



ClubsOnline – Social Media: Facebook

Workshop Manual



Department of
Sport and Recreation

This workshop is designed to assist with the creation of a club Facebook page.

Design: Benjamin Hodge
Author: Sandi Morley
Challenger Institute of Technology

Table of Contents

WHAT IS FACEBOOK?	3
Why Should You Have a Facebook Page?	3
Use Facebook to:	3
Personal Accounts vs. Club Accounts	4
Using Facebook for Non for profits:	4
CREATE A FACEBOOK PAGE FOR YOUR CLUB	5
Getting Started	5
CREATING YOUR CLUB PROFILE	14
PRIVACY AND YOUR PAGE SETTINGS	18
Maintain some privacy	18
Your Settings	18
Manage Permissions	19
General Settings	21
Followers	24
Apps Settings	25
Adverts	27
Payment, Gifts and Support Dashboard	28
Featured	29
Likes	29
Page Owners	29
Resources	30
Admin Roles	31
Apps	32
Upload and share pictures	32
Promote your events	33
Keep in touch with your members	33
Send and receive messages	33
Promote your blog or newsletter	33

Authors Note:33

ClubsOnline – Social Media: Facebook

WORKSHOP MANUAL

WHAT IS FACEBOOK?

Facebook is a social utility used to for connecting people with those around them – friends, family, co-workers, or simply others with similar interests. Facebook started in 2004 as a closed community for college students (requiring users to sign up with a valid university email address) but has since expanded beyond that to high schools, corporations, regional networks, any user across the world. Facebook allows users to connect and share information in a variety of ways.

Why Should You Have a Facebook Page?

Facebook has over 500 million active users and that number continues to grow steadily. It is the most trafficked website in the world. More than two thirds of Facebook users are outside of college and the fastest growing demographic is women over 55. While Facebook started off as a community for college students, it has expanded far beyond that and you will be hard-pressed to find a demographic not yet represented among Facebook's 500 million users.

Use Facebook to:

- Get found by people who are searching for your events and club information
- Connect and engage with current and potential members
- Create a community around your club
- Promote other content you create, including webinars, blog articles, or other resources

Personal Accounts vs. Club Accounts

On Facebook, Profiles are meant for people and Pages are meant for non for profits and businesses. To fully engage and leverage Facebook's features, you should create a personal profile. If you're worried about privacy, or balancing club and personal contacts, we'll cover that in the next section.

What not to do with your personal profile: Do not create a personal profile for your club. Profiles are people; Pages are for clubs or businesses.

Using Facebook for Non for profits:

Aside from individuals creating personal profiles and engaging in the Facebook community, sport club users can also create a Page for their club or a Group for a community of users.

A Page is similar to a Profile except that it is, by default, public and users can become a "fan" of your Page without first requiring approval from the Page administrators. SPORTING AND RECREATION CLUBS must use Fan Pages, Not personal profiles. You have to have a personal account to create a page.

CREATE A FACEBOOK PAGE FOR YOUR CLUB

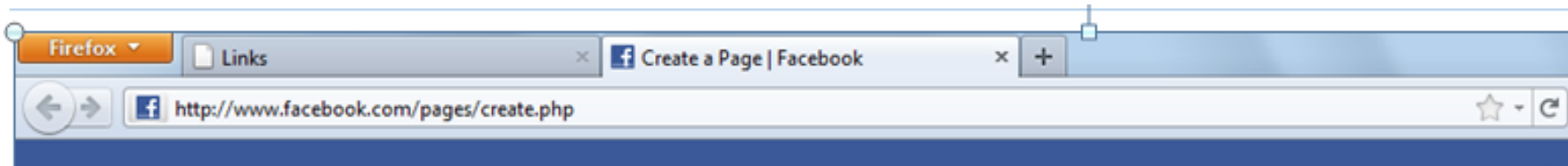
Prior to commencing the creation of your club Facebook page ensure you have the following information:

- 1) The correct and complete name of your club.
- 2) Your clubs email account details.

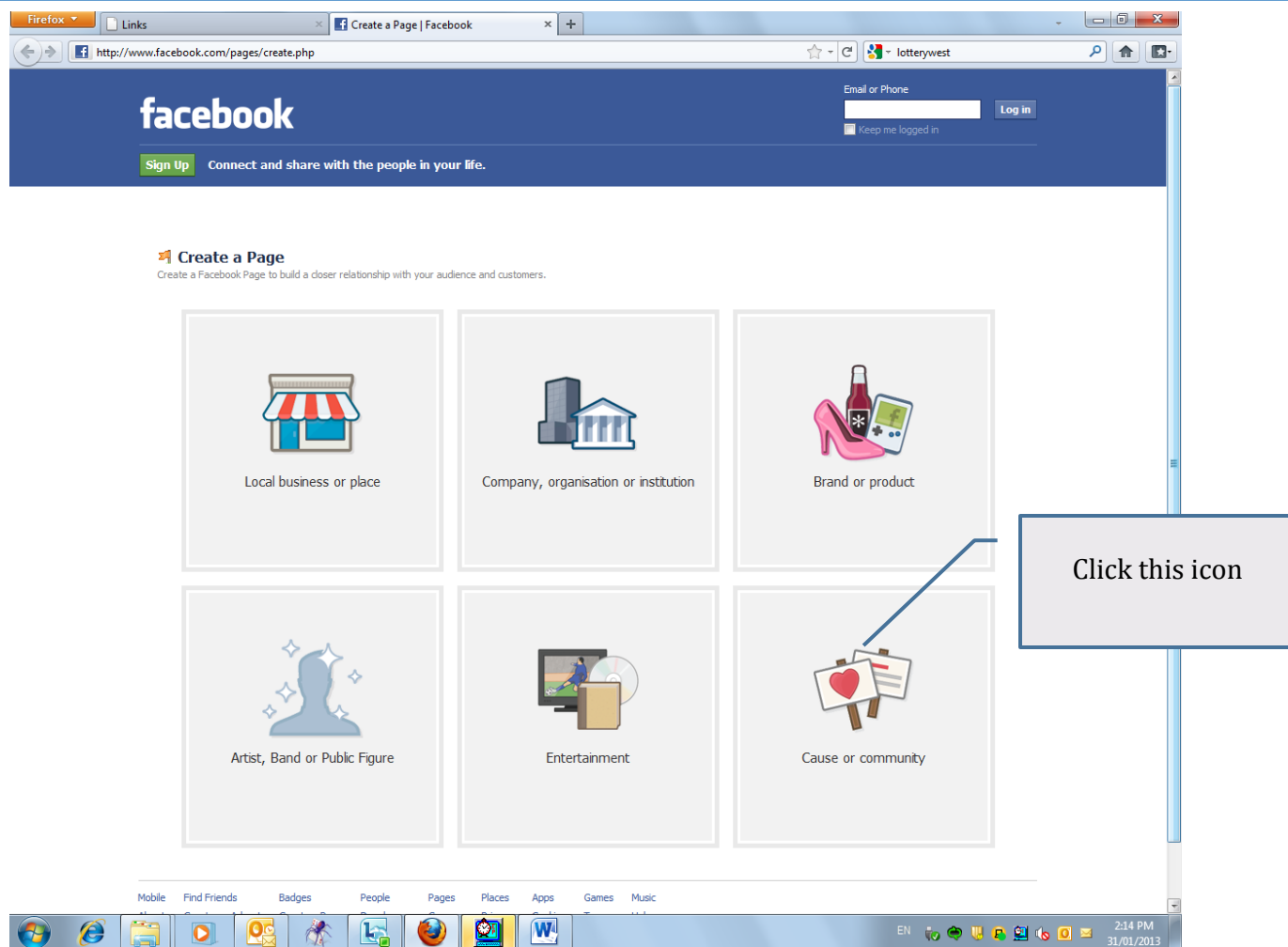
Getting Started

- 1) Open your internet browser (Firefox is recommended, but Internet Explorer is also supported).
- 2) In the browsers address bar type:

