Somerville College Year Group Reps



Guide to Facebook

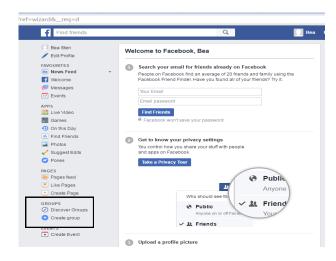


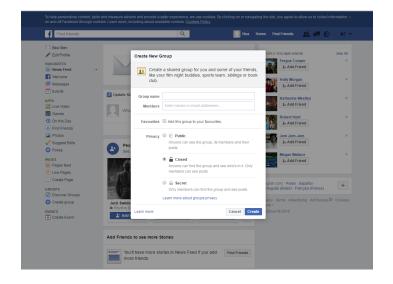
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Making the Group

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





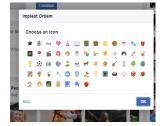
The name of the group is flexible; we suggest Somerville [Matric Year].

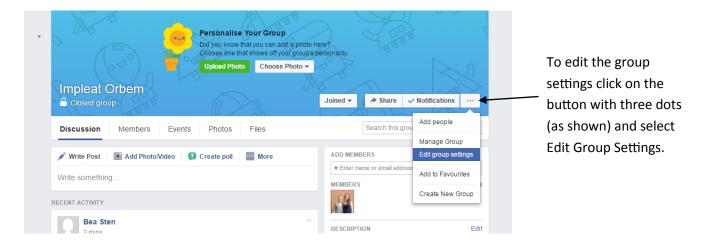
Do not add members at this point; there will be a launch date for the group when we start adding members to it.

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





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!

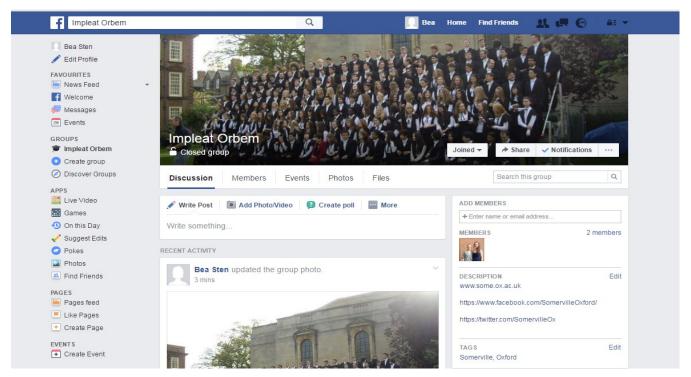
If you are ever unsure if someone requesting to join the group is an alum of Somerville, do contact the Development Office who will be happy to help!

Impleat Orbe	em		Joined -	A Share	✓ Notifications	
Closed group	THEF		Joined +	FF Share	V Notifications	
Discussion Mem	bers Events	Photos Files		Search this gro	oup	Q
Group name	🎓 🔻 Impleat Orbem					
Group Type	(+) Pick a Group Ty Group types help people	ype e see what the group is abo	ut.			
Privacy	Change Privacy Settin	ngs	vho's in it. Only members car the group privacy settings a		n more	
Membership Approval			a moderator must approve t	hem.		
Web and Email Address	Customise your group's Customise Address	contact info so you can crea	ate posts via email or quickly	share a link to y	your group.	
Description						
	Potential members see t	the description if privacy is s	set to public or closed.			
Tags	Write up to 5 tags (e.g. f	football)				
	Tags help people find gr	oups that they might be inte	erested in joining. You can ch	ange these at a	iny time. Learn mo	re
Posting permissions	 Members, moderators Only admins can post 	s and admins can post to th t to the group.	e group.			
Post Approval	All group posts must	be approved by an admin o	r a moderator.			
	Save					

Personalising the Group

f Impleat Orbem	Q	📃 Bea	Home Find Friends	🔉 💭 🛞 🗎 🖛 🔻
Bea Sten C Edit Profile FAVOURITES News Feed Welcome Wessages P Events		Personalise Your Group Did you know that you can add a photo P Choose one that shows off your group's Upload Photo Choose Photo V		3
APPS Live Video Games On this Day			Joined - A Share	
 Find Friends Photos Suggest Edits Pokes 	RECENT ACTIVITY Bea Sten created the group.	~	ADD MEMBERS	address
GROUPS	3 mins		MEMBERS	2 members
 Discover Groups Create group PAGES 	Write a comment Press Enter to post.	00	DESCRIPTION Tell people what this g	Add a description 1 group is about.
 Pages feed Like Pages Create Page 			TAGS Add a few descriptive	Add Tags 2
EVENTS			CREATE NEW GROUPS Groups make it easier to share with friends, f teammates.	than ever

- 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

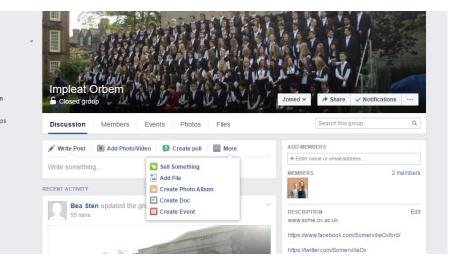
Before launching the Facebook group, we strongly suggest making an initial post; you could even upload relevant photos from a recent event to the group!

