



Facebook Guide

for Reliv Distributors

INTRODUCTION

Facebook is a fantastic tool to connect with friends and promote your own business and brand. You may feel as though you've done fine promoting your business in the past, but you're truly missing out on exponential business growth if you haven't set up an account and begun engaging with your friends.

This guide is set up as a Q & A document, where we will answer many of your questions. Whether you need assistance setting up a Group or can't seem to upload a profile picture, we touch on the big and small.

However, what we don't include within the Q & A are logistics and the 'why' behind using this platform. Therefore, we're going to explain to you how to maximize your Facebook presence in the introduction and why we encourage you to use the tools that we mention.

The 80/20 Rule

Whether you're posting on your Personal Profile Page, a friend's Timeline, or in your FB Group, be mindful of the 80/20 rule. The 80/20 rule states that 80% of the content you're creating should be a look at who you are and what makes you tick. The only reason people accept requests and invitations is because they want a behind-the-scenes peek of YOU. If you inundate your friends and followers with constant posts about your business and/or product, they'll quickly lose interest and unfriend/unfollow you.

Twenty percent of the content should be about your business/product, but even then, it should be displayed in a fun and light-hearted manner. Remember, you are your brand. You want to live out your belief system daily, so when you're selling Reliv products, it goes without saying that you have a natural inclination to be healthy. Uploading pictures of your family gardening, your latest healthy dish, or even an inspirational quote lends itself nicely to the Reliv products and brand.

FB Groups VS. Business Pages

We highly recommend creating a **Group** versus a **Business Page**, and the reasons are simple.

For one, Groups are going to be more visible in a person's News Feed which is exactly what you want and need.

Secondly, Groups have a community feel to them. Everyone is able to post and share content which helps foster discussion. With a business page, the only posts that will be readily visible are yours. Your followers' posts will be pushed to the right column of your page and it's not easy to navigate through.

Respecting Reliv Rules

As you begin setting up your social media account, it's easy to get carried away in really personifying the Reliv brand. We love our Distributors' enthusiasm and want you to succeed, but we do have some caveats when it comes to using social media, whether it's Facebook, Instagram, Twitter, websites, etc.

When you create a website, Facebook account, etc. you CANNOT use Reliv's trademarks in your profile or URL—unless it very clearly states that you're an Independent Reliv Distributor. With that said, we have provided you with a Flickr account that holds all of Reliv's photos. Whether they're shots from recent Reliv sponsored trips or graphics for an information meeting, there are a plethora of albums. To access these, follow these instructions: 1. Go to Flickr.com/reliv. 2. Search for Reliv International. 3. Click on the Albums tab. You will see the album titled Reliv Logos. The images with the Independent Distributor text are a great resource for a profile photo.

As a reminder, all communications must follow Reliv Policies and Procedures. Each Distributor is responsible for ensuring all content posted on Facebook or any other social media platform complies with Reliv's Policies and Procedures and any other applicable laws and regulations or guidance set forth by the Food and Drug Administration (FDA), Federal Trade Commission (FTC) and Direct Selling Association (DSA). All content should abide by, but not limited to, the following:

- Unconnected to any religious or political organization
- Does not damage or impugn the name or reputation of Reliv, its products or its Distributors
- Does not misuse Reliv's trademarks, product names, or other intellectual property
- Does not directly or indirectly promote any other direct selling or network marketing companies (regardless of products offered) or any products which are competitive with those sold by Reliv (including, but not limited to nutritional supplements and skin care products).
- Does not contain product descriptions, claims, photos or illustrations that are false, deceptive or misleading.

Also, it is always good to remember to respect your audience, to not make ethnic slurs, religious, racial or personal insults, use obscenity or engage in any conduct that would not be acceptable to Reliv. Distributors should also show proper consideration for other's privacy and for topics that may be considered objectionable. It's also a best practice to not mix your business endeavors with any religious or political posts. Remember you're in business and want to attract the largest audience possible. There is no faster way to alienate your client base than to post religious or political posts on social media that ties back to your business. Keep these separate at all times and your audience will grow!

