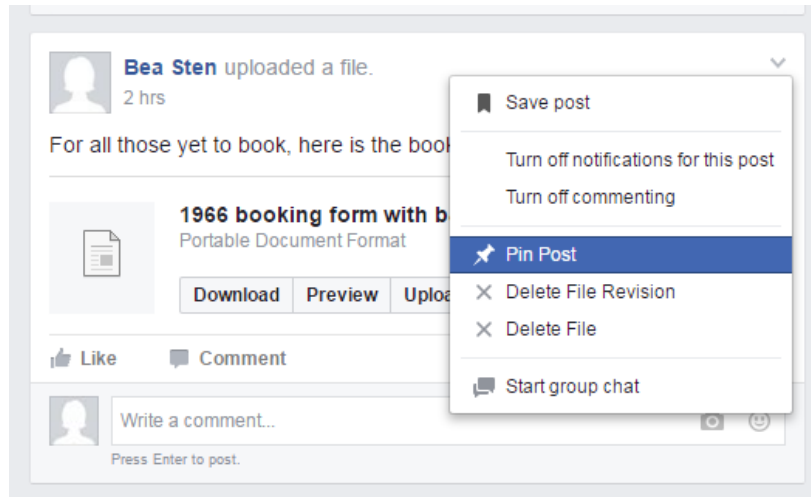
Click the small cog next to the person who you would like to make an admin.

Select 'Make Admin'

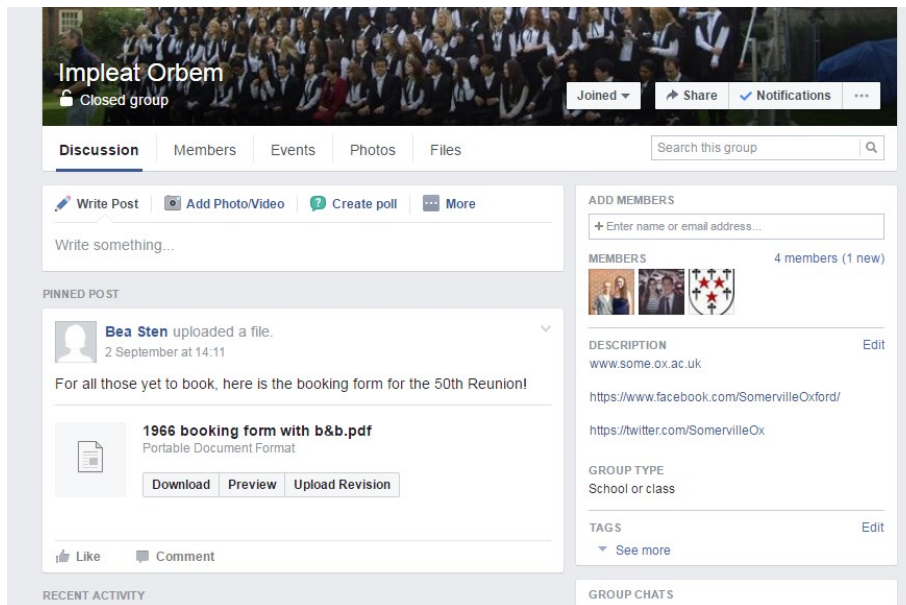


## Useful Hints and Tips

- When you tag Somerville college in posts or comments, make sure you use our official Facebook page, @SomervilleOxford (our profile picture is currently Maitland).
- To make a post more visible you can 'pin it' to the top of the page; that way it will be the first post everyone sees. We suggest doing this when advertising events, for example Gaudies and Reunions. To pin a post click the small downward facing arrow and then select 'Pin Post'.



It will then appear on the top of the main page as shown below:



## Glossary

Like	Any post or photo can be 'liked' by clicking the small icon of a thumbs up; this function can be used to show that you have read or enjoyed a particular post.
Post	A post is a public message.
Share	Any post or photo can be shared from one page to another; for example, if Somerville posts something on its Facebook page that is relevant to your year, you could
Tag	You can tag people in photos, posts or comments. This means they will receive a notification when they have been tagged, if anyone comments on the post/photo, or if someone replies to the comment they have been tagged in.
URL	An address of a website, eg <a href="http://www.some.ox.ac.uk">www.some.ox.ac.uk</a>