



A Facebook Page for a Church or Club, Done Right

belongs to just one person An Extended Guide · No. 2077

————— An Extended Guide · No. 2077 —————

Tech Made Simple. Service Made Personal.

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THE 60-SECOND VERSION

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1. The Whole Idea on One Page If you read only one page, read this. Here is the whole plan as a short checklist. A Facebook Page is the free public home your church or club has on Facebook — the place people find your service times, your events, and your news. It is different from a personal profile and from a group, and getting that difference right from the start saves a great deal of trouble later.

- 1 Create a Page for the group — not a personal profile pretending to be the group.
- 2 Make at least two trusted people admins, so it never belongs to one person alone.
- 3 Fill in the basics: name, photo, description, hours, location, and how to reach you.
- 4 Post a warm welcome, then keep it current with events and news.
- 5 Decide whether you also want a members-only group for conversation.
- 6 Write down who the admins are and keep that list current as people change. GOOD TO KNOW The single most important move is adding a second admin. A Page tied to one volunteer's account can be lost overnight when they leave or lock themselves out. Two admins is your insurance. The rest of this guide walks through each piece gently: the three kinds of Facebook presence, how to set the Page up so it lasts, how to post, and how to keep the keys safe. Take it a page at a time. WHY A later in this guide. Why Your

Group Belongs on Facebook For a lot of your neighbors, Facebook is where they look first to see if a church or club is active — is there a recent post, when do they meet, is this Sunday's service on? A tidy, current Page answers those questions day and night, without a single phone call. It is a free front door that is open all the time. People check Facebook to see if a group is active and welcoming. A Page shows your hours, location, and contact without anyone having to ask. Events and posts reach members and the wider community at no cost. It works alongside your website — many folks will find you here first.

WATCH OUT

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You do not have to be clever or post constantly. A Page that is accurate and posts even once a week looks far more alive and welcoming than a fancy one that went quiet two years ago. The goal is not to become social-media experts. It is to have a simple, current presence so that when someone looks you up, they find a warm, open door rather than a dusty window. **THREE THINGS** 3. Page, Profile and Group — the Difference Facebook has three things that people mix up constantly, and the mix-up causes most of the trouble groups run into. Understanding the difference takes two minutes and saves years of headaches. A church or club almost always wants a Page, sometimes with a Group alongside it, and never a personal profile. A Profile is one real person — it is meant for an individual, not an organization. A Page is for a business, church, club, or cause — the right home for your group. A Group is a room for conversation among members, which a Page can have alongside it. Pages can have many admins; a profile belongs to one person and is against the rules for a group. **WATCH OUT** Setting up your group as a personal profile — so it has 'friends' instead of 'followers' — is a common early mistake. It breaks the rules, caps your reach, and ties everything to one login. Use a Page. Hold these three apart in your mind and the rest of this guide clicks into place. The Page is your public home; a Group is an optional members' room; a profile is just one person and not for the group at all.

PAGE VS GROUP

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4. When You Want a Group Too A Page broadcasts; a Group converses. The Page is where you post news the world can see. A Group is a more private space where members talk with each other — prayer requests, carpool coordination, friendly chatter. Many churches and clubs run both: a public Page for the front door and a members' Group for the living room. Use the Page for public news, events, and your group's face to the community. Add a Group if members want a space to talk among themselves. A Group can be set so only members see what is posted inside it. You do not need a Group at all if a Page alone serves you — keep it simple. GOOD TO KNOW Start with just a Page. Add a Group later only if members actually want a place to talk. Running two spaces is more work, so only take it on if there is a real appetite for conversation. The right answer depends on your group. A civic club that mostly announces events may need only a Page. A close congregation may love a members' Group too. Begin simple and grow into it. WHO OWNS IT 5. Making Sure the Group Owns the Page Here is the trap that catches so many groups. A Facebook Page is always created from some person's account, and if only that one person has control, the Page effectively belongs to them. When they move, quit, pass away, or simply forget their password, the group can lose its Page and everything on it. The fix is to make sure more than one trusted person has full admin control of the Page from the very beginning. The Page can then outlive any one volunteer, because the keys are held by several hands. This one habit prevents the most painful Facebook disaster a group can suffer. A Page is created through a person's account, but control can be shared. Give full admin rights to at least two, ideally three, trusted people. Never let the Page depend on a single person's login. Keep a written list of who the admins are, updated as people come and go.

