

Facebook Training



Active Retirement
Ireland

Who is on Facebook?

What are they up to?

There are strangers on Facebook as well. Therefore, it is important to not add anyone that you do not know. This will assist with avoiding scams and viruses. It is a safe internet use practice.

It is vital to think before you click. Ensure that the link you are clicking on is a safe one. You can do this by only clicking on sites and sources that you are familiar with.

On average, users are connected to 80 community pages, groups, and events

Over 2 billion users on Facebook

Group or Page?

What's the difference?

Group

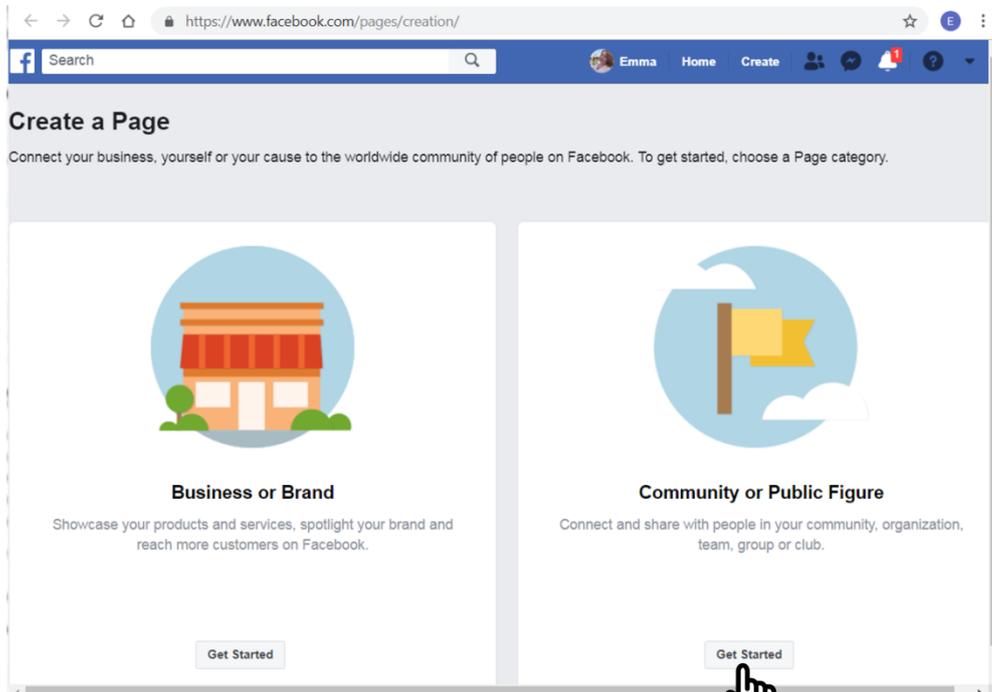
- Administrator of the page can approve or disapprove of who joins the group.
- This is typically private.

Page (Recommended)