As long as you play by the rules, social media can be a lot of fun and really help your business grow! We cannot wait for you to embark on your social media journey. The following page holds our Table of Contents which lays out the type of content you'll receive. Enjoy!

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A. Setting Up Your Facebook Account

How do I create a Facebook account?

1. Log onto the internet. (Chrome, Internet Explorer, Safari, Firefox, etc.)
2. Go to www.facebook.com
3. Enter your name, email (or mobile phone number), password (that's generated by you), date of birth, and gender.
4. Hit **Sign Up**.
5. Confirm the email or phone number you provided.

NOTE: If you are attempting to create a profile to promote a business, product, or organization, you will need to create a Page or Group. We will go into further detail regarding how to accomplish this later on.

How do I confirm my Facebook account?

The purpose of confirming your email or phone number is to verify that you are the actual owner of the email or number you used to create the account. Additionally, it lets Facebook know that they're sending their correspondence to the right place.

Mobile Confirmation: Enter the code you're given via text message in the Confirm box that appears when you log in.

Email Confirmation: Click the link that's sent to the email you used to create your Facebook Account.

What happens if I can't find the code or link?

Mobile Troubleshooting

1. Verify that you entered your correct mobile number. (There is no need to add any – or + or any additional leading numbers.) If you discover that the number you entered in the beginning is incorrect, you can go update your phone number and have them send the code again via text.
2. Have them send the code again. You may see a notification on your screen that says you've reached the maximum code limit. Wait a few days and then try again.
3. You can also try creating a FB account with your email instead of your mobile.

Email Troubleshooting

1. Check your junk folder.
2. If using Gmail, check your Social tab, at the top of your email queue.
3. Verify that you entered the correct email.
4. Try creating your FB account with a mobile number instead of an email.

What is 'My Profile'?

Your profile is the medium in which you're going to share information with your friends. It can be pictures, posts, your hometown, interests, etc.

Your profile also holds your Timeline. The Timeline is where you, and others, can see your own posts and posts that you've been tagged in. We'll get more into that later.

How do I edit my public profile information?

1. Go to your **profile**.
2. Hover over **Intro**, below your profile picture, and click the **pencil icon**.
3. Select the information you'd like to be shown in this section. To edit any information or modify your privacy settings, click **Update Your Information** at the bottom.
4. **Save**.

How do I enter my basic information?

1. Go to your **profile**.
2. Choose **Update Info** that's underneath your cover photo.
3. Click the section you'd like to add or modify.
4. Hover over the information you'd like to edit.
5. Click **Edit** or **Options**, then select **Edit**.
6. Personalize the audience selector, choosing who can see your information, then press **Save Changes**.

NOTE: You can update all other information, in this same way, for your profile. You can add your relationship status, birthday, email, family members, things you enjoy, etc. Just click around Facebook and it's relatively simple, especially if you model your selections after our answer to "How do I enter my basic information?"

How do I add or change my Profile Picture?

1. Go to your profile and hover over the profile picture.
2. Press **Update Profile Picture**.
3. You'll have three options to choose from:
 - a. Uploading a photo from your computer.
 - b. Taking a new photo.
 - c. Selecting a photo you've already uploaded OR one that you're tagged in.
4. Crop your chosen photo and click **Crop and Save**. If you don't want to crop your photos, hit **Skip Cropping** in the bottom left hand corner, and then click **Save**.

NOTE: Your current profile picture is ALWAYS public, meaning anyone on the internet can see it when they search for you. Once you replace it, you can go back and adjust your privacy settings for that previous photo.

What is a picture thumbnail and how do I edit it?

The thumbnail of your profile picture is the small version that people will see next to your name on their News Feed, when they're searching for you in the Facebook search bar, etc. If the photo you chose isn't a perfect square, you can modify and choose which part of your profile picture is seen in the square thumbnail.

1. Hover over your current profile picture and click **Update Profile Picture**.
2. Click the **pencil** in the top-right hand corner. (If this isn't an option, that means your photo fits the square perfectly and cannot be repositioned.)
3. Use the **scale**, located at the bottom of the photo, to zoom in or out, and drag the image to move it around.
4. Click **Save**.

