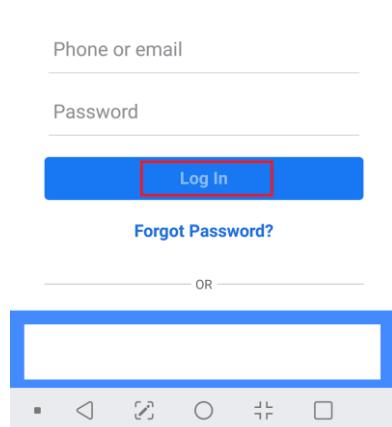


Creating a Group Page on Facebook on Android Instructional Guide

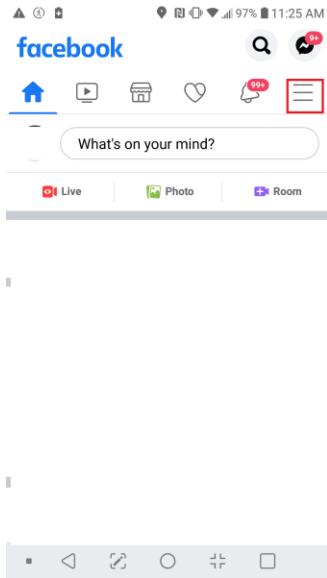
1. Open up the app.



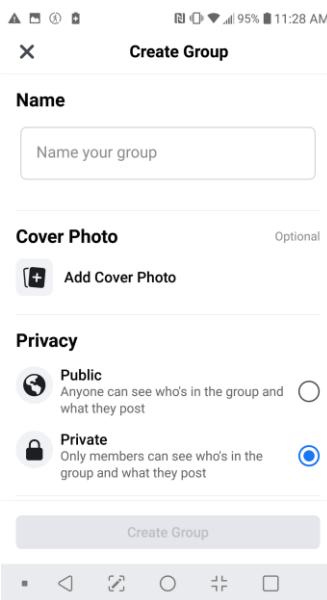
2. Login to your Facebook account. Enter your email or phone number and password (in red box below). Then, click the login button.



3. Next, Click on the three lines at the top.



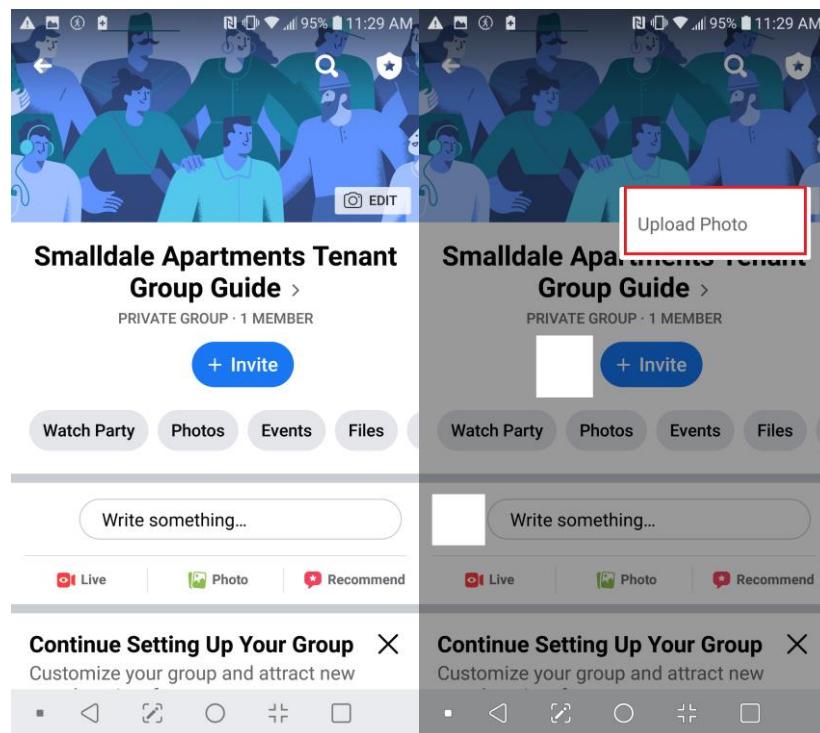
4. Next, click create group and the top of the page. Here you'll also find any existing groups you're a part of or have created. Enter information about your group. For your group name, enter your building name tenant group. For example, "Smalldale Apartments Tenant Group". Then, add other folks in your tenant group by searching their names in the "Add Some People" box. Keep the privacy settings to only allow members in the group to see and post things on your page. If you would like this page to be visible to everyone, keep the "Hide Group" settings to visible. If you would only like those that you invite to the group (through the add some people option) to see the group, change this to "Hidden".