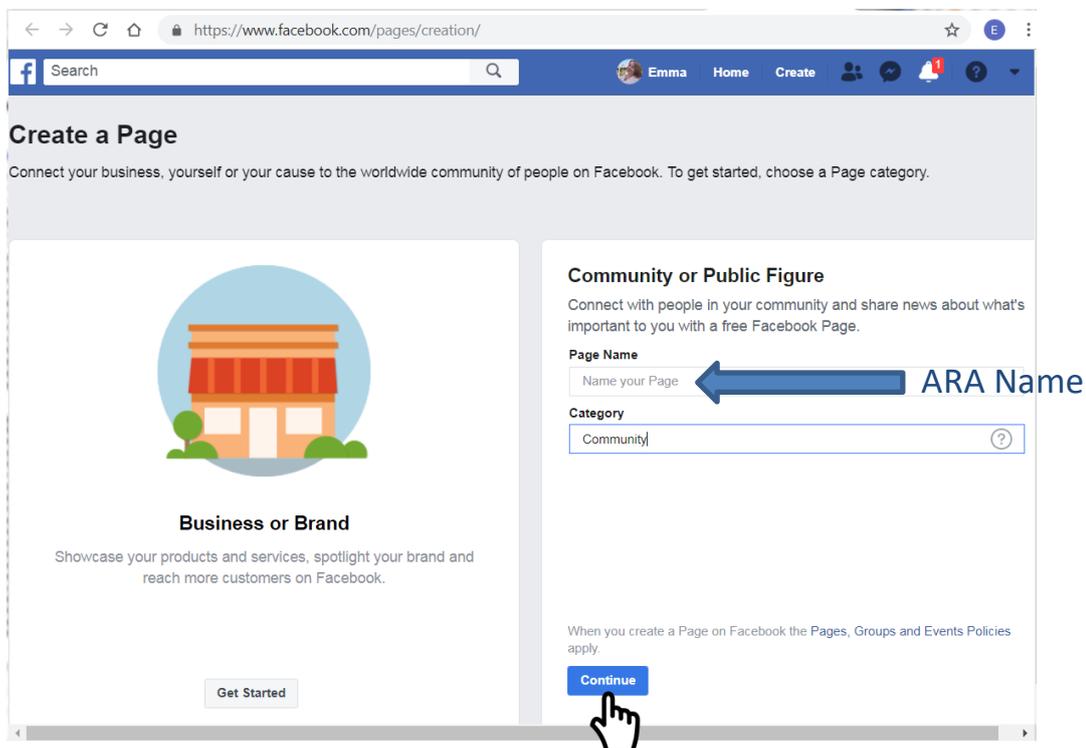
- Anyone is able to "Like" any page.
- They are public.
- The National Active Retirement Facebook page is able to follow and interact with your ARA. We, National and local ARAs, are then able to share and stay up to date with each other.

Steps to create a page:

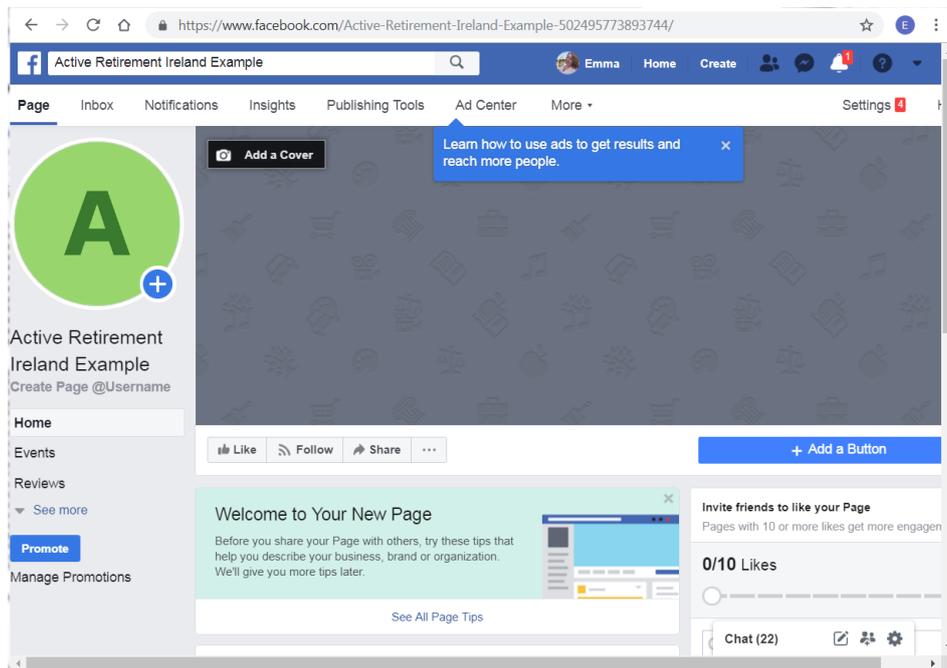
1. Visit www.facebook.com/pages/creation/
2. You will be creating a “Community or Public Figure” page



3. Click “Get Started”
4. Under “Page Name” type the name of your ARA
5. Under “Category” type “Community”
6. Click “Continue”

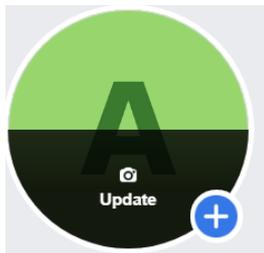


Then, you will be brought to your page. It is time to customize. We will start with selecting a profile picture.

