

## **Facebook**

I chose facebook as my social resource site as it is a wonderful way in which you can meet new people and reconnect with old friends. It has a great range of applications in which will assist you in the development of events, social groups, messages and a whole lot more.

I decided to create an event using facebook, facebook assisted me with creating a birthday party where it could notify my guests of where when and who the party is for and also giving them the opportunity to write and add their own comments and thoughts to the event page. Facebook events are like the new way of making paper invites, not only is it saving the environment from using a lot of paper but it is also more affordable, in fact it's free! No costly paper or decorations for the invite presentation or the cost that comes with paper invites when you need to send them out. It is also very time saving, quick and easy in only a few short steps.

If you don't have facebook that is fine I have created a few simple instructions to show a new facebook user how to sign up and start making their own exciting event.

### **Step by step instructions for setting up Facebook and creating an event:**

#### **Step 1:**

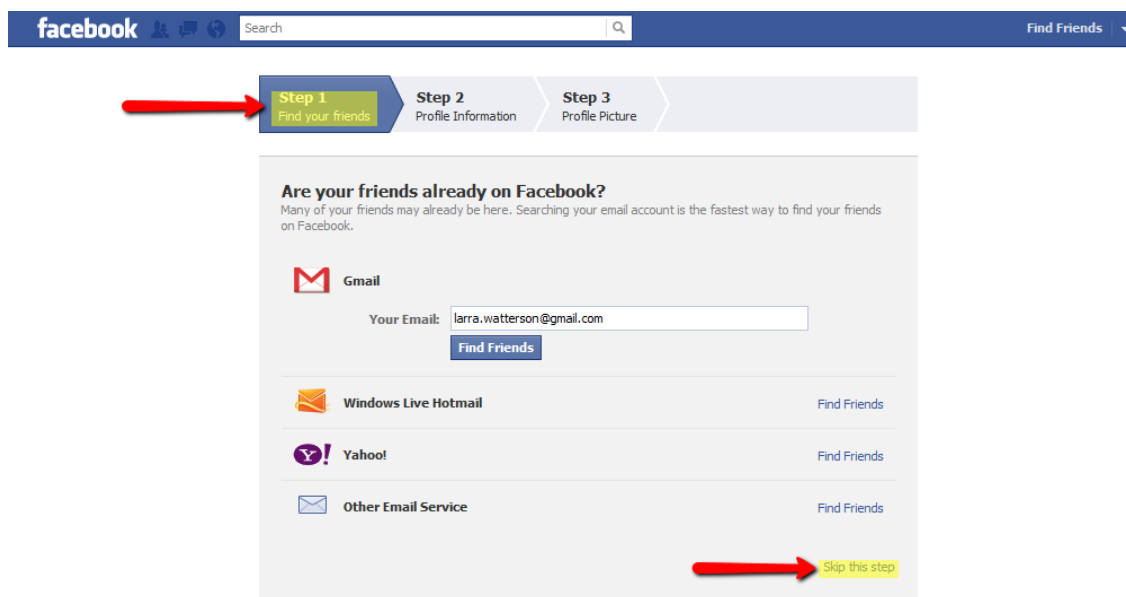
- Go to [www.facebook.com](http://www.facebook.com) and it will automatically bring you to the home page (see picture below).
- Follow the sign up steps provided (highlighted in picture below) When signing up to Facebook ensure you have made or already have a pre existing email account, free email services are hotmail, Gmail, yahoo, bigpond, etc.
- When you have filled in all the areas provided click on the green sign up link (see second red arrow).



The image shows the Facebook Sign Up page. At the top, there is a blue header with the Facebook logo on the left and login fields (Email, Password, Log In) on the right. Below the header, the main content area has a light blue background. On the left, there is a graphic of a world map with several orange person icons connected by dotted lines, representing a global network. To the right of the map, the text "Facebook helps you connect and share with the people in your life." is displayed. Further right, there is a "Sign Up" link in yellow. Below this link, it says "It's free and always will be." followed by a series of input fields: "First Name:", "Last Name:", "Your Email:", "Re-enter Email:", and "New Password:". Below these fields are dropdown menus for "I am:" (with a "Select Sex:" label) and "Birthday:" (with "Month:", "Day:", and "Year:" dropdowns). A small link "Why do I need to provide my birthday?" is below the birthday fields. At the bottom of the form, there is a green "Sign Up" button. A red arrow points from the "Sign Up" link to the "Sign Up" button. Another red arrow points from the "Sign Up" link to the "Sign Up" button.

