

SETTING UP YOUR PARISH FACEBOOK PAGE



1. Set up a personal Facebook account. If you need help with this, visit kandle.ie for more information.



2. Once logged into your Facebook Account, click on [Pages](#) which is located on the left-hand side of the page.

[+ Create New Page](#)

3. Click [Create New Page](#).

Page information

Page name (required)

Use the name of your business, brand or organisation, or a name that explains what the Page is about. [Learn more](#)

Category (required)

Choose a category that describes what type of business, organisation or topic the Page represents. You can add up to three.

Description

4. You are now asked to input your page information. Under [Page name](#) type in the name for your parish page. Under [Category](#) type in *Catholic Church* and under [Description](#) type in a few words to describe your parish.

Once you're happy with your content, click [Create Page](#).

[Create Page](#)

You may get a notification telling you that your page has now been created. Click **X** to remove that.

5. Again, on the left-hand side, click [Add Profile Picture](#). This should bring you to the Pictures folder on your computer or browse other folders to find your preferred photo. Once you have selected your profile photo, move on.

In the same way, choose a cover photo then click [Save](#).

Images

Profile photo · Optional

[Add Profile Picture](#)

Use a logo or image that helps people identify this Page in search results.

Cover photo · Optional

[Add Cover Photo](#)

[Save](#)

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6. You may get another notification asking if you would like to connect your page to WhatsApp etc., click **X** to remove this and then click [Leave](#) to remove this from your screen.

7. Add various details to your page such as your Parish website address. You can do this by clicking [Add Website](#) and typing in your parish website address - to save click **X**.

[Add Website](#)

8. Create your first post by clicking [Create Post](#) and then type in your words of welcome.

[Create Post](#)

9. Add an image to your post by clicking the following icon and repeat the same steps as in step 4.

Add to your post



When you're happy with your text & image click [Post](#).

[Post](#)

10. Finally, invite your friends to *Like* your parish page by clicking the box beside each friend's name (or just click [Invite All](#)) and then the [Invite](#) button.

[Invite](#)

