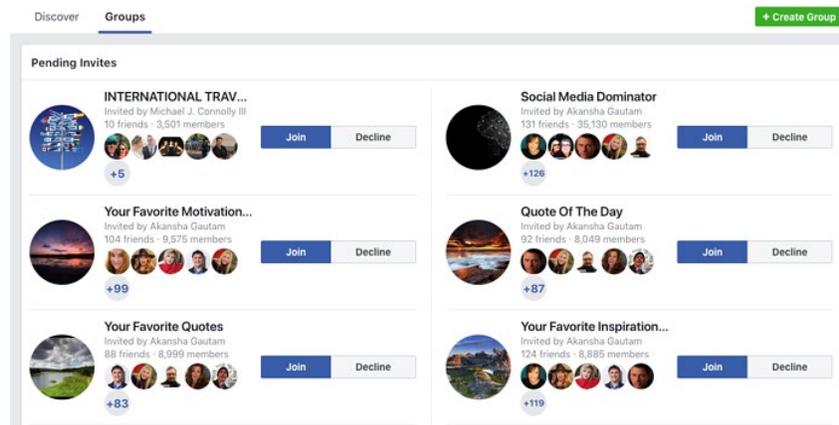


How to Create a Facebook Group

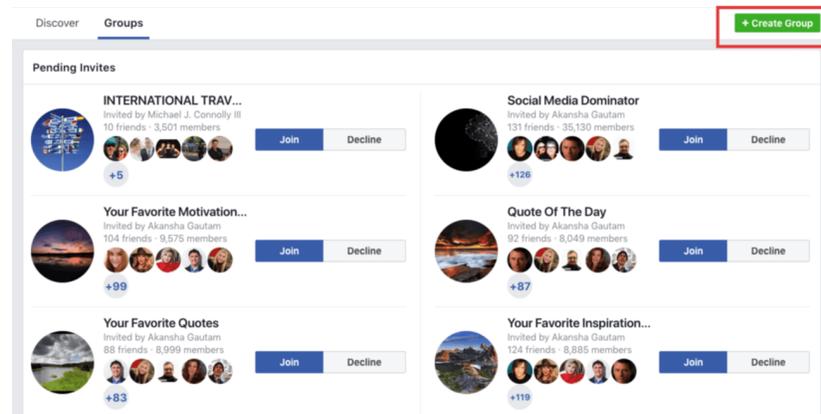
1. Find "Add Group"

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.

The screenshot shows the 'Create New Group' dialog box. At the top, there is a close button (X) and the title 'Create New Group'. Below the title is a decorative header with a cartoon illustration of animals and a text box that reads: 'Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.' The main form area contains three sections: 1. 'Name your group' with an empty text input field. 2. 'Add some people' with a text input field containing the placeholder 'Enter names or email addresses...' and a plus icon. 3. 'Select privacy' with a dropdown menu currently set to 'Closed Group' and a link 'Learn more about groups privacy'. At the bottom left, there is a checkbox for 'Pin to Shortcuts' which is unchecked. At the bottom right, there is a blue 'Create' button.

3. Name Your Group

The first thing you need to do is give your group a name – such as "RPEC Chapter 2 – Olympia Area".

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Name your group' section. The text input field in this section now contains the text 'Scott Secret Group'.

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:

Create New Group

Please add at least one friend to your group.

Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.

Name your group

Scott Secret Group

Add some people

Enter names or email addresses...

Select privacy [Learn more about groups privacy](#)

Secret Group
Only members can find the group and see posts.

Pin to Shortcuts

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.

Create New Group

Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.

Name your group

Add some people

Enter names or email addresses...

Select privacy [Learn more about groups privacy](#)

Closed Group
Anyone can find the group and see who's in it. Only members can see posts.

Pin to Shortcuts

	Open	Closed	Secret
Who can join?	Anyone can join or be added by a member	Anyone can ask to join or be added	Anyone, but they have to be added
Who can see the group name and who's in it?	Anyone	Anyone	Only members
Who can see posts in the group?	Anyone	Only members	Only members
Who can find the group in search?	Anyone	Anyone	Only members
Who can see stories about the group on Facebook (like in News Feed and search)?	Anyone	Anyone	Only members

6. Click Create

After you choose your privacy setting, click the "Create" button as you've seen in previous images:

Create New Group

Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.

