

INSTRUCTIONS – SOCIAL TECHNOLOGIES - FACEBOOK

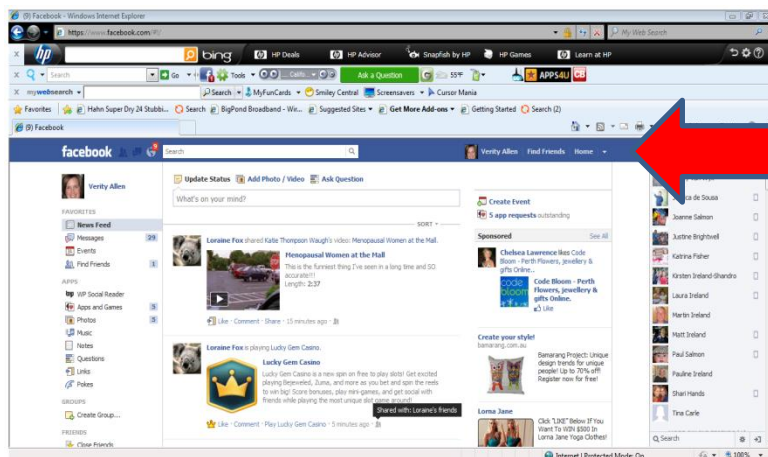
STEP 1 – Sign up a Facebook Account

- Enter www.facebook.com in the URL and click enter
- Fill in all the details under the Sign Up section
- Check your personal email for a message from Facebook confirming your request to join Facebook and then use the link in the email to enter Facebook for the first time
- Once you've signed up for a Facebook account you can sign in at the top to login



STEP 2 – Create a Profile

- Once you've logged in, you will be taken to your *Home* page, you can see where you are by looking at the top right hand side of the page. The home page is where you will see updates on what your 'friends' have been doing or links they would like to share with you



- To create a profile click on your name that appears on the top right
- You are now on the profile page, click on *edit profile* on the top right
- Fill in as much information as you would like to share, in this area you can upload a photo from your computer, this will be your profile picture and will appear anytime you comment on Facebook or send a message

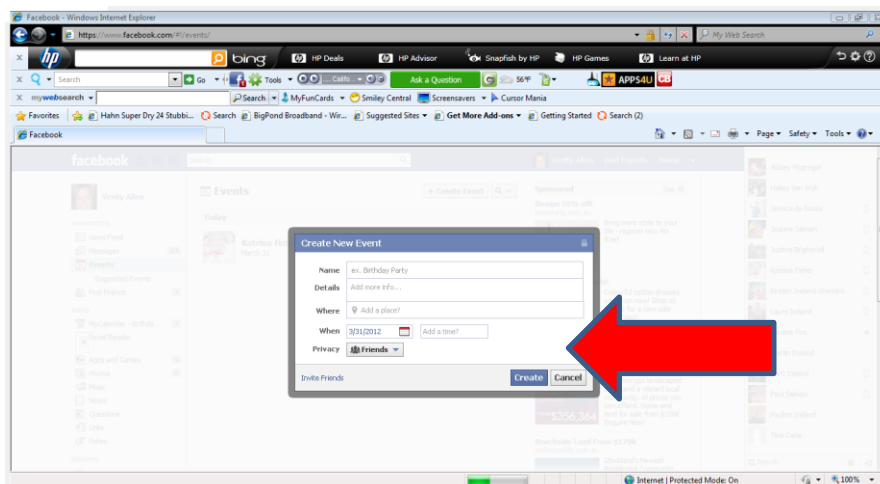
STEP 3 – Invite Friends

- Click on the *Find Friends* (between *Home* and your name)
- Use the various search options to find friends, once you've found someone you know click on *add friend*
- Your friend will receive a message from Facebook requesting you accept or reject your friend request. All friends that accept your request will appear in your friends list

NOW YOU'RE ON FACEBOOK! LET THE FUN BEGIN!

STEP 4 – Event Planning

- Go to your *Home* page, click on *Events* (found on the left side under favourites)
- Click on Create Event and fill in details
- Click on invite friends and select which friends you wish to attend your event
- Friends will accept your invitation or decline and a tally will appear on your event page



STEP 5 – Managing your Event

- Check your Event page regularly to see how many people have responded
- If you need to change or add any details you can edit your event, your guests that are attending will be automatically notified that something has been added or changed

IMPORTANT – Always check your privacy settings on Facebook. This applies to all areas on Facebook including your profile, photos and any events planned.