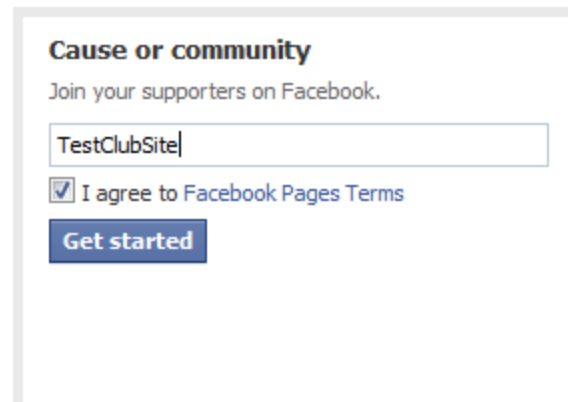
www.facebook.com/pages/create.php



- 3) Then press the **Enter** key on your keyboard.



4) Mouse click on the **Cause and Community** icon to commence the page creation process.

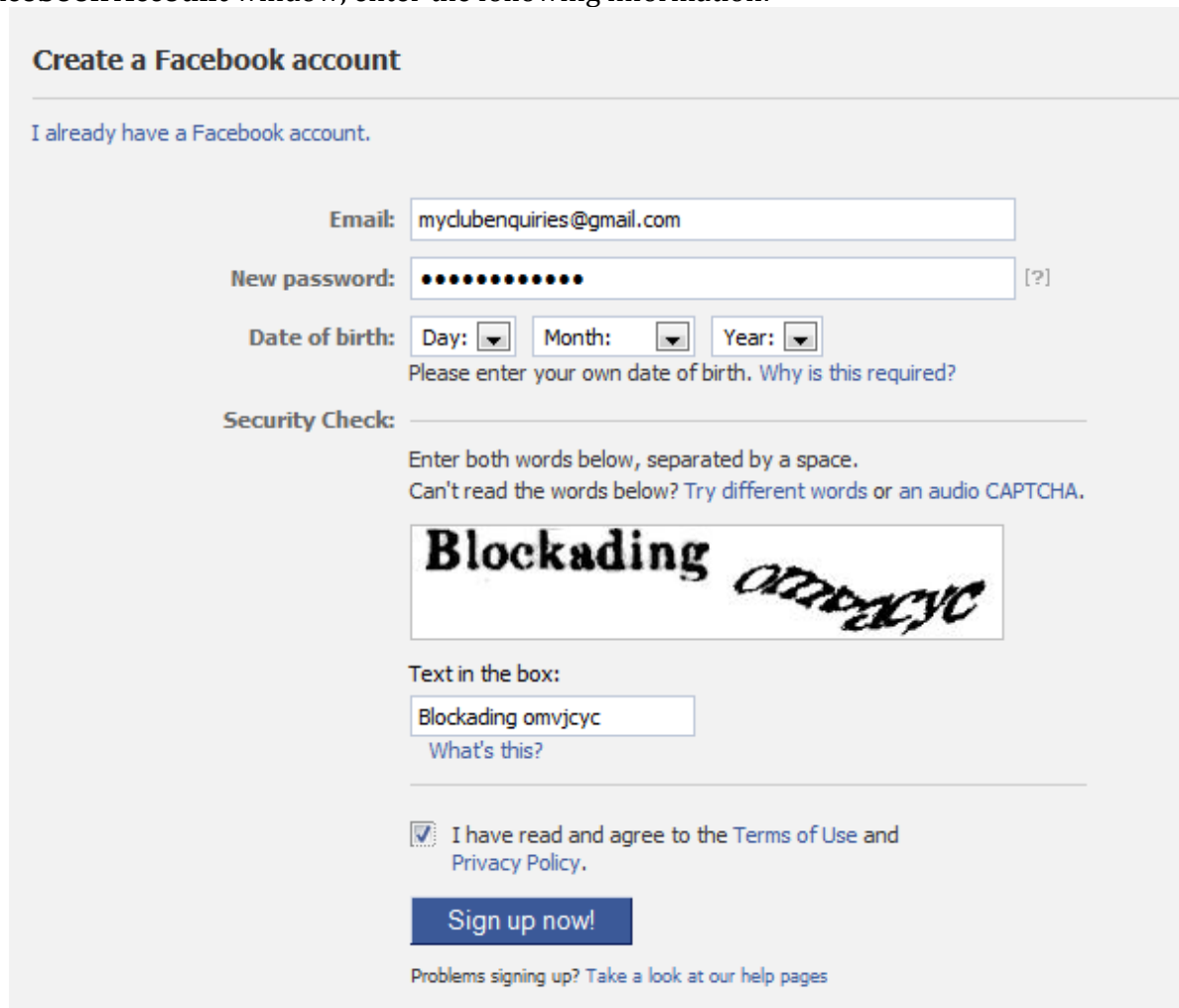


- 6) In the textbox type the full and correct name of your club.
- 7) Leave the checkbox ticked (if you remove the tick, Facebook will prevent you from continuing with this process.
- 8) Mouse click the **Get Started** button.

Our automated system will not allow the name "TestClubSite". We have suggested "Testclubsite". [Learn More](#)

- 9) As you can see from the system alert Facebook will not allow camel case text; if you would prefer to have a capital letter for each new word try to enter your club name with spaces or an underscore between each word. For example 'Test Club Site' or Test_Club_Site.
- 10) Mouse click the **Get Started** button.

11) In the **Create a Facebook Account** window, enter the following information:



The screenshot shows the Facebook account creation interface. At the top, it says 'Create a Facebook account'. Below that is a link 'I already have a Facebook account.' The form fields are: 'Email:' with the value 'myclubenquiries@gmail.com'; 'New password:' with a masked password '.....' and a '[?]' icon; 'Date of birth:' with dropdown menus for 'Day:', 'Month:', and 'Year:'. Below the date fields is the text 'Please enter your own date of birth. Why is this required?'. The 'Security Check:' section includes the instruction 'Enter both words below, separated by a space.' and a link 'Can't read the words below? Try different words or an audio CAPTCHA.' Below this is a CAPTCHA image showing the words 'Blockading' and 'omvjyc' in a stylized font. A text box contains the typed words 'Blockading omvjyc' and a link 'What's this?'. At the bottom, there is a checkbox with a checked mark and the text 'I have read and agree to the Terms of Use and Privacy Policy.' Below this is a blue 'Sign up now!' button and a link 'Problems signing up? Take a look at our help pages'.

- a. Your clubs generic email account address
- b. New password
- c. Your date of birth (I left this blank and received a system alert stating this is a required field that can have the privacy settings changed to restrict who can view this information – this manual will cover privacy settings).

Create a Facebook account

[I already have a Facebook account.](#)

You must indicate your full date of birth to register.
You can restrict who can see your date of birth after you join.

Email:

New password: [?]

Date of birth: Day: Month: Year:

Please enter your own date of birth. [Why is this required?](#)

☒ I have read and agree to the [Terms of Use](#) and [Privacy Policy](#).

[Sign up now!](#)

[Problems signing up? Take a look at our help pages](#)

- d. Enter the security check data in to the text box.
- e. Check the data you have entered is correct (see example graphic).
- f. Mouse click the **Sign Up Now** button.