What is a temporary profile picture and how do I add one?

A temporary profile picture has a timestamp. It will remain your profile picture for a selected period of time and will revert to your previous profile photo when the time expires.

NOTE: The temporary photo will not be deleted, but it will be archived in your **Profile Picture Album**.

1. Go to your profile and hover over the profile picture.
2. Press **Update Profile Photo**.
3. Select, upload, or take a photo.
4. Choose **Make Temporary**.
5. Decide when to switch back to your previous profile picture.
6. Click **Save**.

What is a Cover Photo?

The cover photo is a large banner like picture, which will be located at the top of your profile page, essentially above/behind your profile picture. Cover photos are public, so anyone who looks at your profile, even if they're not your 'friend,' will be able to see it.

How do I add or change my Cover Photo?

1. Go to your profile and hover over the **camera icon**, found in the top-left hand corner of your current cover photo.
2. Click **Update Cover Photo**.
3. You'll have two options to choose from:
 - a. Uploading a photo from your computer.
 - b. Selecting a photo that's already in one of your photo albums.
4. You can reposition your chosen photo by clicking the picture and dragging it up or down.

What is 'My Timeline?'

Your Timeline is the spot where you'll see your posts or posts that you've been tagged in. This will be displayed from most recent to oldest post. Your **Timeline** is considered part of your **profile**. You'll be able to post to your Timeline from either the top of your **Timeline**, on your **profile page**, or from the **News Feed**.

How do I post to my Timeline?

1. Choose what type of story you want to share, either a **Status** or a **Photo/Video**. (This will be located in both your Timeline or News Feed.)
2. Type in what you'd like to say.
3. You also have other options when creating your story:
 - a. Tagging friends.
 - b. Picking a date for the story.
 - c. Adding a location.
 - d. Adding a photo.
 - e. Adding how you're feeling or what you're doing.
4. Choose an **audience** for the post.
5. Click **Post**.

Who is my audience?

In most cases, you'll have the option to choose and customize exactly who will be able to view your content. To the left of the Post button, you'll see another button that typically says **Public**, **Friends**, **Customize**, or **More Options** as you hover above it.

Facebook will remember what setting you used prior and automatically choose it for you. However, you're encouraged to change your audience settings to fit your specific needs.

Regardless of what you publish, you will have an icon alongside that will depict your current customization settings.

Public will feature a **globe**, **friends** will feature **two friends**, and so forth.

NOTE: When you share media to a friend's page, this will become their property as well. Therefore, they'll be able to control who views this post—just keep this in mind.

Is there a way I can stop people from posting on my Timeline?

Facebook allows you and your friends to post on your **Timeline**. If you don't want anyone to have access to posting on your timeline then you can change the privacy settings.

1. In the upper, right-hand corner of the page, choose the **upside-down triangle**.
2. Select **Settings**.
3. In the left column, press **Timeline and Tagging**.

4. Search for the settings **Who can post on your timeline?** and click **Edit**, located to the very right.
5. Choose **Only Me**.

Note: Although your friends can't post on your wall, they will still be able to comment on all of your posts and tag you as well.

How do I include my feelings, or what I'm doing, when I create a status?

1. Choose **What's on your mind?** on either your News Feed or Timeline, or **Write Post** in an event or group.
2. Click **Feeling/Activity**.
3. Click **Feeling** or select what you're actually doing (ex. **Eating at**) in the dropdown menu.
4. Choose **what you're feeling** or pick a description for **what you're doing** (ex. what you're eating) by clicking on one of the suggestions. (If your activity isn't listed, you can make up your own and, when it appears in the dropdown menu, click it.)
5. To make edits, click the **smiley face** and make your edits or click **X** to completely remove it from your status update.
6. To change your **icon**, go to your status update and choose a new one from the dropdown menu.
7. Once you've added your feeling or activity, click **Post**.

NOTE: You can add either a feeling or activity, but you can't include both at once.

What does 'liking' something mean?