## Step 2:

- Find your friends, follow the steps and prompts using different links to find your friends (see picture below)
- If you choose to skip this step click on the link skip this step (see red arrow at bottom of picture) you can still add friends once your Facebook account is completed.

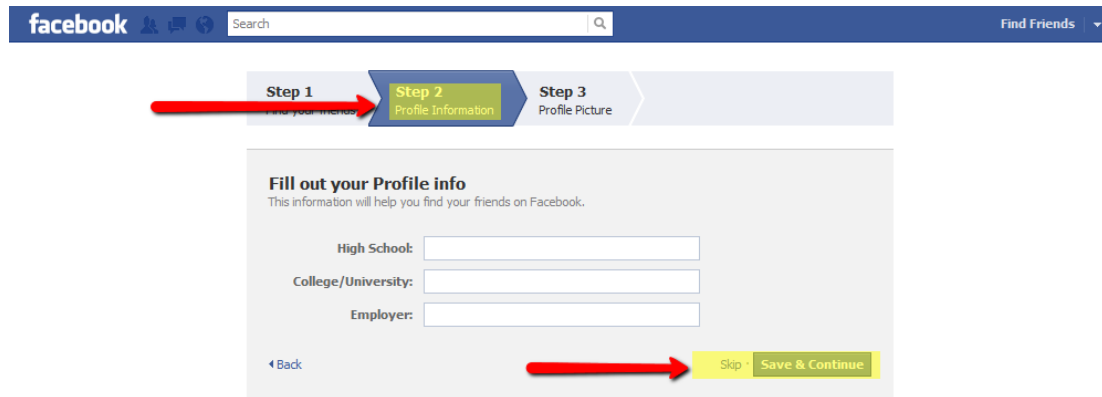


The image shows the Facebook "Step 1: Find your friends" screen. At the top, there is a blue header with the Facebook logo, a search bar, and a "Find Friends" link. Below the header, there is a progress bar with three steps: "Step 1 Find your friends" (highlighted in yellow), "Step 2 Profile Information", and "Step 3 Profile Picture". Below the progress bar, the main content area has a light gray background. It starts with the heading "Are your friends already on Facebook?" followed by the text "Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook." Below this, there are four email service options: "Gmail" (with a red envelope icon), "Windows Live Hotmail" (with an orange envelope icon), "Yahoo!" (with a purple "Y" icon), and "Other Email Service" (with a blue envelope icon). Each option has a "Find Friends" link to its right. At the bottom right, there is a yellow "Skip this step" link. A red arrow points from the "Skip this step" link to the "Skip this step" link.

## Step 3:

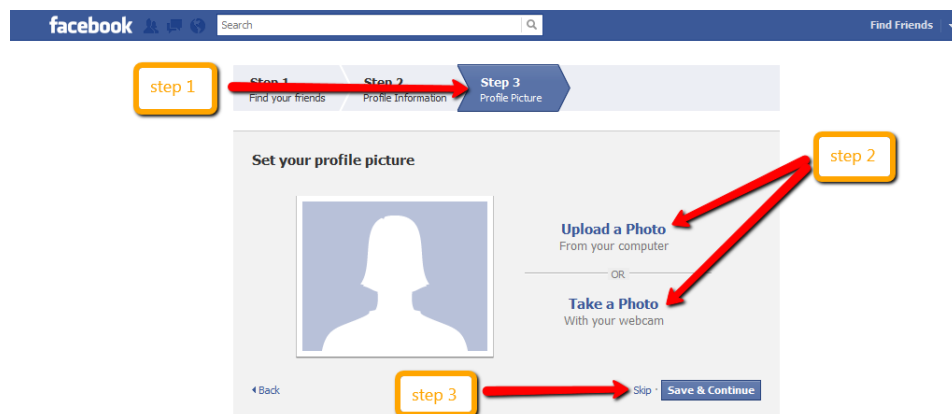
- Fill out your profile information; fill in your personal information in the boxes provided.

- Once you have completed you can save your information by clicking on the save and continue link. Or you may wish to skip this step (see picture below bottom red arrow).