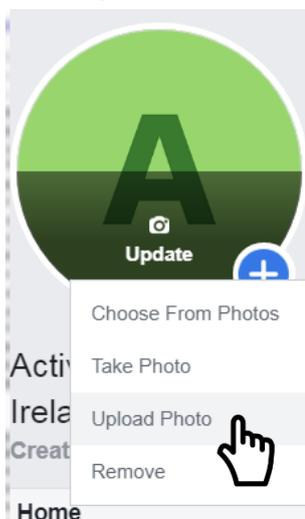


Steps to input a profile picture:

1. There is a circle in the top left hand corner. Click on it.



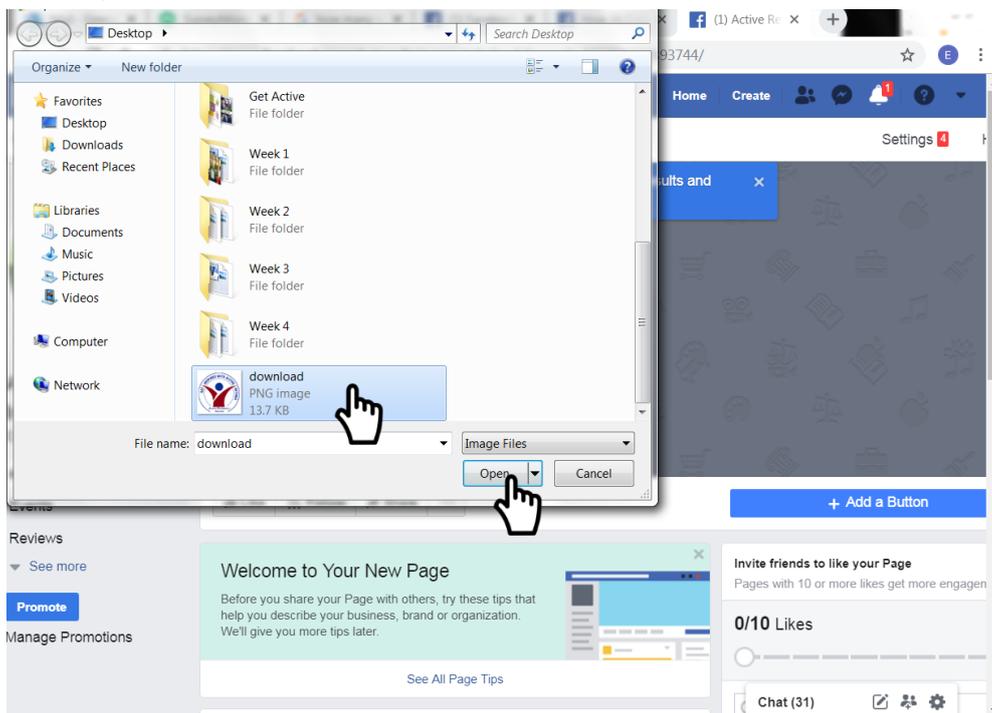
2. Click "Upload Photo"



