

Somerville College Year Group Reps—Facebook Hints and Tips



- The name of the group is flexible
- Wait until the official launch of the group to add members
- The privacy of the group must be Closed (so that the posts will be private but people can still search for the group).
- Do not add members to the group without their prior permission; also note, you may not be able to add members with whom you do not have any mutual Facebook friends.
- Make the Group Type 'School or Class'.
- Membership Approval should be 'Any member can add members, but an admin or a moderator must approve them'.
- If you are ever unsure if someone requesting to join the group is an alum of Somerville, do contact the Development Office.
- Make sure to include a link to the Somerville Website, Facebook Page, Twitter account and Instagram in the group description.
- Before launching the group we strongly suggest making an initial post to capture everyone's attention; perhaps upload photos from a recent Gaudy or reunion, or make a status encouraging alumni to share news as an initial catch up.

Suggested Posts

- Upload invitations/booking forms for events. It might be useful to pin these posts so that they are easily accessible.
- Share news—for example births, weddings, visits to college. Be brave and share your own news to encourage others to share theirs! Do encourage people to share their news with college as well, especially for the college report.
- Make polls to gather opinions on good dates for reunions, or good places to hold events outside of Oxford and London.