WATCH OUT

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Groups lose their Pages this way every year: one volunteer set it up, left on bad terms or lost access, and took the Page with them. Two or three admins from day one is cheap insurance against a heartbreak. **BEFORE YOU START** 6. What to Gather First A little preparation makes the setup quick and the result polished. Before you sit down, gather the handful of things the Page will ask for, so you are not hunting for them halfway through. None of it is hard to find; it just helps to have it ready. Your group's full name, exactly as you want it to appear. A good logo or photo for the profile picture, and a wider banner photo. Your meeting or service times, address, phone, email, and website if you have one. A short, warm description of who you are and who you welcome. The names of the two or three people who will be admins. **WATCH OUT** A clear, well-lit photo of your building or a simple logo makes the Page look cared-for. Avoid a blurry snapshot; the profile picture is the first thing visitors see. With those gathered, the actual setup takes perhaps twenty minutes. Having the pieces ready is what separates a Page that looks finished from one that looks half-built. **CREATING IT** 7. Creating the Page Step by Step Creating a Page is done from a personal Facebook account, but — as we have stressed — the Page itself is a separate thing that can be shared. One of your trusted people signs in to their own account, then uses Facebook's 'create a Page' option to build the group's Page. Their personal posts and the Page stay entirely separate.

- 1** Have one admin sign in to their personal Facebook account.
- 2** Find the option to create a Page (often under a menu or the 'Pages' section).
- 3** Enter the group's name and choose a fitting category, like 'Church' or 'Nonprofit.'
- 4** Add the profile picture and banner photo you prepared.
- 5** Save, and the Page is live — even if still mostly empty for now.

GOOD TO KNOW

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The person who creates the Page does not 'own' it in any personal way once other admins are added. Their own profile and friends stay private and separate from the Page's public posts. Do not worry that the Page looks bare at first. The next pages are about filling in the details and adding your fellow admins so it is both complete and safe. THE BASICS 8.

Filling In the Important Details A Page earns trust by being complete. Empty fields make a group look inactive or unsure; filled-in ones make it look welcoming and real. Take the time to complete the 'About' section fully, because this is what answers a visitor's basic questions without them having to message you. Write a warm description of who you are and who you welcome. Add your address, service or meeting times, phone, email, and website. Set the category correctly so Facebook shows the right information fields.

Double-check every detail — a wrong service time on Facebook sends people to an empty building. WATCH OUT An outdated hours or address on your Page is worse than none at all, because people trust it and act on it. Whenever your times or location change, update the Page the same day. A fully completed Page looks cared-for and professional, even for the smallest group. It is the digital equivalent of a tidy, welcoming entryway, and it is worth getting right once. ADDING ADMINS 9. Adding Your Fellow Admins This is the step that protects your Page for good, so do not skip it. Once the Page exists, the creator adds the other trusted people as admins. Each of them needs their own Facebook account, and once added, they have full control too — so the Page no longer depends on any single person.

- 1 Open the Page's settings and find where you manage access or Page roles.
- 2 Add each fellow admin by their name or the email on their account.

GOOD TO KNOW

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- 1 Give them full admin access, so they can manage everything if needed.
 - 2 Have each confirm they can reach the Page from their own account.
 - 3 Record the admin list somewhere the officers can find it. Facebook's roles have changed names over the years, but the idea is constant: 'admin' or 'full control' can do everything, and that is what you want at least two people to have. With two or three admins in place, your Page is safe from the single-person trap. Any one of them can keep it running if another steps away, and the group truly owns its home.
- LEVELS OF ACCESS**
- 10. Full Control Versus Helpers** Not everyone who helps with the Page needs the keys to the whole building. Facebook lets you give some people full control and others a lesser role — someone who can post and reply but cannot remove admins or delete the Page. Matching the access to the role keeps the Page both helpful and safe. Give full control only to the two or three people truly responsible for the Page. Give a lighter role to a volunteer who only posts or answers messages. A lighter role cannot remove other admins or delete the Page — a useful safety net. Review who has which role once a year and trim anyone who no longer helps.
- WATCH OUT** A good rule: full control for the officers, a posting-only role for the helpful volunteer who runs the weekly post. That way an honest mistake can never cost you the whole Page. Thinking about access in these two tiers — the few who hold the keys, and the helpers who post — keeps your Page open to help without ever putting it at risk.
- FIRST POSTS**
- 11. Your First Few Posts** A Page with no posts looks abandoned, so give it a little life right away. Your first posts do not need to be clever — a warm welcome, a photo of your building or members, your next event. The goal is simply to show a visitor that there are real, friendly people here. Post a warm welcome introducing the group and who you are. Share a good photo — your building, a gathering, a recent event.

GOOD TO KNOW

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Announce your next meeting, service, or event with the details.