5. Next, you have several options.
 - a. Personalize your group
 - b. Share Content and Hold Discussions
 - c. Go live
 - d. Plan events
 - e. Invite Friends

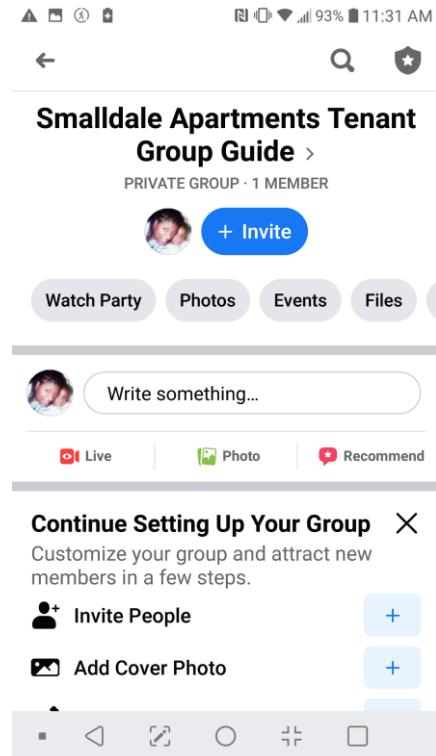
Personalize Your Group

You can personalize your group by adding a cover photo. Click “edit” and then select “Upload Photo”.



Share Content and Hold Discussions

By creating posts in the “Write something” box, these posts will be viewable by everyone in your group.



Smalldale Apartments Tenant Group Guide >

PRIVATE GROUP · 1 MEMBER

+ Invite

Watch Party Photos Events Files

Write something...

Live Photo Recommend

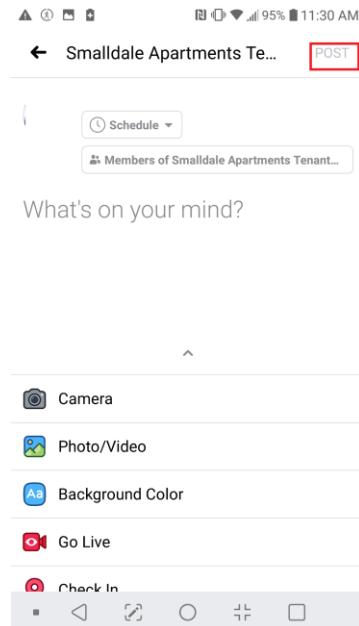
Continue Setting Up Your Group X

Customize your group and attract new members in a few steps.

- Invite People
- Add Cover Photo

POST

Within the “Write Something” box, you have several options. You could post just text to prompt discussion or provide updates, upload a photo or video, or create a poll to gauge the group’s opinion on a certain topic. When you’re ready to post it to your group, click the “Post” button (in red box below).



Smalldale Apartments Te...

Schedule

Members of Smalldale Apartments Tenant...

What's on your mind?

Camera

Photo/Video

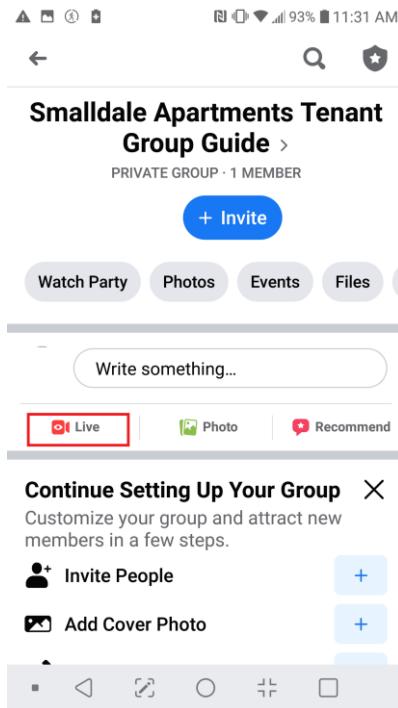
Background Color

Go Live

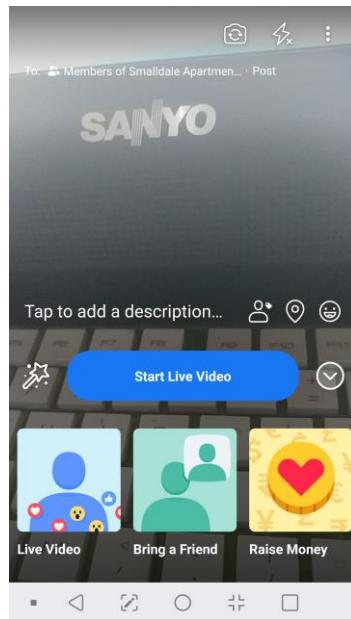
Check In

Go Live

Going live on Facebook means you can share a video in real time to your followers. To do this, click the “Live Video” option shown above in the previous photo.