3. Select the photo you would like as your profile picture

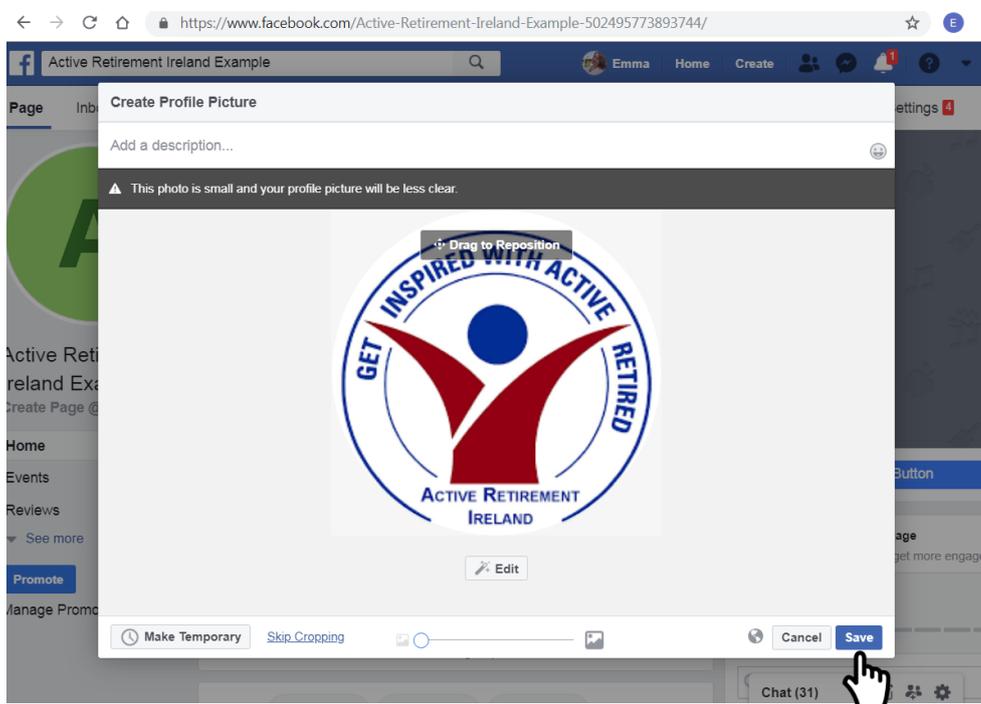
Profile picture continued...

4. Click "Open"



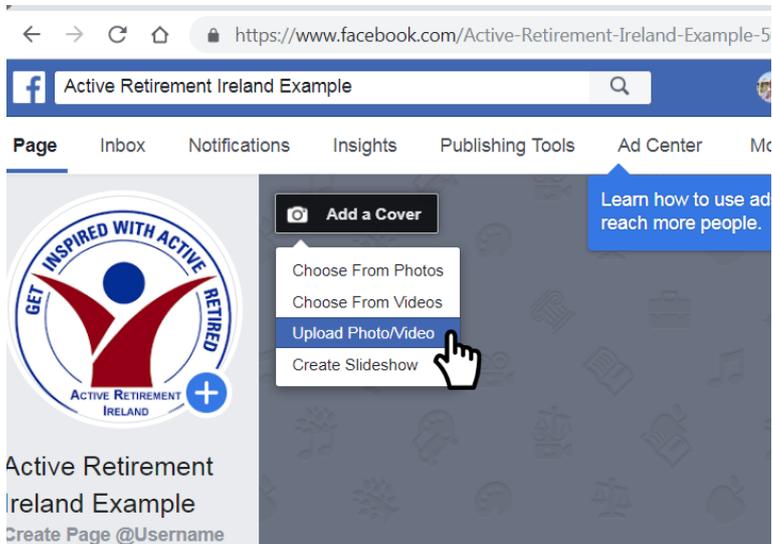
5. Position the photo by dragging it with your mouse