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sages		
nts	VATE STATE PROVED A COMPANY AND A VILLE	1. 1. 10 - 11
	Impleat Orbem	1
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ate group	Closed group	Non In the second
over Groups	Discussion Members Events Photos Files	Sea
Video		
	🖋 Write Post 🛛 🔍 Add PhotoVideo 🛛 😰 Create poll 🔛 More	ADD MEMBERS
nes		ADD MEMBERS + Enter name or
	Write Post Add PhotoVideo Create poll More Write something	

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 alumi. For more information on doing this, see the FAQ section.



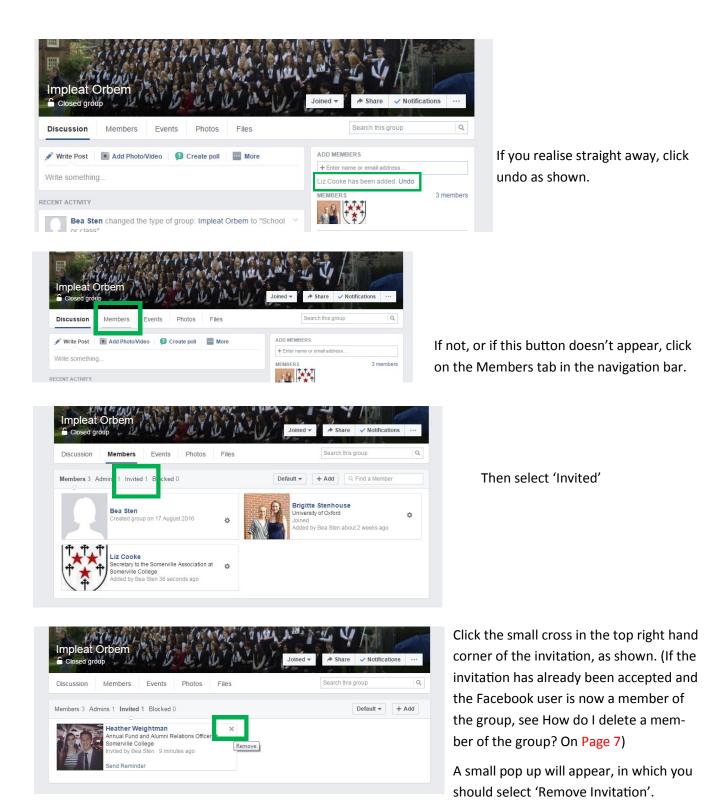
Welcome Messages Events GROUPS Impleat Orbem Create group Discover Groups	Impleat Orbem Closed group Discussion Members Events Photos Files	Joined
APPS	Discussion Members Events Priotos Files	
🚉 Live Video 🌃 Games	🖋 Write Post 💽 Add Photo/Video 💋 Create poll 🧱 More	ADD MEMBERS + Enter name or email address
On this Day	Write something	MEMBERS 2 members
Suggest Edits Pokes	RECENT ACTIVITY	19
Photos	Bea Sten updated the group photo.	
K Find Friends	57 mins	DESCRIPTION Edit
PAGES		https://www.facebook.com/Somen/illeOxford/

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

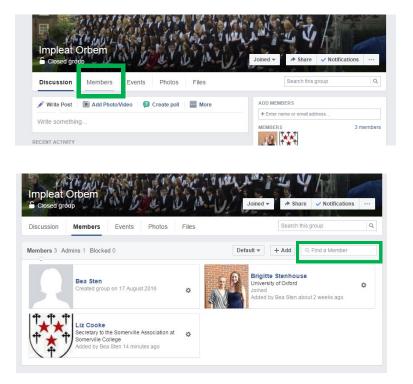
- 1. I accidentally invited the wrong person to be a member of the group: how do I delete the invitation?
- 2. How do I delete a member of the group?
- 3. How do I approve member requests?
- 4. How do I make a post?
- 5. How do I upload a file?
- 6. How do I start a poll?
- 7. How do I upload a new photo 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?



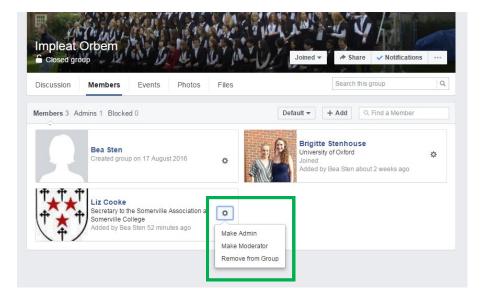
8

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?