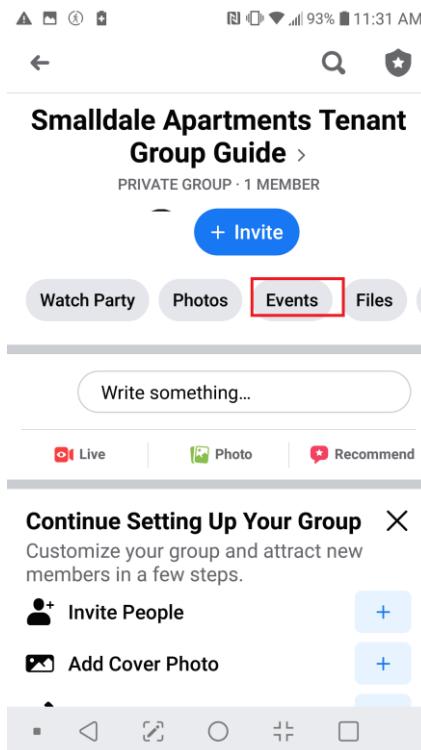


You can start a live video by clicking start live video, but you also have some options to choose from such as raise money, bring a friend, and put on a mask.

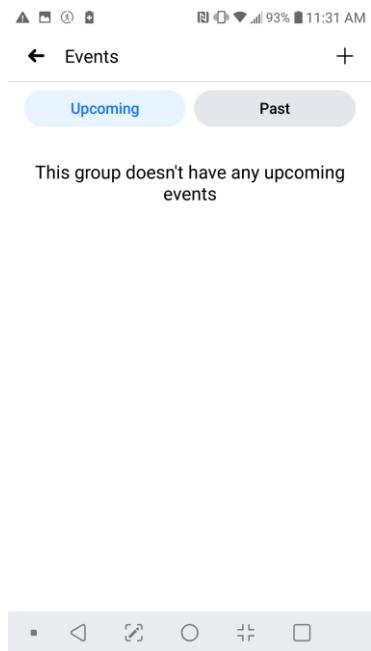


Plan Events

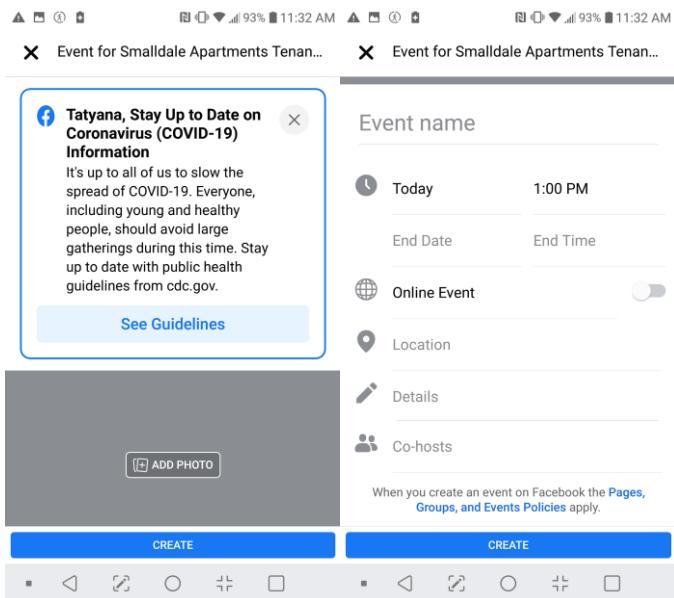
To plan an event, first click the “Events” tab.



Next, click the “+” button to create an event.



You will then enter more information about your event. Include a name of the event, a location (or check “Online event” if you plan to meet virtually), and add a description. Be sure the “Invite all members of Group” is checked so everyone in your group gets notification. When finished, click the “Create” button.



Add Additional Members

To add additional members, click on **Invite** right under the name of the group. Your friends will be suggested first. Pick the people you want to add and then you're done.