6. Click "Save"

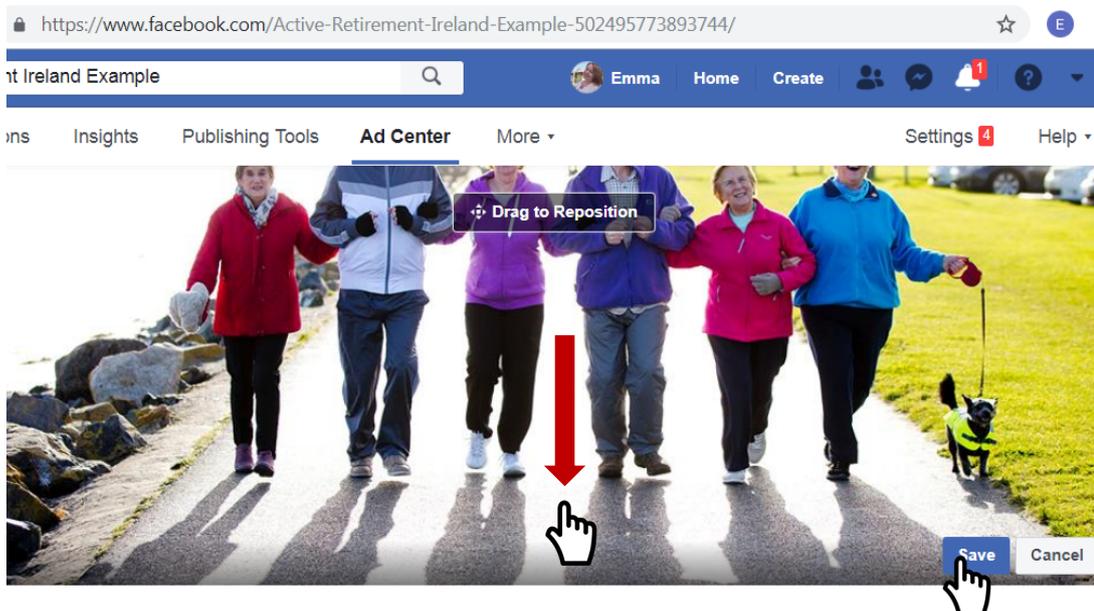


Steps to input a header picture:

1. Click on the large grey rectangle at the top of the screen
2. Click on "Upload Photo/ Video"



3. Select the photo you would like as your header picture
4. Click "Open"
5. Position the photo by dragging it with your mouse
6. Click "Save"

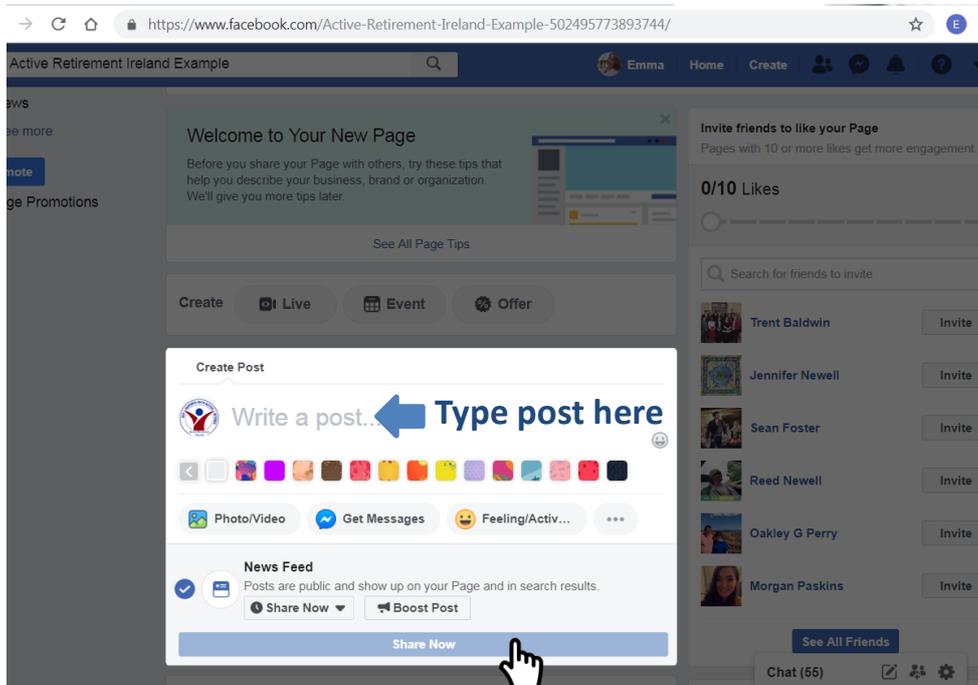


*Note: This is a very similar process to uploading a profile picture.

Your Facebook page is now complete! All that is left is to keep it up to date and maintain it. This can include a variety of things such as posting, "Liking" posts, "Liking" pages, "Sharing" posts, responding to messages, and commenting. Below you will find instructions for all of these things.