12) This action will activate the **Confirm Your Email Address** window:

Confirm Your Email Address

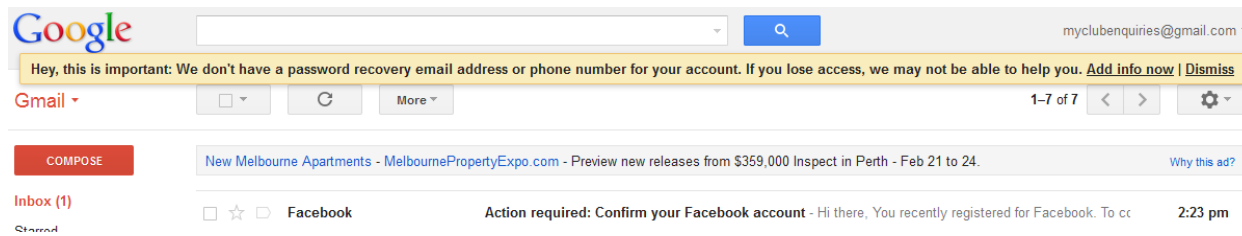
Thanks for signing up on Facebook! We just sent you a confirmation email to **myclubenquiries@gmail.com**.

Please note that your sign-up will not be complete until you click the link in that email.

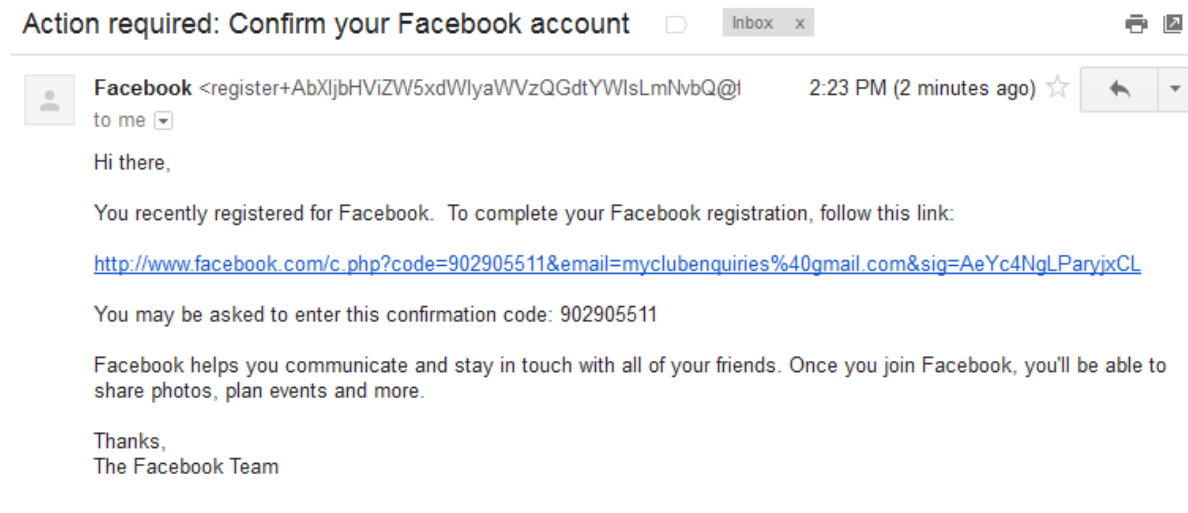
Click on the confirmation link in the email to complete your sign up.

[Go to Gmail now](#)

- 13) Mouse click the **Go To Gmail now** button (this label will be dependent on the email account being used).
- As I am using a test account a password recovery email address and phone number have not be provided. The club committee should decide the data to be provided as backup for this email account.



- 14) Read through the email and then mouse click the link or copy and paste the link in the address bar of your browser (I was not required to enter the confirmation code).




15) Following the link will activate the **Set up 'ClubName'** window. **SKIP** these next three windows as we will work through each section individually and in detail.

Set up Testclubsite

1 Profile picture

2 About

3 Enable Ads



Upload from
computer

Import from
website

Save photo

Skip

Set up Testclubsite

1 Profile picture 2 About 3 Enable Ads

Tip: Add a description and website to improve the ranking of your Page in search.

Add a description and website to improve the ranking of your Page in search.

This facebook page is being used as an example for the Department of Sport and Recreation ClubTalk Project

For example: your website, Twitter page or Yelp link

[Add another site](#)

Will this Page represent a real organisation, cause or event? [?] ☐ Yes ☒ No

[Visit Help Centre](#)

Save Info

Skip

Set up Testclubsite

1 Profile picture 2 About 3 Enable Ads

Advertising your Page is one of the best ways to grow your audience and be successful on Facebook.

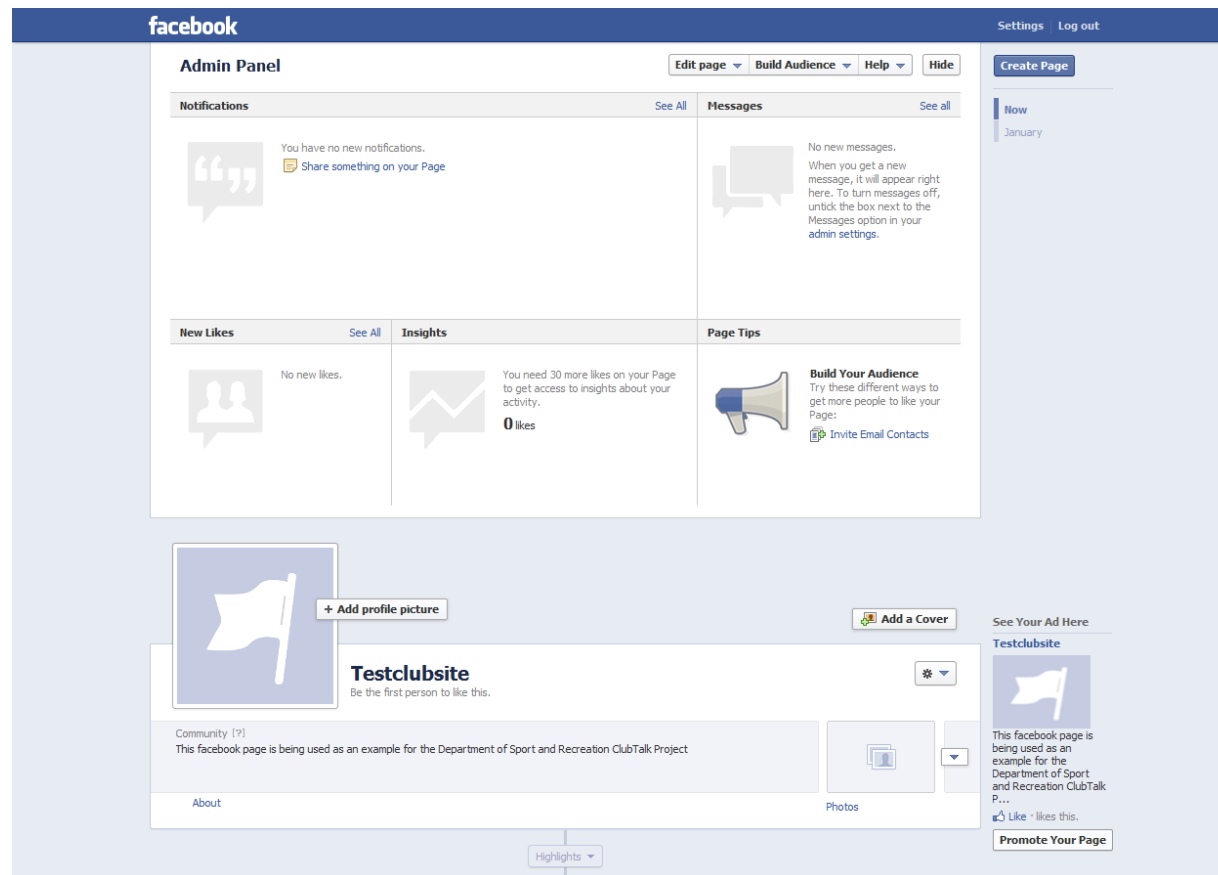
Add a funding source to enable advertising.