When you click **Like**, below a post, you are indicating that you enjoyed the person's post. It's an easier and quicker way to acknowledge something as opposed to leaving a comment. Liking is visible to anyone who has access to seeing the said post.

How do I "unlike" something?

Unliking will remove a like that you've previously placed on a post, image, or page.

1. To unlike a photo or post, hover over the **Like** button and click it again.
2. To unlike a comment, go to that specific comment and hover over the **Like** button. Click the like button again to remove it.
3. To unlike a Page, go to said page and hover over the **Liked icon**. Once you relick it, you will be removed from liking that page.

How do I 'react' to a post?

Reacting is similar to liking—you are letting the person know you enjoyed their post, but it's more specific than just liking.

To react to a post, place your cursor over the **Like** button. You will then see the various emotions you can express (Love, Surprise, Sadness, etc.) Be aware, that you can only React with one emotion per post.

To remove your reaction, just click on the prior reaction you chose OR click on a new reaction to change your selection.

Is there a way to see who Liked or Reacted to my post?

Yes, simply click on the icons located directly below your content and then you'll be presented with an option to see who used what reaction.

What does 'friending' mean?

The purpose of friending is to add family, friends, and other people you know to your Facebook network.

How do I add a friend?

1. Type your friend's name, phone number, or email into the top search bar in Facebook's window.
2. Their name will appear in the drop down. Click on their name in order to go to their **profile**.
3. Click **Add Friend**.

How do I control who can friend and follow me?

In order for your friends to find you, make sure that you use your **First and Last name**. If you go by any nicknames, you may add this to your account as well.

1. Click on the **upside-down triangle**, in the right corner of any open Facebook window, and choose settings.
2. Hit **Privacy** located in the left column.
3. Click **Edit** next to **Who can send you friend requests**.
4. Choose from various audience settings in the dropdown menu.

How do I delete a friend request?

To delete a friend request, go to facebook.com/find-friends and click **delete request**.

Note: They will not be notified if you decide to decline their invitation to connect.

B. Navigating Around Your Home Page

What can I search for on my Home Page?

In the search bar, located at the top of the Facebook window, (not just on your home page) you can look for people, posts, photos, Groups, Pages, places, apps, and even events on Facebook.

What and where is my Home Page?

The home page is what you're going to see when you initially log into your Facebook account. This contains your News Feed, which is constantly updating in real time, posts from your friends, Pages that you've liked or followed, and any other groups that you've created or joined.

How do I view the most recent posts on my News Feed?

1. Click **Home** that's located at the top of any Facebook window.
2. Take your mouse and place it over the **News Feed** tab, located on the left bar of your **Home** page.
3. Click on the *** and select **Most Recent**.

NOTE: Eventually your **News Feed** will resort to the default setting, which is filtering stories by **Most Popular**.

What do I do with the menu on the left side of my Home Page?

The left sided menu is information that you're able to customize. Therefore, each time you go to your News Feed, the most pertinent information will be easily accessible to the left.

Explanations for each left-sided menu item.

1. **Your Name:** The top result on your left column will be your name. You can click on your name or profile picture and this will take you directly to your **Profile Page**.
2. **Messenger:** This is where you can go to send a person or Facebook page a private message.
3. **Shortcuts:** The place where you can discover your groups, Pages you serve as admin, and any games that you may use.
4. **Explore:** Shows you items that you've saved, events, offers, and any other apps that you frequent.
5. **Create:** Click on any of the links below to create an ad, Page, group, event, or fundraiser.

C. Messenger

How can I send a message through Facebook on my desktop?

1. Go to the top of your Facebook Home Page, and click on the **messenger icon**. (The little thought bubble with the horizontal lightning bolt.)
2. Click **new message** and begin typing a person's name into the **To** field.
3. **Select** the person or group of people you want to include in your message.
4. Begin typing your message, and hit **Send** when you're completed.

Who can I send messages to? Do they just have to be my friends?

You can send messages to anyone. However, messages you send to people who aren't your **friend** will end up in their **message requests folder**.

What's a message request folder?

This is where messages are gathered and stored from people who sent you a message but have not yet friended you.