#### Step 4:

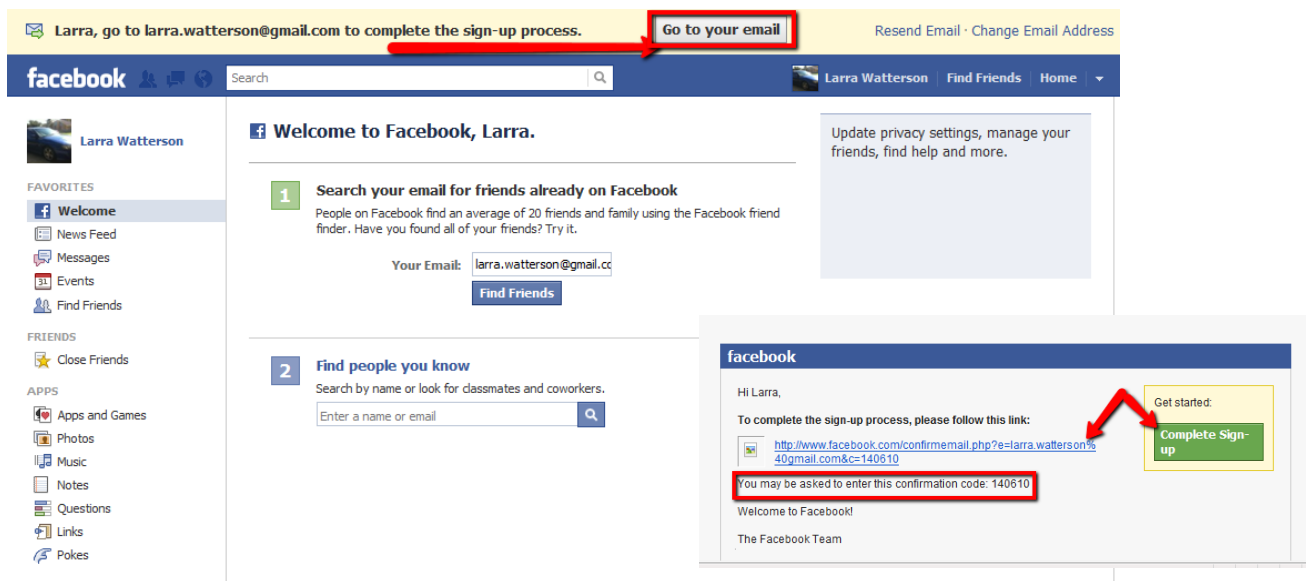
- You can choose to either upload a photo or take a photo using your webcam. To upload a photo click on the upload a photo link (see step 2 in picture below).
- A small square screen will pop up and have browse in a blue highlighted box click on browse and it will take you to your documents and photos.
- Choose a photo and click select, your photo will then begin to upload to your Facebook.
- You can choose to skip this step or save your photo and continue (see step 3 in picture below).