Keep each post short, kind, and in your group's genuine voice. Photos of real people and places do far better than stock images or walls of text. A single warm picture with a friendly caption is worth more than a long announcement. Once those first few posts are up, the Page feels alive. From there, a steady trickle of real, simple updates keeps it that way far better than occasional bursts of effort. A POSTING HABIT 12. A Gentle, Steady Posting Rhythm The Pages that serve groups well are not the flashiest; they are the most consistent. A simple weekly rhythm — a reminder of the upcoming service or meeting, a photo from the last one, a note of thanks — keeps the Page looking cared-for without becoming a burden on anyone. Aim for a small, regular post — once a week is plenty for most groups. Rotate a few easy types: the week ahead, a photo from last time, a thank-you. Share your events so they appear on members' feeds and reminders. It is fine to go quiet for a season — just do not let the Page look dead for years. TIP Give one volunteer the gentle job of the weekly post, and put it on the group's calendar. A tiny, regular habit beats heroic bursts that fizzle out after a month. Steady and simple wins. A Page that posts a little every week quietly tells the community you are active and welcoming, which is the whole point. EVENTS 13. Posting Events People Will See Facebook events are one of the most useful tools for a group, because they do more than announce — they remind. When you create an event and people mark that they are going, Facebook nudges them as the date nears and shows the event to their friends, quietly spreading the word for you. Create a Facebook event for each gathering, with date, time, and place. Add a clear photo and a short description of what to expect.

GOOD TO KNOW

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People who respond get reminders, and their friends may see it too.

Share the event to your Page so followers notice it in their feed. An event reaches further than a plain post, because Facebook reminds the people who said they are coming and often shows it to their friends. For anything you want a crowd at, make it an event. Used for your festivals, services, and meetings, events turn Facebook into a gentle, automatic reminder system that fills seats without anyone making a single phone call.

MESSAGES

14. Handling Messages and Comments People will message your Page and comment on your posts — asking a question, saying hello, sometimes raising a concern. A Page that answers kindly and promptly feels welcoming; one that leaves messages unread for weeks feels closed. Decide who watches the messages, and agree on a friendly, simple way to respond. Decide which admin keeps an eye on messages and comments. Answer questions kindly and promptly, even just to say you will find out. Welcome newcomers who comment; a friendly reply goes a long way. You can set a simple automatic greeting for messages if no one can watch constantly.

WATCH OUT You do not have to reply instantly, but a Page where questions sit unanswered for weeks sends the wrong message. Even a quick 'Thanks — I'll check and get back to you' keeps the door feeling open. A little attention to messages and comments is where a Page stops being a billboard and starts being a welcome. It is often the first real contact a newcomer has with your group.

HANDLING TROLLS

15. When Someone Is Rude or Spammy Now and then a stranger leaves a rude comment, a spammer posts a scam link, or an argument flares up. A Page gives you gentle tools to keep things civil without getting dragged into a fight. The guiding idea is to protect the welcoming tone of your space calmly, not to win an argument.

WATCH OUT**11. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

You can hide or delete a comment that is abusive, spammy, or off-topic.

You can block a persistent troublemaker from the Page. Do not feed an argument — a calm reply or a quiet removal usually ends it. Set a word filter to auto-hide the worst language if it becomes a problem. Scam comments — 'message this number to claim your prize,' fake donation links — prey on kind communities. Delete and block them promptly, and never let one sit where a trusting member might act on it. These tools are there so your Page stays the warm, safe space you intend. Use them quietly and sparingly, and most of the time the community polices itself with kindness. **PRIVACY 16. Protecting Members' Privacy** A Page is public, which means anything you post can be seen by anyone. That calls for the same courtesy you would show in a church directory: be careful about members' faces, names, and details, especially children's. A moment's thought before posting protects the people who trust your group. Ask before posting clear photos of members, and especially of children. Never post a member's home address, phone number, or private news. Keep prayer requests and personal matters out of public posts. If someone asks to be removed from a photo, do it promptly and kindly. **WATCH OUT** Photos of children need extra care. Many families are fine with group shots but not close-ups, and some not at all. When unsure, ask first, and honor a 'no' without question. Being thoughtful about privacy is part of being a trustworthy group. People share more freely when they know you will handle their image and details with care. **SECURITY 17. Keeping the Page From Being Hijacked** Because a Page is valuable, scammers do try to steal them, usually by tricking an admin into giving up their login. A little account hygiene on each admin's personal account keeps your Page safe, since the Page is only as secure as the accounts that control it.

WATCH OUT

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Each admin should have a strong, unique password on their Facebook account.

Turn on two-factor login for every admin account — a code in addition to the password. Be wary of messages claiming your Page will be 'deleted' unless you click a link. Never enter your Facebook password on a page you reached from a message link. A very common scam is a message that looks like it is from Facebook, warning your Page will be removed and urging you to 'verify' by clicking a link and signing in. It is a trap to steal your login. Facebook does not work that way — delete it. Protecting the admins' accounts protects the Page. Two-factor login and a healthy suspicion of 'urgent' messages are the two habits that keep a group's Facebook home safe. TWO-FACTOR 18. Turning On the Extra Lock Two-factor login is the single best thing an admin can do to keep the Page safe. It means that even if someone learns an admin's password, they still cannot get in without a second code that only the real admin receives. It takes a few minutes to set up and quietly guards everything.