Joined 🔻 🥕 Share 🗸	Notifications
Search this grou	Add people Send Message
ADD MEMBERS	Manage Group
+ Enter name or email address	Edit group settings
MEMBERS	Add to Favourites
+ + +	Create New Group
	Search this grou ADD MEMBERS + Enter name or email address

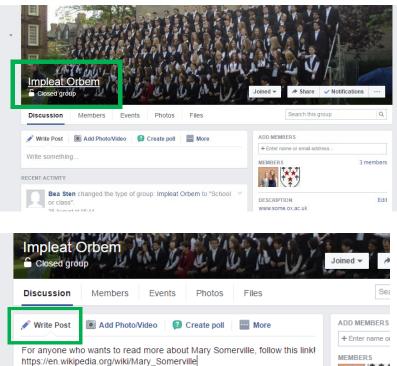
On the main page, click the button with three dots as shown, and then select 'Manage Group'.

Impleat Orbem	Joined -	✤ Share ✓ Notifications ····
Discussion Members	Events Photos Files	Search this group
Member Requests	1 Member Requests	Approve All Decline All
Reported to Admin	Requests Flagged (0)	Sort by Most Recent -
Reported to Facebook		
Request Notifications	Heather Weightman Joined Facebook on 25 September 2007 Member of 13 groups 1 mutual friend	✓ Approve X Decline → Block
	 Annual Fund and Alumni Relations Officer at Son Past Wolseley (building materials company) 	nerville College

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.

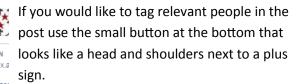
4. How do I make a post?



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).

< 🕨 Mary Somerville - Wikipedia, the HE CONNEXION DESCRIPTION free encyclopedia www.some.ox.a Mary Fairfax Somerville (26 December 1780 - 29 THE PHYSICAL SCIENCES. November 1872) was a Scottish science writer and polymath. She studied mathematics and astronomy, https://www.fac and was nominated to be jointly the first female https://twitter.co member of the Royal Astronomical Society at the MRS. SOMERVILLE. GROUP TYPE School or class TAGS EN.WIKIPEDIA.ORG See more 0 +L 🞓 Impleat Orbem Post GROUP CHATS No group chats RECENT ACTIVITY L Start Now



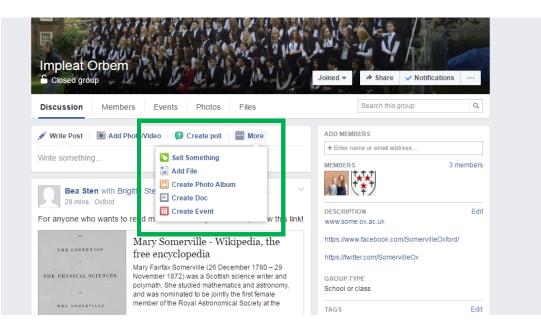
You may also add a location by using the thirdbutton along at the bottom.

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



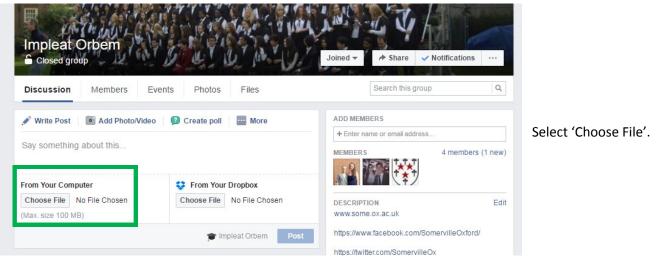
A finished Post.

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.



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.

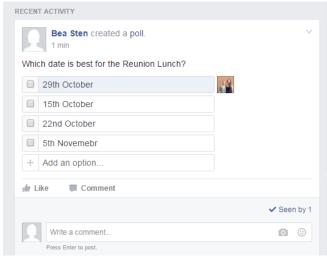
For all the	ose yet to book, here is the booking form for the 50th Reunion!	
	1966 booking form with b&b.pdf Portable Document Format	
	Download Preview Upload Revision	
Like	Comment	

6. How do I start a poll?

Closed gro	Jup	a second a	a land	Joined - A Share	e Votifications ····
Discussion	Members E	events Photos	Files	Search thi	s group Q
🖋 Write Post	Add Photo/Vide	o 😰 Create poll	··· More	ADD MEMBERS	
Ask something	1			+ Enter name or email a	ddress 4 members (1 new

