**Creating a Facebook Page**

To create a Facebook Page you will already need a Facebook account.

If you’re using a computer you should see Pages on the left hand-side, you may need to select see more.

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application

Description automatically generatedAlternatively, if you’re using a Mobile Phone, or a Tablet, you will need to select Menu and then find Pages there. Select Pages. You will either see Create or Create New, press that.

A screenshot of a computer screen

Description automatically generated with medium confidence

You will then start the process of creating a Facebook Page. Press Get Started.

Graphical user interface, diagram

Description automatically generated

A screenshot of a computer

Description automatically generated with medium confidenceYou will be asked what category best describes the Page you want to create. Start writing Charity, and you should see a drop down menu of ideas, select Charity Organisation, this should then be in a box. Press done on the keypad, you should then be able to press Next.

Graphical user interface, text, application, Teams

Description automatically generated

Text

Description automatically generatedIt will ask you what you want to name the Page, Enter your Pages Name, then press Next.

You can enter an address of where you meet or you can skip.

Text

Description automatically generated

You can add a profile photo to your Page. If you add a photo, select Next. To complete this step later, select Skip.

You can add a cover photo to your Page. If you add a photo, select Next. To complete this step later, select Skip.

When you have completed the steps, select Next to go to your new Page.