Enable Ads

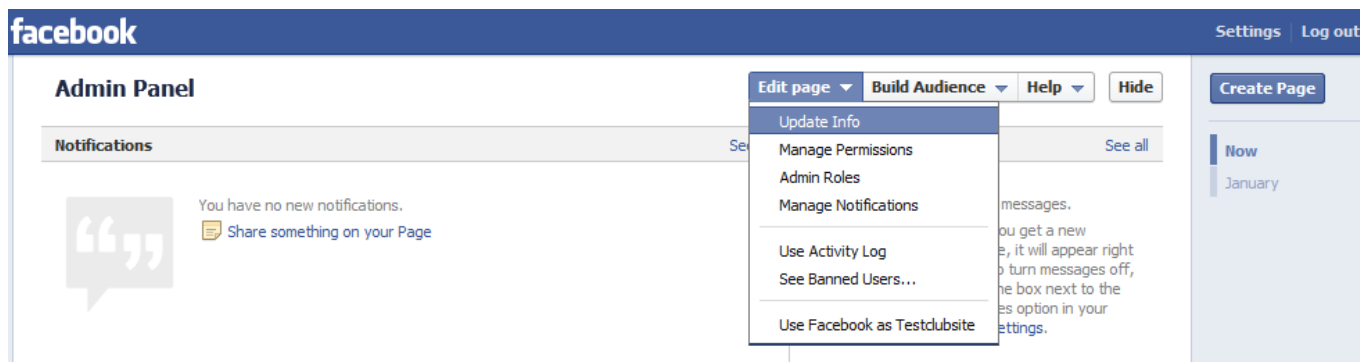
Skip

16) The Admin Panel should now be displayed.














CREATING YOUR CLUB PROFILE

- 1) Click on the text **Edit page** and then **Update Info**.



- 2) Using the screen capture on the following page as an example, complete the form using your clubs details.
- 3) When complete read through the form, check spelling and make any changes, then click the **Save Changes** button.
- 4) An automated response will advise **Information Updated**.

-  Your settings
-  Manage permissions
-  **Basic Information**
-  Profile picture
-  Featured
-  Resources
-  Admin Roles
-  Apps
-  Mobile
-  Insights
-  Help

Testclubsite

[View Page](#)

Category Sports Amateur Sports Team [?]
 Official Page Pick a topic [?]

Username [Create a username for this Page? Learn more.](#)

Name Testclubsite
 Start date 2013 [Add month](#) [?]
 Start Type: Launched

Address Seascapes Foreshore Sports Pavilion
 City/town:
 Postcode 6210

Note: If you add a valid address, users will be able to see and check in to your Page using Facebook Places. It may take a few hours for our system to process the address.

Affiliation: Department of Sport and Recreation
 Members: 50

Short Description: This facebook page is being used as an example for the Department of Sport and Recreation ClubTalk Project

Description:

Awards:

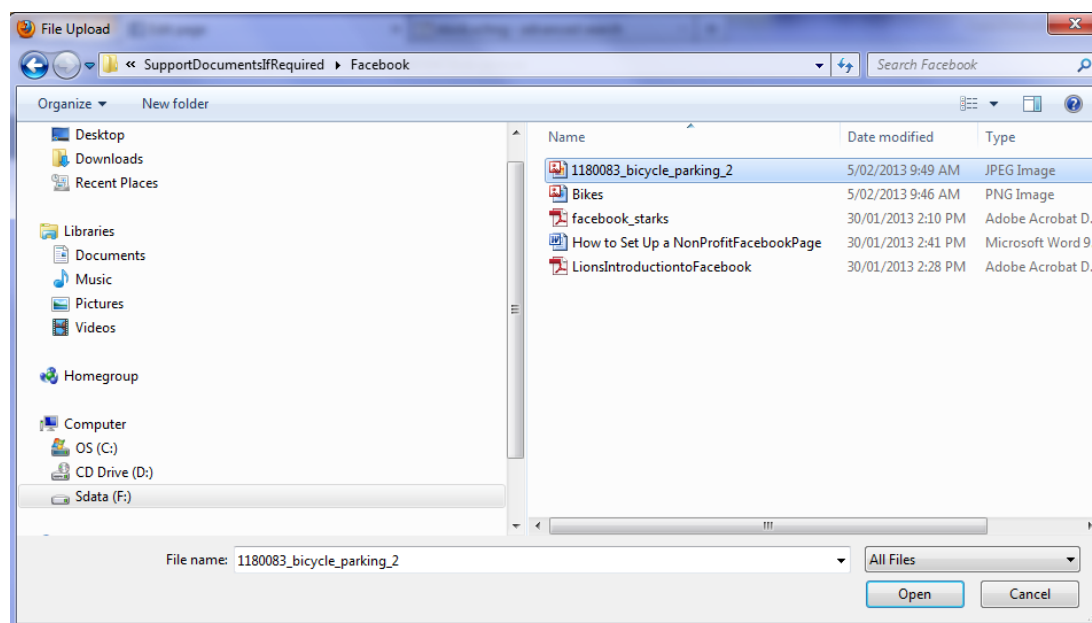
Phone 9999 999 999
 Email myclubenquiries@gmail.com
 Website http://www.facebook.com/pages/Testclubsite

[Save Changes](#)[Close](#)

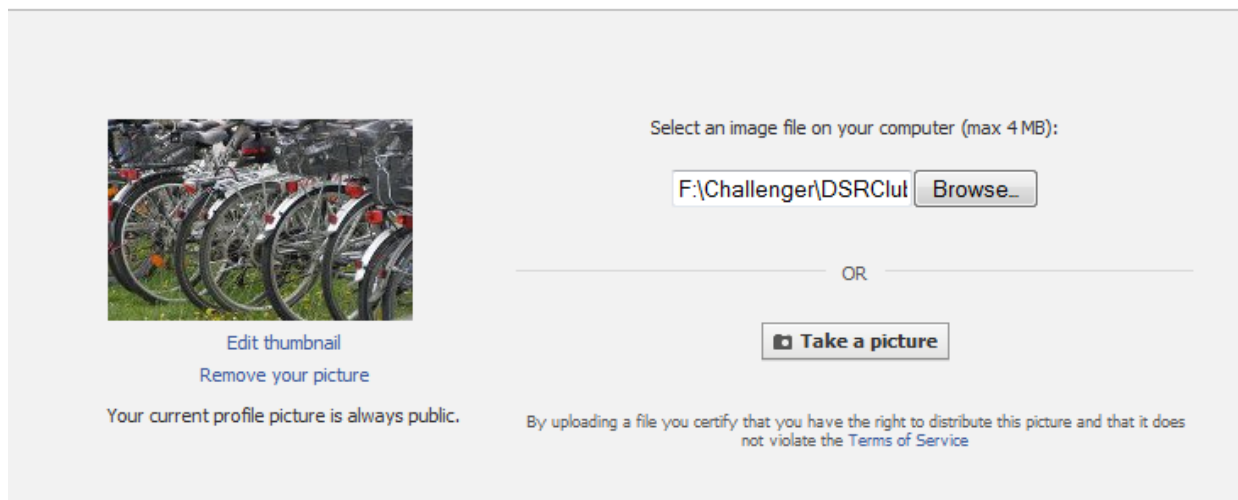
5) From the menu on the left hand side of the web page, select **Profile picture**.