#### Step 5:

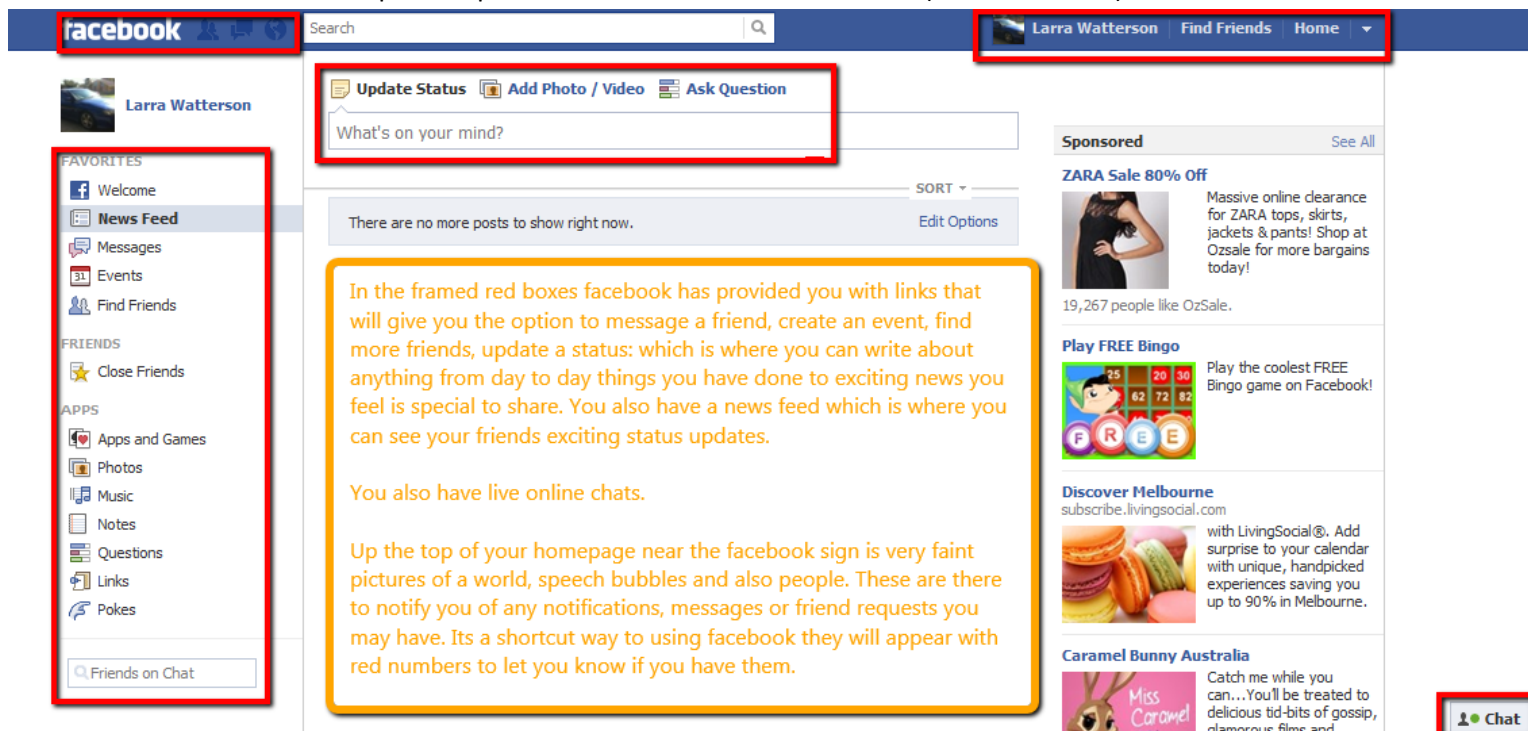
- Once you have reached the next step you should have what is called your Facebook home page on your screen (see picture below).

- To complete your Facebook sign up click on the link go to your email (see red arrow and red outlined box in picture below).
- This should automatically bring up your email service and you will then proceed to login to your email.
- Once you have opened up your email from Facebook they will have asked you to click on the blue highlighted link in their email or the green link saying complete sign-up. Proceed to do so. (See small overlapping picture).
- Once you have clicked on the link it will take you to your Facebook account Home page where you can explore and add friend, find old friends, write them messages and even have status updates.



## Step 6:

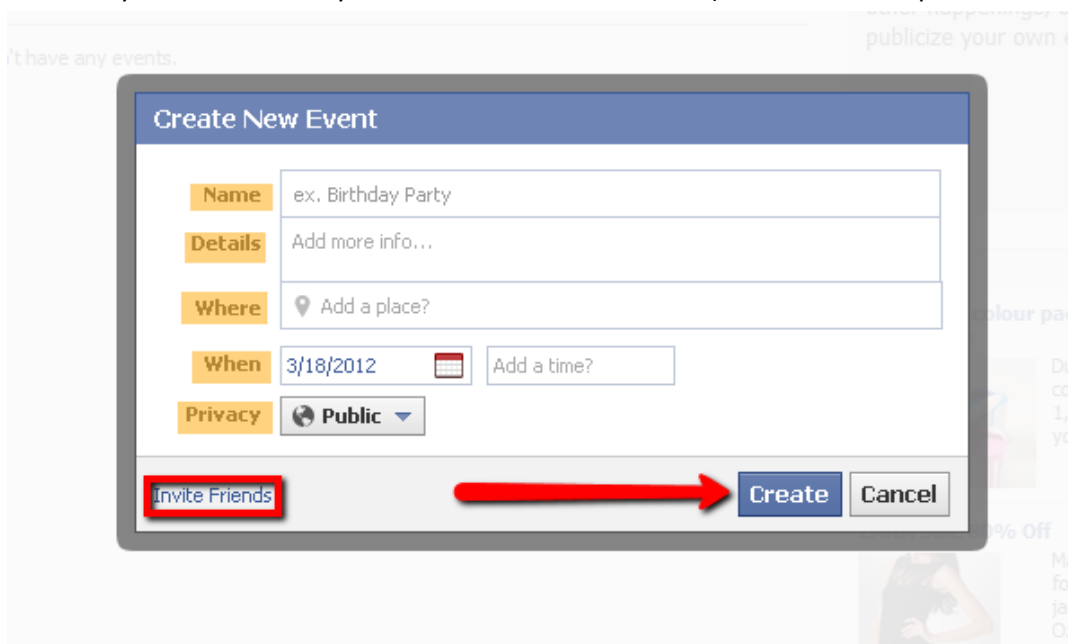
- See description in picture below for Facebook features. (Yellow text box).