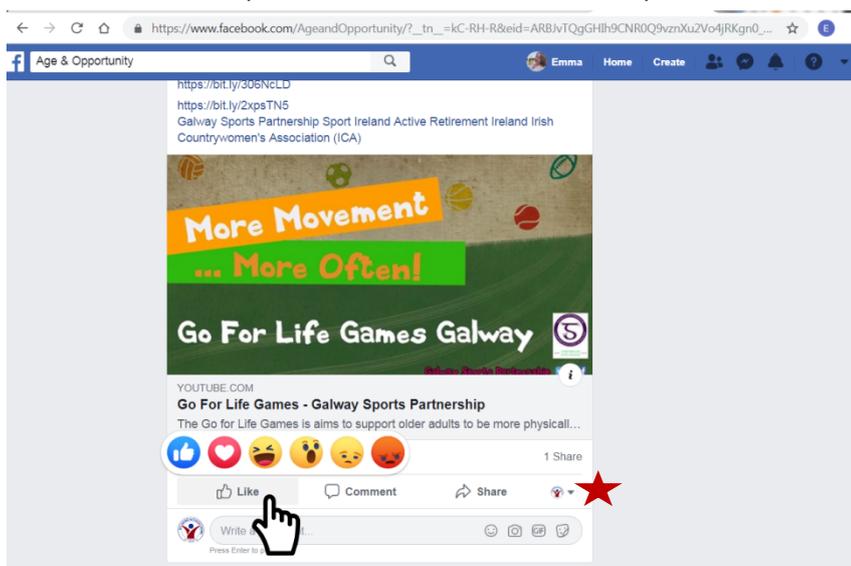
Steps to create a post:

1. Be on the home page of your ARA Facebook page
2. Scroll down and you will see a box that says "Write a post"
3. Type your post
4. Click "Share Now"



Steps to "Like" a post:

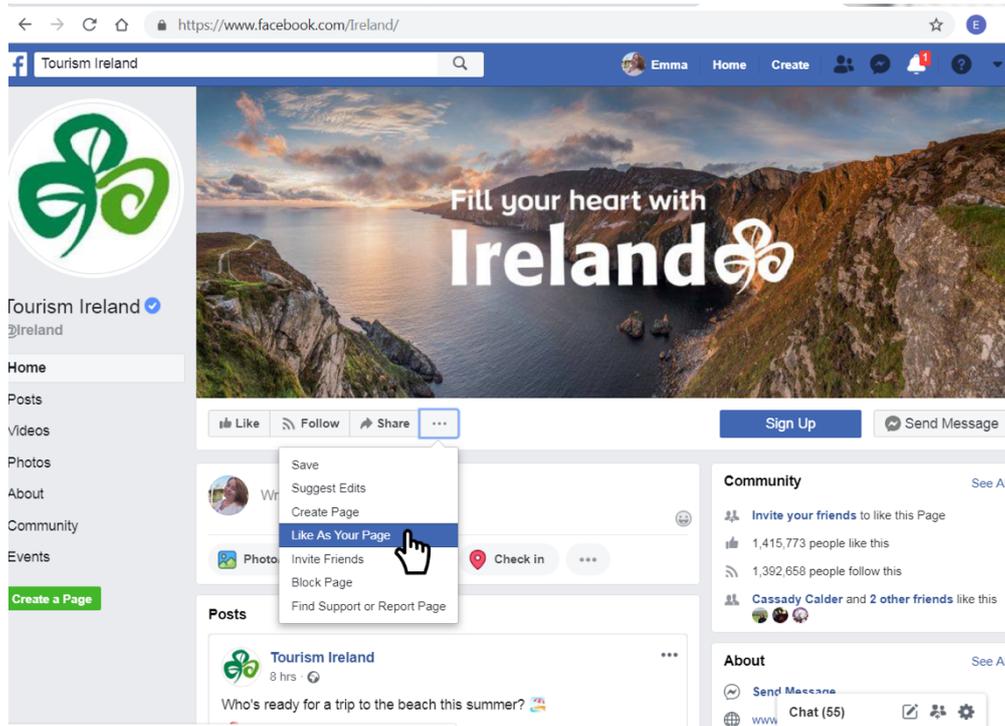
1. Click "Like"
- OR
1. Hover over the word "Like"
 2. Select the thumbs up, heart, or a face to react to the post



★ *Note: Be sure you are interacting with the post with the proper account. You can select which account you want to use, by clicking on your profile picture and selecting the correct profile.