6) Mouse click on the **Browse** button; navigate to the graphic you wish to use for your club and then click the **Open** button.



7) The Profile Picture should now appear in the thumbnail window.



Select an image file on your computer (max 4 MB):

F:\Challenger\DSRC\lul

OR

[Edit thumbnail](#)
[Remove your picture](#)

Your current profile picture is always public.

By uploading a file you certify that you have the right to distribute this picture and that it does not violate the [Terms of Service](#)

8) Mouse click the View Page button to see the changes to your clubs Facebook Page.



[Settings](#) [Log out](#)

Testclubsite

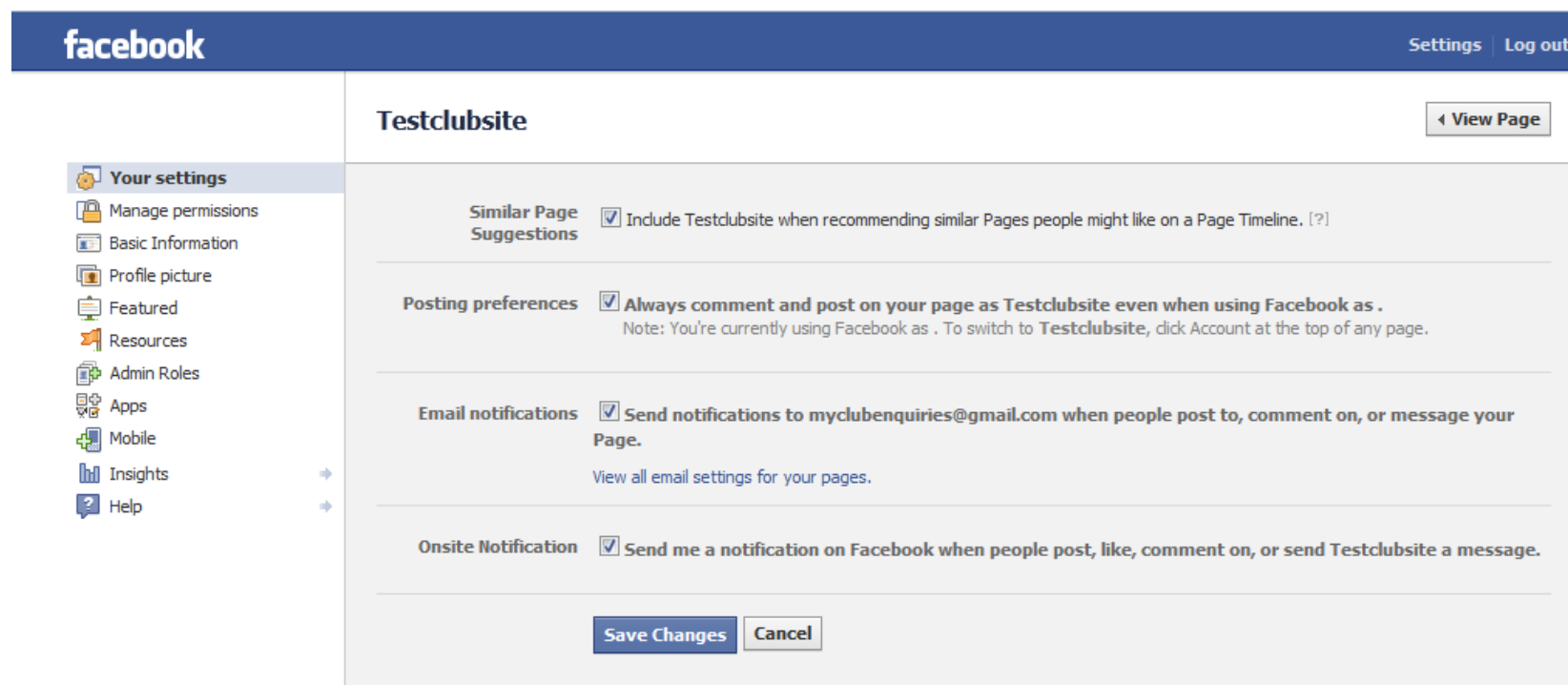
PRIVACY AND YOUR PAGE SETTINGS

Maintain some privacy

On Facebook, you are in control of what information is out there about your organization and who can see it. You can retain some privacy by blocking certain people from viewing your profile or by creating a limited profile to hide information you might not want to share with your contacts.

Your Settings

- 1) Mouse click the **Your settings** option on the left hand side of the web page



The screenshot shows the Facebook interface for a page named 'Testclubsite'. On the left is a navigation menu with 'Your settings' highlighted. The main content area shows various settings for the page, all of which are currently checked. At the bottom are 'Save Changes' and 'Cancel' buttons.

Setting Category	Setting Description	Status
Similar Page Suggestions	Include Testclubsite when recommending similar Pages people might like on a Page Timeline. [?]	<input checked="" type="checkbox"/>
Posting preferences	Always comment and post on your page as Testclubsite even when using Facebook as . <small>Note: You're currently using Facebook as . To switch to Testclubsite, click Account at the top of any page.</small>	<input checked="" type="checkbox"/>
Email notifications	Send notifications to myclubenquiries@gmail.com when people post to, comment on, or message your Page. <small>View all email settings for your pages.</small>	<input checked="" type="checkbox"/>
Onsite Notification	Send me a notification on Facebook when people post, like, comment on, or send Testclubsite a message.	<input checked="" type="checkbox"/>

- 2) Check the settings to ensure they meet your club requirements.
- 3) Mouse click the **Save Changes** button.

Page 19

- 1) Mouse click the **Manage permissions** option to display the above web page.
- 2) Work through the form applying decisions that suit your club. Clicking on the ? to the right hand side of a text box will provide additional information to assist in making the correct decision for your club.

The screenshot shows the Facebook 'Testclubsite' settings page. The left sidebar contains navigation options: Your settings, **Manage permissions** (selected), Basic Information, Profile picture, Featured, Resources, Admin Roles, Apps, Mobile, Insights, and Help. The main content area is titled 'Testclubsite' and includes a 'View Page' button. The settings are organized into sections:

- Page visibility:** ☐ Unpublish page (only admins can see this page). [What is this?](#)
- Country restrictions:** [What is this?](#)
 - ☐ Only show this page to viewers in these countries
 - ☒ Hide this page from viewers in these countries
- Age restrictions:** [What is this?](#)
- Posting Ability:** ☒ Everyone can post to Testclubsite's timeline. ☐ Everyone can add photos and videos to Testclubsite's timeline.
- Post Visibility:** ☒ Show the box for "Recent Posts by Others" on the top of Testclubsite.
- Default visibility of posts by others on Testclubsite:** ☒ People can tag photos posted by Testclubsite. [Default Post Visibility](#) (pop-up)
- Messages:** ☒ Show "Message" button on Testclubsite.
- Moderation blocklist:** [Moderation blocklist](#) (pop-up)
- Profanity blocklist:** [?](#)
- Post privacy gating:** ☐ Allow me to control the privacy of new posts I make on this page.
- Delete Page:** [Permanently delete Testclubsite](#)

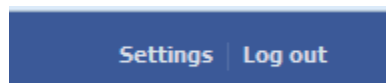
At the bottom of the settings area are buttons for **Save Changes** and **Cancel**.

Footer links: About, Create an Advert, Create a Page, Developers, Careers, Privacy, Cookies, Terms, Help. Facebook © 2013 · English (UK)

- 3) Remember to mouse click the **Save Changes** button when finished.

General Settings

- 1) In the top right hand corner of the web page look for the **Settings** link, mouse-click the link to open the General Account Settings web page.



facebook

Settings | Log out

General

Security

Followers

Apps

Adverts

Payments

Gifts

Support Dashboard

General Account Settings

Email	Primary: myclubenquiries@gmail.com	Edit
Password	Password never changed.	Edit
Language	English (UK)	Edit

- 2) Check the information is correct. Remember to **SAVE** any changes before you leave the web page.