Messages from friends will go to your inbox and spam will be filtered out and deleted.

How do I find and read my message request?

1. Go to your **messenger icon**.
2. Once clicked, a dropdown will appear with **Message Requests** located to the left.
3. Click on **Message Requests**.
4. Click on **See Filtered Requests**.
5. Click the **message requests** and decide if you'd like to **Accept** in order to open the conversation OR **Delete** to remove the request.

Is there a way that I can delete a conversation I've had in Messenger?

1. Click the **messenger icon** located at the top of your Facebook page.
2. Select the conversation(s) you want to delete.
3. Hover over the **gear** at the top of your chat pop-up. You will see the word **Options**.
4. Click the **gear**.
5. Then choose **Delete Conversation**.

Alternatively, there is another way you can access messages and delete them.

1. Go to your **messages inbox** located on the top left of Facebook.
2. Open the conversation you'd like to delete.
3. Click the **gear** in the top right and then click **Delete**.

What is the video icon in my private chat for?

If you have a webcam built in or attached to your computer, you can utilize this feature.

1. Click the **messenger icon**.
2. Choose the conversation with the person/people for which you'd like to have a video chat.
3. Click the **video camera** icon on the top right of the chat window that's now pulled up.

NOTE: If you encounter any issues, make sure you're using Mozilla Firefox, Google Chrome, or Safari and that these applications are set up correctly on your end.

D. Facebook Groups

How do I create a Facebook Group?

1. Go to your FB home page. Click the **upside-down triangle** located in the top right corner.
2. Select **create group** from the dropdown.
3. You will then be met with a floating **create new group window**. Fill out all of the required information.
4. Add a group name, invite people to your group, and then select your privacy under **select privacy**.

What group options do I have?

1. **Public group:** Anyone can see and join your group. They will have full access to commenting, etc.
2. **Closed group:** Anyone can see the title of your group, but they will not be able to see the content that's within. This is where the administrator (you) will need to accept people who **friend** or **ask to join** the group.
3. **Secret group:** Only people who are invited to the group will be able to see it and join.

I created my group, now what?

1. Once you have filled out the information, you will be taken to your new group page. Choose a **cover photo** that accurately represents your group.
2. On the right side of your page, you will see the areas where you can **add additional members**, create a **group description**, and add a few other customizations.

NOTE: If you decide to use **tags**, please make sure it's a corporate approved tag.

What are the three dots directly below the center of the cover photo?

This is a spot where you can create an **additional group** for something unrelated, a place where you have the option to **archive the group** (essentially making it inactive), and edit group settings.

What can I edit in group settings?

Located at the bottom of the page is **posting permissions** and **post approval**. You can go here to alter your **privacy settings**, select a **group type**, and decide how/if you will patrol the comments on the page.

NOTE: Make sure you hit **SAVE**, located at the very bottom of the page.

What do the options on the left side of the screen mean?

When you choose **manage group**, you'll see **member requests**, **reported to admin**, etc. If you've decided on a closed or secret group, you will accept or deny in the member requests section.

NOTE: Familiarize yourself with the other options the tabs offer by clicking around.

E. Photos

Sharing photos on Facebook is a great way to connect with your audience. Whether it's a recent vacation or a business promo, once you upload your image you have the ability to choose who can and cannot see your photos. Not only that, but you also have the means to control the photos you're tagged in.

How do I add and upload a photo to Facebook?

There are a few different ways you can upload photos via Desktop. Choose which one is best and easiest for you.

Uploading Photos on my News Feed

1. At the top of your News Feed, you'll see **Create a Post, Photo/Video Album, and Live Video**.
2. Click **Photo/Video Album** in order to upload your media to your **Timeline Photos Album**, OR choose **Photo Album** to upload to a new online album.
3. Next, select the **photo(s)** or **video(s)** you want to add to Facebook.
 - a. Make sure that you've uploaded your photos to your desktop already and know where you have placed them.
4. **Tag** any of your friends that are in the photos.
5. Write a caption beneath the photo.
6. In the 'Where were these taken?' box you can enter the location. Suggested locations will pop up.
7. In the bottom right corner, you will see a dropdown with the label '**Friends**' followed by the **upside-down triangle**.
8. Click if you would like to customize who can see your photo(s). You have multiple media viewing options:
 - a. **Public**: Anyone can view them.
 - b. **Friends**: Only your friends on Facebook.
 - c. **Friends except...**: All Facebook friends except the ones you choose.
 - d. **Only Me**: Only you will be able to see the photos posted.
 - e. **Specific Friends**: Only show to a certain group of friends on Facebook.
9. Click '**Post**'.

