How to Create a Facebook Group

1. Find "Add Group"

From your "home page" on Facebook go to the Explore - Groups section on the left side menu and click on, "Groups." Once you get there, it will look like this:

2. Click "Create Group"

You'll be taken to a page that displays the option to create a group. To begin the process of creating a group, click "Create Group" in the upper right hand corner.

Once you choose that option, a lightbox will open where you can begin to add your Facebook group details.
3. Name Your Group
The first thing you need to do is give your group a name – such as "RPEC Chapter 2 – Olympia Area".

4. Add Members
Facebook does something odd here – and out of order, in my opinion. You’re actually required to add at least 1 friend to the group before you can create it. If you don’t you get the error message below:
So in order to **create your group**, you'll need to add at least 1 friend to the group.

5. **Choose Privacy Setting**

You'll now need to decide **what privacy setting** you want your group to have. We suggest making the Group an Open Group so that it is searchable and others in your area can easily find it.
6. Click Create
After you choose your privacy setting, click the "Create" button as you've seen in previous images:

7. Add Your Cover Image
Facebook will now give you the option to add your creative graphic for your header or cover image. This is completely up to you and should be aligned with your current brand or the theme of your group.
Keep in mind: the dimensions for this cover photo are different from those on your personal Timeline or business Page. You want to use **1640 x 856 pixels** for your group cover image.

8. Complete "About" Section

Your about section is important for 2 reasons:
- Gives prospective members an idea what your group is about
- Can display any "rules" you may have about the group

So fill it out as you see fit – seeing as this is YOUR group.

9. Edit Group Settings

Next you’ll want to edit the group settings.
You do this by clicking on the "More" tab and then clicking "Edit Group Settings":

Once on the edit page, you'll have many options to change:
Items you can change:

- **Group Name**
- **Group Type**
- **Description**
- **Tags**
- **Locations**
- **Linked Pages**
- **Privacy Settings**
- **Membership Approval** -- Do you want to let anyone add members or should only you be able to?
- **Set a Group Address** -- Here you'll have a chance to give the group a custom url as well as an email address where people could email the group directly.
- **Change your Description**
- **Change Posting Permissions** -- Here you can decide if only admins can post or if members can as well
- **Post Approval** -- You can require that all posts be approved by an admin before going live

Once you're done and happy with the settings, click "Save".

**Your Group is Ready to Go!**