- 3) Mouse-click the **Security** option and then check each setting making changes where necessary.

facebook Settings | Log out

General
Security
Followers
Apps
Adverts
Payments
Gifts
Support Dashboard

Security Settings

Security question	Setting a security question will help us identify you.	Edit
Secure browsing	Secure browsing is currently disabled .	Edit
Login notifications	Login notifications are disabled .	Edit
Login Approvals	A security code is not required when logging in from an unknown browser.	Edit
App Passwords	You haven't created app passwords.	Edit
Recognised Devices	No recognised devices.	Edit
Active Sessions	Logged in from Perth, WA, AU and 1 other location.	Edit

[Deactivate your account.](#)

- 4) Create a security question to ensure only club officials have access to your club Facebook page.

Security question

Setting a security question helps us identify you as the owner of your Facebook account when you write to us for help.

Question:

Answer:

To save these settings, please enter your Facebook password.

Password:

[Save Changes](#) [Cancel](#)

- 5) Enable a login notification if your club Facebook page is accessed from a computer or mobile device that hasn't been used before.

Login notifications

We can notify you when your account is accessed from a computer or mobile device that you haven't used before. Choose a notification method below:

☐ Email

☐ Text message/Push notification

[Save Changes](#) [Cancel](#)

- 6) Use App passwords with caution, you may be locked out of your page if this option is turned on.

App Passwords

[Learn more](#) about app passwords. [Generate app passwords](#)

Some Facebook Apps can't receive security codes, which means you could be temporarily locked out if you have Login Approvals turned on. You can use an app password instead of your account password to securely log in to apps such as Jabber, Skype, Xbox.

Recognised Devices No recognised devices. [Edit](#)

- 7) Active sessions can be monitored and shutdown if unfamiliar devices and locations are detected.

Active Sessions

Current session

Location Perth, WA, AU (Approximate)

Device type Firefox on Windows 7

If you notice any unfamiliar devices or locations, click 'End Activity' to end the session. This list does not currently include sessions on Facebook's mobile site (m.facebook.com).

Last accessed Today at 01:27

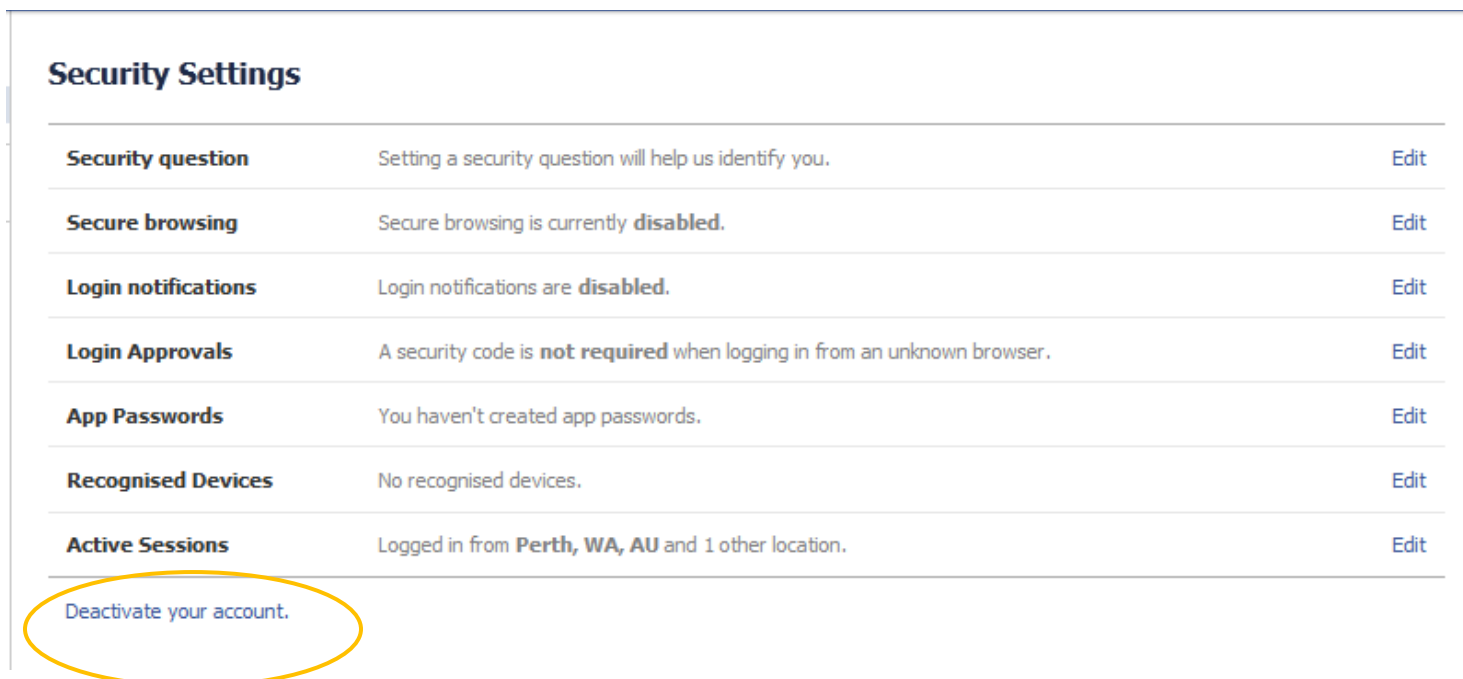
Location Perth, WA, AU (Approximate)

Device type Fire fox on Windows 7

[End activity](#)

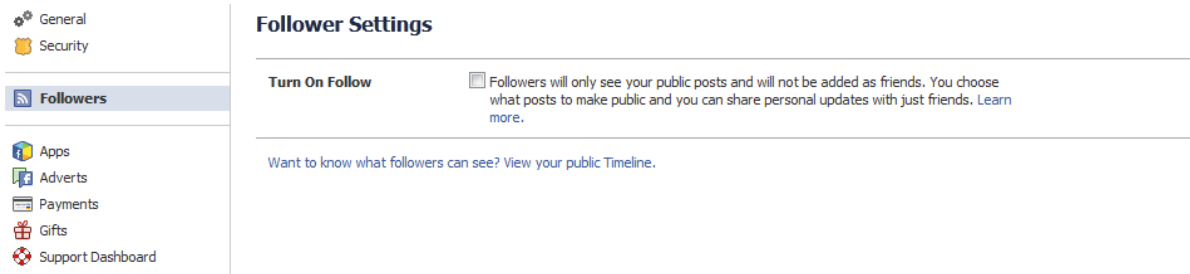
[Close](#)

- 8) The last option on this web page is the ability to **Deactivate your account**,



Followers

- 1) From the menu mouse-click **Followers**.



- 2) If you don't know someone personally but want to hear what they have to say, following them is a good option. When you follow someone, you'll only be able to see their public updates.

Apps Settings

1) From the menu mouse-click Apps.



facebook Settings | Log out

General
Security
Followers
Apps
Adverts
Payments
Gifts
Support Dashboard

App settings

On Facebook, your name, profile picture, cover photo, gender, networks, username, and user ID are always publicly available, including to apps ([Learn Why](#)). Apps also have access to your friends list and any information you choose to make public.

Apps you use	Use apps, plugins, games and websites on Facebook and elsewhere?	On	Edit
Apps others use	People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information people can bring with them.		Edit
Instant personalisation	Lets you see relevant information about your friends the moment you arrive on select partner websites.	On	Edit
Old versions of Facebook for mobile	This setting controls the privacy of things you post using old Facebook mobile apps that do not have the inline audience selector, such as outdated versions of Facebook for BlackBerry.	Only me	Edit

2) Mouse-click the Edit button to learn more about the Apps you use and why the Platform is On.