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

Write Post Or Add Photo/Video Control Which date is best for the Reunion Lunch?	reate poll More	To add options for people to vote for, select 'Add Poll Options'.
Add Poll Options	post	
Once you have input all the options you would like, simply select the blue 'Post'	Write Post Add Photo/Vide Which date is best for the Reunion	
button.	+ 15th October	
	+ 22nd October	
	+ 29th October	
	+ 5th Novemebr	
	+ Add an option	
	Poll Options 🔻	post Post



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

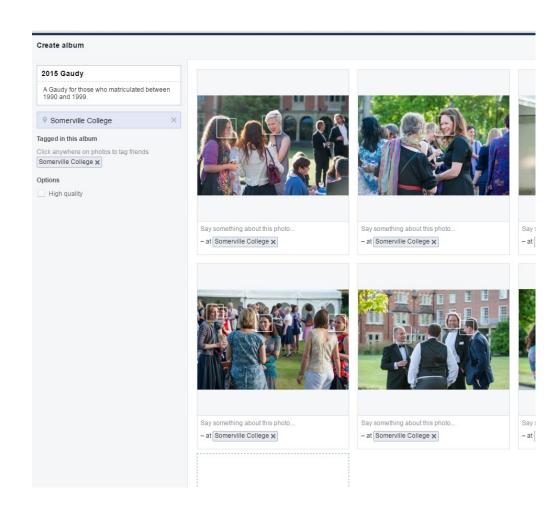
7. How do I upload a new photo album?

Impleat Orbem Closed group Discussion Members	ts Photos Files	Click 'Add Photo/Video', and then select 'Create Photo/ Video Album'.
SWrite Post Add Photo/Video	Create poll More	ADD MEMI
		+ Entern If you want to post a single MEMBERS photo, select Upload Photos/
Upload Photos/Videos	Create Photo/Video Album	videos.
FCENT ACTIVITY		DESCRIPT www.som

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?

or anyone who wants to	read more abo	Turn off notifications for this post
THE CONNEXION " THE PHYSICAL SCIENCES. " WRK SOMERVILLE	Mary Some free encycle Mary Fairfax Sor November 1872 polymath. She st and was nomina member of the R	Turn off commenting Pin Post Edit Post Refresh share attachment Delete Post Start group chat
LONDON: JORN RUBBLAT, ALBRIGARLE STRORT, MECTATION.	EN.WIKIPEDIA.OR	3
Like 🗖 Comment	A Share	
		✓ Seen by

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?

Impleat	Orbem	Change Group Phot
Discussion	Members Events Photos Files	Search this group
🖋 Write Post	Add Photo/Video (2) Create poll More	ADD MEMBERS
		+ Enter name or email address
Write somethin	ıg	MEMBERS 4 members (1 ne

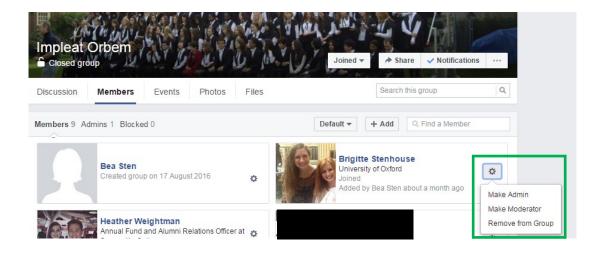
If you hover the mouse over the top right hand side of the photo a 'Change Group Photo' button will appear.

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.

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).

iscussion	Members	Events	Photos	Files	Se	earch this group	Q
				2.8			
	Bea Sten				Brigitte Ster	nhouse	
				100-10	Bigitte Stell	mouse	

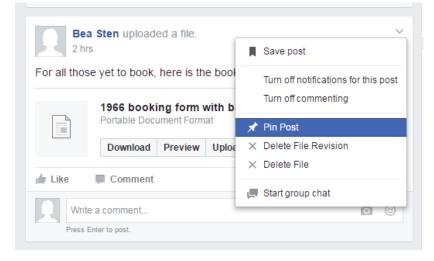


Click the small cog next to the person who you would like to make an admin.

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:

Impleat Orbem	Joined - A Share - Notifications
Discussion Members Events Photos Fi	iles Search this group Q
Write Post Add Photo/Video Create poll Write something	More ADD MEMBERS + Enter name or email address
INNED POST Bea Sten uploaded a file. 2 September at 14:11	A members (1 new A members (1 new DESCRIPTION WWW.some.ox.ac.uk
For all those yet to book, here is the booking form for the 5	S0th Reunion! https://www.facebook.com/SomervilleOxford/ https://witter.com/SomervilleOx GROUP TYPE
Like Comment	TAGS Edi
ECENT ACTIVITY	GROUP CHAT'S

<u>Glossary</u>

Like	Any post or photo can be 'liked' by clicking the small icon of a thumbs up; this func- tion 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 Somer- ville posts something on its Facebook page that is relevant to your year, you could
Тад	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 www.some.ox.ac.uk