

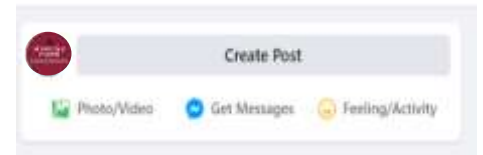
LEARNING THE BASICS: Using your Parish Facebook Page



- ✓ Log in to your personal Facebook account.
- ✓ Along the left of your screen you will see your Parish Facebook Page. Click the icon/name of your parish page to interact as that page.

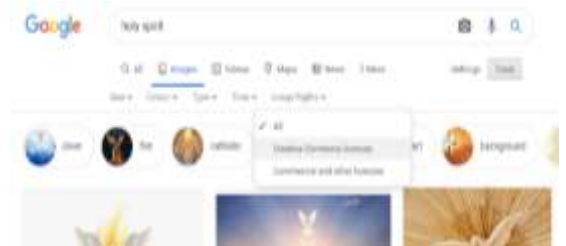
HOW TO CREATE POST

Click on [Create Post](#) and type in the text of your post. To add a photo to your post, you can use photos that are already saved on your computer or search for new ones.



HOW TO FIND COPYRIGHT FREE Google IMAGES

1. In the Google search bar, type in the word(s) for the image you would like.
2. Just below the search bar click [Images](#)
3. Over to the right click [Tools](#)
4. Then click [Usage Rights](#)
5. And finally, click [Creative Commons Licenses](#)



TO SAVE DOWN THE IMAGE

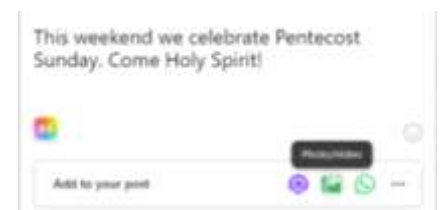
Click, drag and drop your chosen image to your desktop or alternatively right-click the image, click [Save image as](#) and choose your preferred location on your computer where you would like your photo to be saved.



Now, back to your post... if you are attaching the photo using the *drag & drop* method, then once it has landed on your desktop you can click, drag and drop it directly back into the body of your Facebook post, under the text.



If you'd prefer to just locate the image on your computer, click the green photo icon under your text and it will bring you to the folders on your computer where you can browse to find your newly saved photo.



Select your desired photo and click [Post](#).



A notification may appear asking you to create an actual event but just click [Not Now](#) to remove it.



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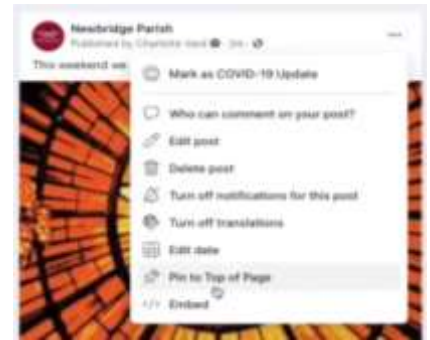
HOW TO PIN A POST

(keeping an important post at the top of your Parish page)



Click the **3 dots** on the right of your post.

This gives a dropdown menu. Click **Pin to Top of Page**.



HOW TO LIKE & SHARE POSTS FROM YOUR PAGE



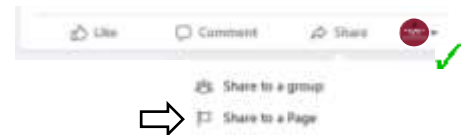
Before liking or sharing a post, make sure the icon beside the share button is your page's icon and not your personal profile photo.

If you see your personal profile photo, click on it and choose your parish page from the dropdown menu. This will change the icon to the profile photo of your parish page.

Now you can like and comment on other page's posts as your parish page.

To share posts, click **Share**, then click **Share to a page** – choose the page from which you wish to share this post.

You can type in a comment to accompany a Share post or just Share it as it is.



HOW TO ASSIGN ADMINISTRATORS TO YOUR PARISH PAGE

Manage Page

- Events
- Resources & Tools
- Notifications
- Insights
- Publishing Tools
- Ad Centre
- Page quality
- Edit Page Info
- Settings ← **1**

Page settings

- Search Page settings
- General
- Page info
- Templates and tabs
- Event ticketing
- Notifications
- Advanced messaging
- Facebook badges
- Page roles ← **2**

Assign a new Page role **3**

If you're adding a new admin to your Page, please bear in mind that they'll have the same permissions as you do to make changes to this Page.

Type a name or email address

Type in the name of the person you wish to add as an Admin to your page and click Add.

Add

To finalise, you will be asked to enter the password of your personal Facebook account.