Apps you use

Platform is on.

[Close](#)

If you turn Platform off you can't use the Facebook integrations on third party apps or websites. If you want to use these apps and websites with Facebook, turn Platform back on. Using Platform allows you to bring your Facebook experience to the other apps and websites you use on the web and to your mobile device and apps. It allows Facebook to receive information about your use of third party apps and websites to provide you with better and more customized experiences. [Learn more.](#)

If you turn off Platform apps:

- You will not be able to log into websites or applications using Facebook.
- Your friends won't be able to interact and share with you using apps and websites.
- Instant personalisation will also be turned off.
- Apps you've previously installed may still have info you shared. Please contact these apps for details on removing this data.

Turn Off Platform

3) When editing **Instant Personalisation** you may be advised to update Flash Player on your machine.



4) Following the software upgrade the following information is available.

Instant personalisationClose

We've partnered with a few websites to provide you with great, personalised experiences the moment you arrive, such as immediately playing the music you like or displaying friends' reviews. To tailor your experience, these partners only access public information (like your name and Profile picture) and other information you've made public.

When you first arrive at the following sites, you'll see a notification message and an option to turn off the personalised experience:

- Bing - Social Search
- Pandora - Personalized Music
- TripAdvisor - Social Travel
- Yelp - Friends' Local Reviews
- Rotten Tomatoes - Friends' Movie Reviews
- Clicker - Personalized TV Recommendations
- Scribd - Social Reading
- Docs - Document Collaboration
- Zynga - Social Games (The Ville, Zynga Slingo and 14 other games)
- Kixeye - Social Games (War Commander and Battle Pirates)
- EA - Social Games (SimCity Social)
- Plarium - Social Games (Stormfall: Age of War, Total Domination and Pirates: Tides Of Fortune)
- Playdom - Social Games (Full Bloom)

To turn off instant personalisation on all partner sites, un-tick the box below.

☒ **Enable instant personalisation on partner websites.**

Adverts

- From the Menu mouse-click **Adverts**.

facebook Settings Log out

General Security Followers Apps **Adverts** Payments Gifts Support Dashboard

Facebook Adverts

Third Party Sites Edit

Facebook does not give third party applications or advert networks the right to use your name or picture in adverts. If we allow this in the future, the setting you choose will determine how your information is used.

You may see social context on third party sites, including in adverts, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share your information with the third party sites hosting the social plugins. Learn more about [social plugins](#).

Ads & Friends Edit

Everyone wants to know what their friends like. That's why we pair adverts and friends — an easy way to find products and services you're interested in, based on what your friends share and like. Learn more about [social adverts](#).

Here are the facts:

- Social adverts show an advertiser's message alongside actions you have taken, such as liking a Page
- Your privacy settings apply to social adverts
- We don't sell your information to advertisers
- Only confirmed friends can see your actions alongside an advert
- If a photo is used, it is your profile photo and not from your photo albums

- Read through the **Third Party Sites** information and then select the setting which best suits your club.

Third Party Sites

Facebook does not give third party applications or advert networks the right to use your name or picture in adverts. If we allow this in the future, the setting you choose will determine how your information is used.

You may see social context on third party sites, including in adverts, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share your information with the third party sites hosting the social plugins. Learn more about [social plugins](#).

If we allow this in the future, show my information to

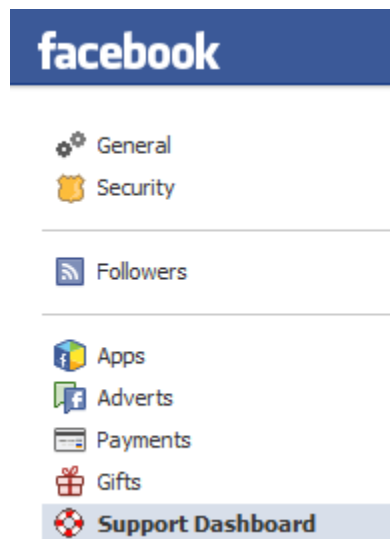
Only my friends ▼

Save Changes Cancel

- Repeat these steps for Ads and Friends.

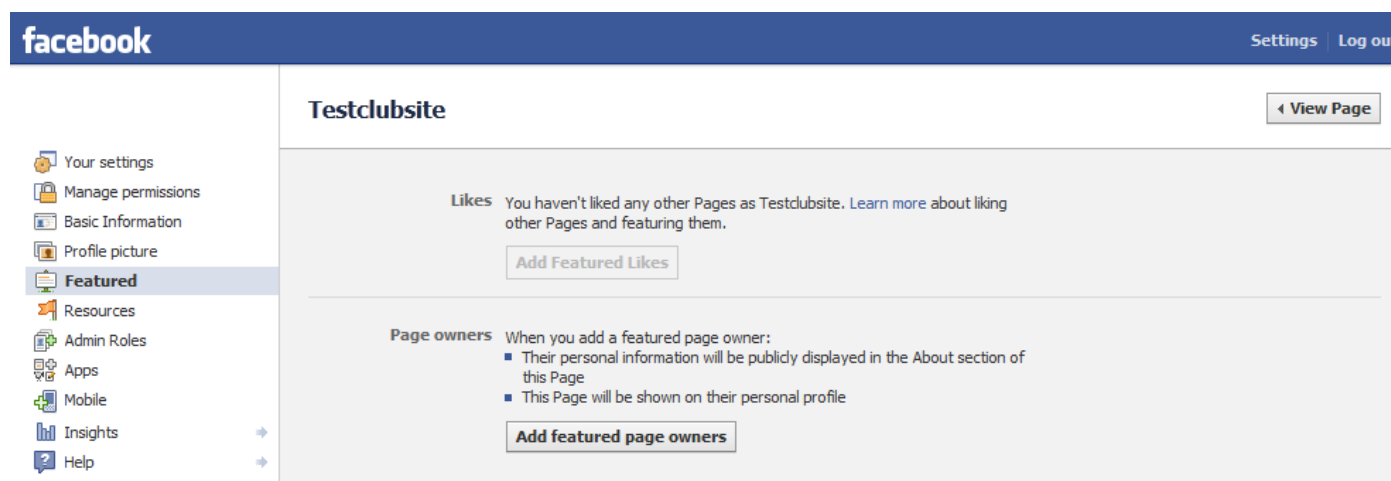
Payment, Gifts and Support Dashboard

Now you have some experience with the settings options try working through the **Payment, Gifts and Support Dashboard** options yourself.



Featured

Return to the main settings page and then select **Featured** from the menu.



Likes

Your Page can like other Pages, and you can feature those in a box on your Page's timeline. To feature a Page:

1. Use [Facebook as your Page](#)
2. Visit the Page you want to feature and click **Like**
3. Return to the original Page and click **Edit Page** ▼ at the top
4. Select **Update Info**
5. Select **Featured** from the left sidebar menu
6. Click **Edit Featured Likes**
7. Choose Pages you'd like to feature
8. Click **Save**

Page Owners

Now you have some experience with **Likes** try working through the **Page Owners** options yourself.