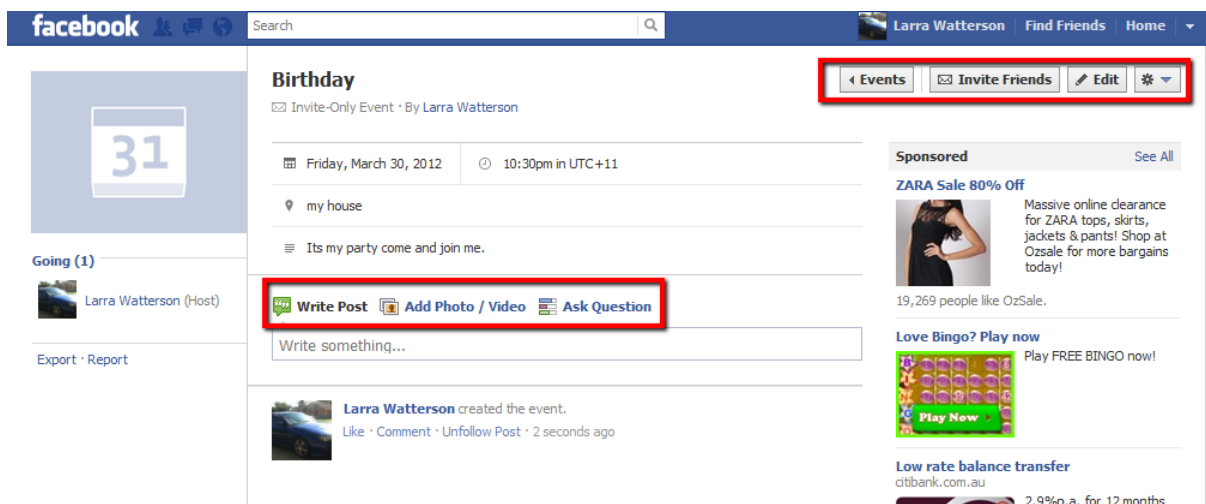
## Teaching you to create an event.

### Step 7:

- Go to side link called events on your home page, click on this link and it will take you to the event page.
- When on the event page it will have a link called create event, hover your mouse over the link until you have a little hand appear and click on it.
- You will then have a create new event box appear; fill in the required information to get you started with planning your event. (see picture below)
- In the bottom left hand corner there is an invite friends link, click on this and it will take you to a browse where you then search for friends names to add them to the invite list.
- Once you have finished you can click on the create link (see red arrow in picture below).



- Once your event has been made you will have an event that looks something like the picture below.
- I have highlighted and framed with red boxes where you will find the tools you need to edit your event, invite more guests, add photos or write posts to tell your guests any additional information about the event you have organized.



- With your event you can monitor how many guests say they are coming and also how many guests decline. Your guests can also write comment and posts in the same section as you to notify you of their decision or anything else they may like to add.
- You can also have another person be a creator of your event which is where they can contribute their ideas and any information they might have to add to your event. You will be able to add them as a creator in the edit event link.

### **A little more about Facebook.**

Facebook also provided you opportunities to make pages or groups even join groups and like pages. Facebook also has online games and shopping. Facebook is free to use and has an endless list of things you can do within this site, Facebook also has examples and explanations for you to use if you find yourself needing assistance with any of the feature they provide.

Well I hope that this was helpful in assisting you with creating a facebook account and also a facebook event may it be whatever you choose it to be, happy facebooking.