

Facebook page creating cheat sheet

- First off you need to have a facebook page of your own or someone on your community school needs to have a facebook account
- On the left-side navigation, click on the page's option
- Click on the "create a page" button
 - Select the type of page you are making
 - Local
 - Business
 - Place
- Next you start to fill out the fields required
 - Business category
 - Name (community school name)
 - The school address
 - And the main website link for community school
 - Info about when your community school runs
- In the about section you should include a little bit of what courses you offer all the time and the main cost of attending community school
- If you aren't going to be the only person posting on the facebook group you need to select admins to have
 - In the edit page section
 - Click on manage admins (other admins need to have a facebook account)
 - And then they have access to post on the facebook page