Resources

From the menu select the **Resources** option to obtain more information on how to:

- Develop your page
- Connect with people
- Additional Resources

The screenshot shows the Facebook Page setup interface for a page named 'Testclubsite'. On the left is a navigation menu with the following items: 'Your settings', 'Manage permissions', 'Basic Information', 'Profile picture', 'Featured', 'Resources' (highlighted with a blue bar), 'Admin Roles', 'Apps', 'Mobile', 'Insights', and 'Help'. The main content area is titled 'Testclubsite' and includes a 'View Page' button in the top right corner. The content is organized into three sections: 'Develop your page' with links for 'Best practices guides to make your Page engaging' and 'Merge duplicate pages'; 'Connect with people' with links for 'Advertise on Facebook', 'Select a username', 'Invite Email Contacts', 'Use social plugins', and 'Link your Page to Twitter'; and 'Additional resources' with links for 'Pages Help Centre', 'Developer help', 'Best practice guide for marketing on Facebook', 'Brand permissions', and 'Learn about SEO for Your Page'.

Admin Roles

From the menu select the Admin Roles option to create additional admin roles such as:

- Members
- Teams
- Committee
- Events
- Fixtures

The screenshot shows the Facebook Admin Roles interface for a page named 'Testclubsite'. The top navigation bar is dark blue with the 'facebook' logo on the left and 'Settings | Log out' on the right. A left-hand menu lists various settings options: 'Your settings', 'Manage permissions', 'Basic Information', 'Profile picture', 'Featured', 'Resources', 'Admin Roles' (highlighted with a green plus icon), 'Apps', 'Mobile', 'Insights', and 'Help'. The main content area is titled 'Testclubsite' and includes a 'View Page' button. Below the title, it states: 'All Page admins can have a different role assigned to them, depending on what they need to work on.' and provides a link to 'Learn more about different kinds of admin roles.'.

There is one admin role listed:

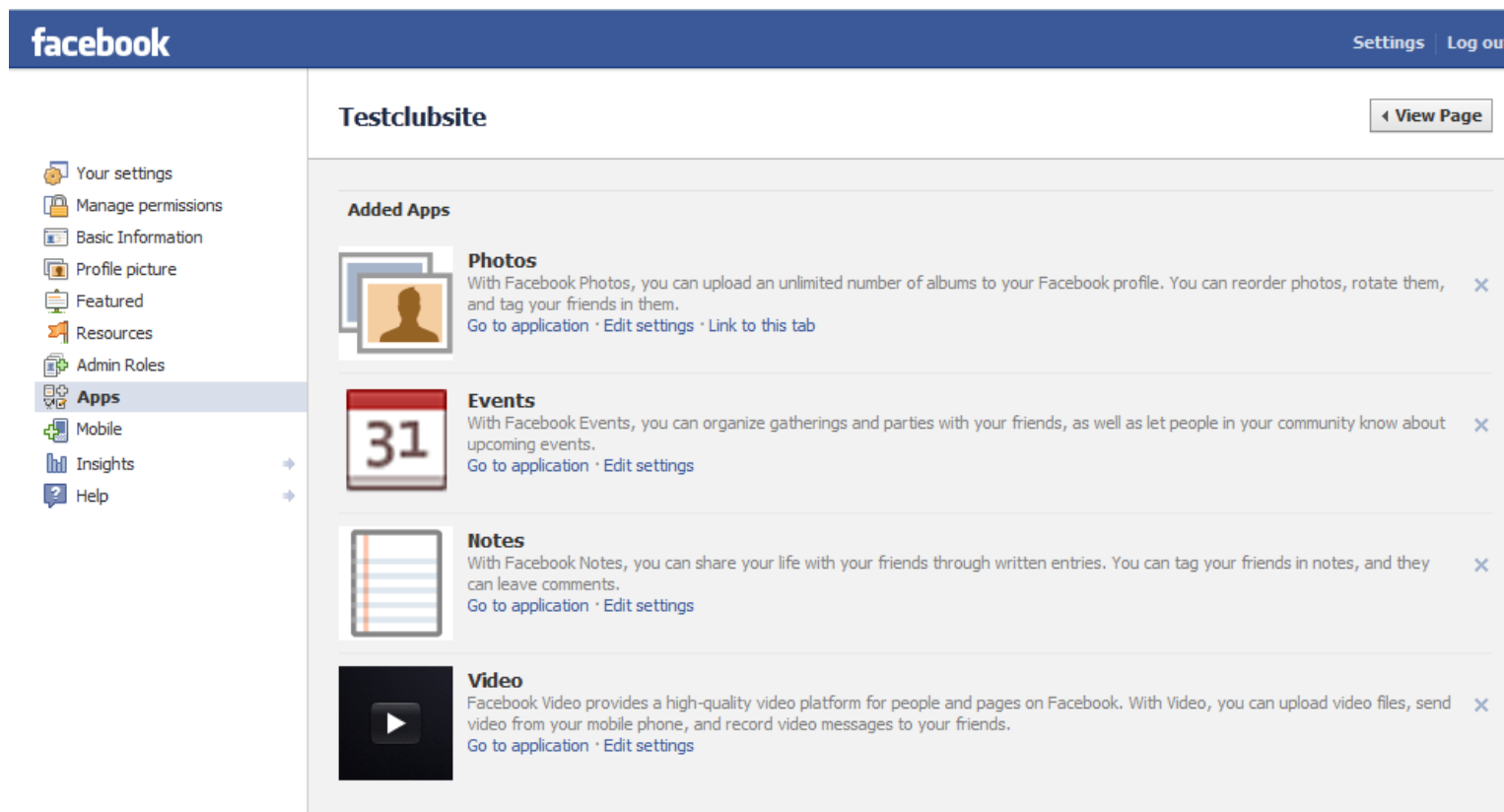
- myclubenquiries@gmail.com**
 Manager
 Can manage admin roles, send messages and create posts as the Page, create adverts and view insights.

Below this, there is a dashed box containing a search input field with the placeholder text 'Type a name or email...' and a close button (X). Below the search field, the role 'Manager' is listed with a dropdown arrow, followed by the same permissions: 'Can manage admin roles, send messages and create posts as the Page, create adverts and view insights.'

At the bottom of the admin list, there is a link 'Add Another Admin' and two buttons: 'Save' and 'Cancel'.

Apps

From the menu select the **Apps** option to learn more about uploading photos, promoting club events and keeping in touch with your members.



Upload and share pictures

One of Facebook's most popular features has been the ability to upload and share pictures. Facebook also offers an unlimited quota with their only restriction being a 60-photos-per-album limit. The process is very simple. Start by creating an album which you can then assign limitations to (e.g. visible to my members only) and upload photos within them. The album is then put into your page, and other users can see and comment on them. You can also "tag" your photos with the names of people you mention and share the photos via a web link or by email. What's more it is possible to order prints online! The perfect way to gain coverage of your events.

Promote your events

Facebook is a great place to promote your organization's events. Simply create the event, add pictures and invite your contacts to join. In addition to groups, you can post details of events in your profile so people can RSVP for an event. You also have the option to leave the event open to people in your network or open for everyone.

Keep in touch with your members

Facebook has a feature called "News Feed" that allows you to see all kinds of activity within your network. It's very similar to an RSS feed, in that when you log in to Facebook you immediately receive an update of all of the actions your contacts have taken. And if someone posted a new photo album or RSVPed to an event, you'll be notified right away.

Send and receive messages

Facebook offers a message board feature called "The Wall" that displays member profile pages. You can use it to post all kinds of messages to your network. But beware: comments can be viewed by all your contacts in your list of Facebook friends.

Promote your blog or newsletter

Facebook also helps you to promote your blog or newsletter. This feature allows you to share information beyond what's in your profile in two ways. You can either post a note on your page or import your external blog. It is a nice way to communicate with your constituents and update them on your organization. You can also integrate an RSS feed in to your blog with notes. When you post it, the note is displayed in your profile and every one of your "friends" is notified and other members can add comments.

Authors Note:

Ask questions
Make mistakes
Have fun ☺
Learn best by just doing it!

Sandi Morley