Name your group

Add some people

Enter names or email addresses...

Select privacy [Learn more about groups privacy](#)

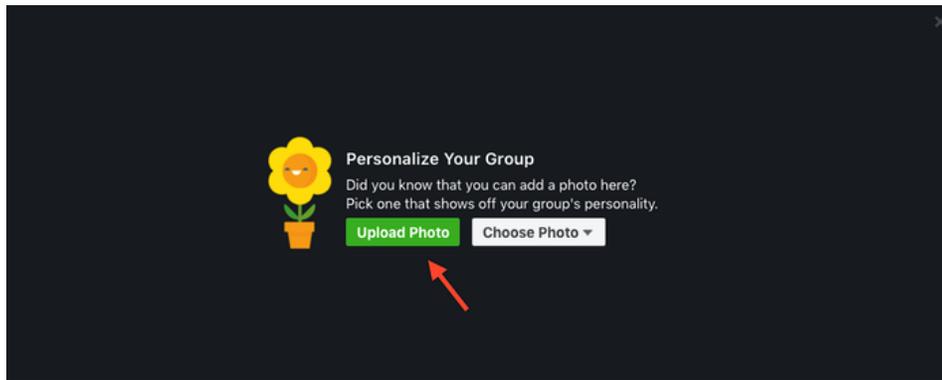
Closed Group
Anyone can find the group and see who's in it. Only members can see posts.

Pin to Shortcuts

Create

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:

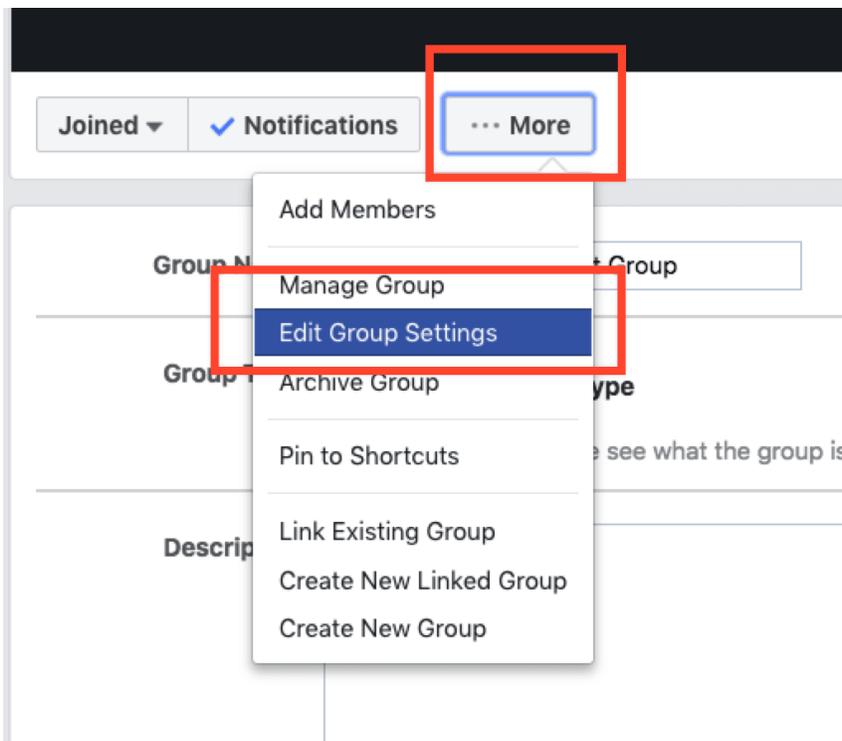
- Gives prospective members an idea what your group is about
- Can display any "rules" you may have about the group

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:

Group Type  **Pick a Group Type**
 Group types help people see what the group is about.

Description

Potential members see the description if privacy is set to public or closed.

Tags
 Tags tell members what the group is about. [Learn more](#)

Locations This can help people find your group more easily if they're looking for groups in your area.

Linked Pages Give your business, brand or organization a voice on Facebook and connect with the right people. [Learn More](#)

Color 

Web and Email Address Customize your group's contact info so you can create posts using email or quickly share a link to your group.

Privacy Secret Group. Only members can find the group and see posts.

 Admins of groups with fewer than 5,000 members can change the group privacy settings at any time. [Learn More](#)

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!