Uploading Photos on my Profile Page

1. Hit your name, located at the top of any Facebook window, as this will take you to your profile.
2. You will see **Status, Photo/Video, Live Video, and Life Event**.
3. Click on **Photo/Video**.
4. Choose either **Upload Photos/Videos** OR **Create Photo/Video Album**.
5. Select the **photo(s)** or **video(s)** you want to add to Facebook.
6. You will see the word '**With**' that will be located underneath your pictures. If there is a person with you in the photo who has a Facebook page, this is where you would **tag** them/type their name.
7. Click on the smiley face icon and choose from any of the options below.
8. Choose location and time when this event occurred.

Uploading Photos on my Profile Page: Part II

1. Click on the **Photo tab**, located a little higher on your profile page. You will be taken to the area where all of your photos live. You can view them by **Photos of You, Your Photos** (photos that you have personally added to Facebook), and **Albums**.
2. You can either click on a **photo/album** to add to that existing folder OR you can click **Create Album**.

How do I add more photos to an existing album?

NOTE: You can only do this if the album has been created prior or if you're a contributor to an album.

1. Go to the **album** where you're wanting to add additional photos or videos.
2. Click **Add Photos/Videos**.
3. Choose which photos you want to upload.
 - a. **Pro-Tip:** Hold the Control key on your PC or the Command key on your Mac if you'd like to select multiple images at once.
4. Watch the blue progress bar, and once it's full click **Post** to upload them.
5. While you are waiting, you can modify the **title**, add a **description** to the album, add photo **captions**, **tag** any friends, and add **dates** or **locations**.

How do I delete an album I no longer want?

NOTE: When you delete an album, all photos are removed from your Facebook. Any person that you've tagged will lose the images as well. There is **NO** undo button for deleting.

1. Find the album you'd like to delete.
2. Click the gear in the top right and choose **Delete Album**.
3. Click to confirm.

What is Tagging?

Tagging is an option where you can create a link from your profile to theirs. The post or photo you tag the individual in may be added to their Timeline as well.

Example: A photo you post may have a fellow distributor in it. You could tag this photo in order to show who exactly was in the photo.

OR

You could post a status about what you're doing and who you are doing it with.

Anyone who sees your photo or status will see your friend's name highlighted in blue, which means that it has effectively become a link to their page. Anyone who has permission to see your post will be able to click on this link, and it will direct them to your friend's Facebook page. It may also appear on their Timeline as well.

How do I tag someone in a photo?

Tagging is available to **people** or **Pages** who have allowed this action to be taken.

1. Click on the photo that you'd tag someone.
2. Hover above the photo and click **Tag Photo**, located at the bottom.
3. Click the person in the photo and begin typing their name.
4. You'll begin to get suggestions of the person or page — choose one.
5. When you're finished, press **Done Tagging**.

Who sees my photos and any photos that I've been tagged in?

The audience with which the photos are shared.

What happens when I or a friend is tagged?

You or your friend will be notified of the tagging. If someone who isn't a friend tagged you, then it may appear in **Timeline Review**. This gives you the option to decide if you're going to allow it to appear on your Timeline.

How do I enable Timeline review?

1. **Click the upside-down triangle** at the top right of any Facebook page you're on and select **Settings**.
2. Located in the left column, select **Timeline** and **Tagging**.
3. Look for **Review posts friends tag you in before they appear on your Timeline?** and select **Edit** on the far right.
4. Click **Enabled** from the dropdown.

How do I upload and post a photo to my friend's Timeline?