Steps to “Like” a page:

1. Type in the page that you are searching for in the Facebook search bar at the top
2. Select the page that you would like to “Like” and you will be brought to their home page
3. Click “...” (This can be found on the white bar that goes in the order of like, follow, share, ...)
4. Click “Like as your Page”
5. In the drop down, select the page that you would like to “Like” this page with
6. Click “Submit”



Steps to “Share” a post:

1. Find a post that you would like to share
2. Click “Share”
3. Click “Share...”



Share a post continued...

4. Check the box "Include original post", if you wish to do so ★
5. If you would like to say something about the post, you can do so in the box that prompts you to, above the post you would like to share
6. Click "Post"

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Say something about this... **You have the option to say something about the post here.**

★ Include Original Post

Age & Opportunity Like as Your Page
July 3 at 11:08 AM · 🌐

We love this video that Galway Sports Partnership have made about Go For Life Games! Go for Life Games take place nationwide, and every June we hold a nationa...

[See More](#)

More Movement ... More Often!
Go For Life Games Galway

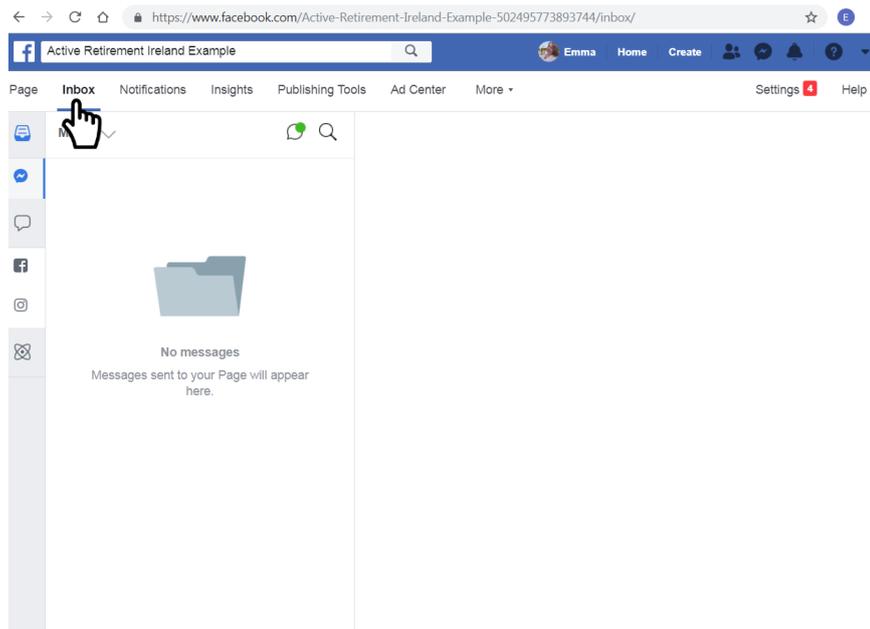
YOUTUBE.COM
Go For Life Games - Galway Sports Partnership
The Go for Life Games is aims to support older adults to be more...

Cancel **Post**

*Note: Be sure you are interacting with the post with the proper account. You can select which account you want to use, by clicking on your profile picture and selecting the correct profile.

Steps to respond to a message on Facebook:

1. Go to the Facebook home page of your ARA
2. Along on the top of your screen, you will see the word "Inbox." Click it.
3. This will bring you to the screen where you will find your messages. They will appear on the left hand side.
4. If you want to respond, click on the message.
5. On the right side, the message will appear.
6. At the bottom of the screen it will say, "Type a reply." That is where you do so.
7. When completed, press "Send."



Steps to comment on a post:

1. Click "Comment" on the post you would like to comment on
2. In the "Write a comment box" type your comment
3. Press "Enter" on your keyboard when complete