1. Go to your friend's Timeline and click **Photo/Video** located at the top.
2. Click **+** to select a picture from your computer.
3. Click **Post**

Can I edit my photos?

Yes, but you can only edit them when you are **Uploading** them onto Facebook. Once you have added them to Facebook, you cannot go back and alter their aesthetics in any way.

You have multiple options when you edit:

1. Add a filter
2. Tag friends
3. Crop the photo
4. Add text
5. Add stickers

How do I edit my photos?

1. Hover over your photo that you'd like to edit, as you're going through the uploading process, and click the **paintbrush icon**.
2. On the left, choose the **edit** option you'd like to use.
3. When you're through editing, make sure to click **Save**, followed by **Post**.

How do I get text to show up on my photo?

While you're uploading, and editing your photo, you have the option to drag text onto your picture.

1. Click **Aa**, then click **Add Text**.
2. Click the **text box** to drag it around the photo.
3. Click the **infinity arrow** to reposition it and make the text larger or smaller.
4. If you'd like to remove click the **X** in the top-left of the text box to delete the words from your picture.

My photo isn't upright. How do I rotate it?

1. Click on the **uploaded photo**.
2. Hover over the picture and choose **Options** located at the bottom of the picture.
3. Select **Rotate Left** or **Rotate Right**.

F. EVENTS

The Events tool lets you create an activity for a group of people, and it also lets you attend an event. It can be something small, like the premier of a movie or someone's birthday party, to something bigger, like a Conference.

How do I create an Event?

1. Click Events located along the left column of your **News Feed**.
2. Click **Create** found in the top right hand corner.
3. Choose between a **public** or **private event**. (If it's public, you'll be able to set the event's host as yourself.)
4. Fill in the requested information:
 - a. Event Name
 - b. Details
 - c. Location
 - d. Time
5. Public events give you an even wider array of options:
 - a. Select a **category** for the event
 - b. Add **keywords** describing your event
 - c. Add a **link** to a website for your event

6. Select **Create** to have it go live, and you will then be directed to your freshly made **Event**.
7. **Invite guests, upload photos,** and write event details

NOTE: Once you've customized your privacy settings you will **NOT** be able to change them.

How do I invite people to my event?

1. Make sure your event has been **created**.
2. Click **Invite**, top right and below the photo.
3. Type in various friends' names, **select** them, and hit **Send Invites**.

Is there an option where you can have multiple hosts?

1. Click **Edit**, top right of the **event**.
2. Add the **names** to the **Co-hosts** box.

NOTE: Any host or co-host is able to invite additional people to the event and make changes to the event details. (You're automatically listed as the host when you create an event.)

Where should I put directions for my event?

1. Click **Edit** in the top right.
2. Next to the **Location**, add or make changes to the place/address.
3. Press **Save**.

I was invited or saw a Public event on my News Feed. How can I respond?

Go to the event and click **Interested** or **Going**.

NOTE: Once you choose either of these options, you'll automatically begin to get notifications and updates regarding the event. You are able to go back and change your response if needed.

I was invited to a Private event. How can I respond?

1. Click on the event name and choose **Going, Maybe,** or **Can't Go**.

NOTE: Hosts and other guests will be able to see when you've **LOOKED AT AN EVENT**. It's best to choose a response at the time of viewing. You are able to go back and modify your response.

Depending on the event's privacy settings, your actions may appear on your **News Feed** for your friends to see. If you want to keep your interest in an event private, you're able to save it instead.

1. Click ...
2. Choose **Save**.
3. Go back and look at all your saved events in **Upcoming Events**.

I'm tired of receiving notifications for an event. How do I turn them off?

1. Go to the **Event**.
2. In the top right, click ...
3. Choose Notification **Settings**.
4. Click **OFF** in order to stop receiving all notifications.
5. Click **Done**.

NOTE: You also have the option to disable notifications that you're receiving from an event the moment you see them.

1. Click the **upside-down triangle** in the top right of your window.
2. Choose **Settings**.
3. Click **Notifications** that is located on the left.
4. Choose how you get notifications and what you can be notified about.