- 1 In each admin's Facebook account settings, find the security section.
- 2 Turn on two-factor authentication.
- 3 Choose to receive the code by text or, better, through an authentication app.
- 4 Save the backup codes somewhere safe in case the phone is lost.
- 5 Confirm each admin has done this on their own account. GOOD TO KNOW With two-factor on, a stolen password alone is not enough to break in. It is the lock that defeats nearly all Page-hijacking attempts, and it is free. If you do only one security step, make it this one, on every admin account. It is the difference between a strong password and a strong password with a deadbolt behind it.

WHEN ADMINS LEAVE

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19. Handing Over When People Change Volunteers rotate, and the Page must survive the change gracefully. When an officer or helper steps down, a tidy handoff keeps the Page running and the access clean. Done well, nobody is ever locked out and no former helper keeps keys they no longer need.

- 1 Before someone leaves, add their replacement as an admin.

- 2 Confirm the new person can reach and manage the Page.
- 3 Remove the departing person's admin access once the handoff is confirmed.
- 4 Update the written admin list so it always reflects reality. **WATCH OUT** Never remove the last admin without adding a new one first. And never leave a departed volunteer as an admin out of politeness — tidy the access promptly, especially if they left unhappily. A Page handled this way passes smoothly from one group of volunteers to the next, with the keys always in the right current hands and never lost in a transition. **A BACKUP ADMIN** 20. Why You Want a Spare Set of Keys Beyond the day-to-day admins, it is wise to have one steady, long-serving person — perhaps a pastor, a long-time board member — hold admin access as a safety net. They may rarely post, but if the active admins are all unavailable, they can let a new volunteer in. It is the spare key under the mat, held by someone reliable. Name one steady, long-term person as a backup admin. They need not post; their job is simply to always have access. If active admins vanish, the backup can add new ones and keep the Page. Choose someone unlikely to leave suddenly or lose their account. **GOOD TO KNOW** The backup admin is the quiet insurance that a group never loses its Page. Even if the whole active team changes at once, one steady set of keys keeps the door openable. This one extra, steady admin turns the two-admin rule into something even sturdier. It is the small bit of planning that means 'we lost our Facebook Page' never has to be your group's story.

LINKING OUT

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21. Tying the Page to Your Other Tools Your Page works best when it points to your other homes online — your website, your online giving, your calendar. A visitor who lands on Facebook should be able to get from there to whatever they need next with a tap. A little linking turns the Page into a helpful hub rather than a dead end. Add your website address to the Page's About section and posts. Add a button — 'Learn More,' 'Donate,' or 'Contact' — pointing where you want visitors to go. Link to your online giving or event registration where relevant. Keep those links current, so none of them lead to a dead page. TIP The Page's main button is prime real estate. Point it at whatever you most want visitors to do — give, visit, or get in touch — and keep it pointed somewhere that still works. Thought of as a hub, the Page stops being an island and becomes the friendly front desk that sends visitors on to exactly what they came for. MEASURING 22. Seeing What's Working, Simply Facebook shows you simple numbers about your Page — how many people saw a post, how many follow you, which posts people liked and shared. You do not need to obsess over these, but a glance now and then tells you what your community responds to, so you can do more of it. Check occasionally which posts reached the most people. Notice what people respond to — usually photos and real news beat text. Watch your follower count grow slowly; steady beats sudden. Do not chase numbers; use them only to learn what your people like. GOOD TO KNOW The lesson is almost always the same: warm photos of real people and plain, honest news do best. You rarely need the numbers to tell you that, but they confirm it.

BOOSTING**15. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

A light touch with the numbers keeps you learning without turning a friendly Page into a stressful scoreboard. Do more of what your people warm to, and leave the rest. 23. Should You Ever Pay to 'Boost'? Facebook will offer to 'boost' your posts for money, showing them to more people. For most small churches and clubs, this is not necessary, and the money is usually better kept. There are a few moments — a big community event, a fundraiser — where a small, careful boost can help, but it is never required. Everyday posts do not need paying for — organic reach serves most groups fine. A small boost can help for a big, open community event, if you have a budget. Set a tight spending limit if you try it, and watch what it actually brings. Never feel pressured by Facebook's prompts to spend — most groups never need to. WATCH OUT Facebook nudges you to boost constantly, and it is easy to spend money for little return. If you try it at all, set a small firm limit and treat it as an experiment, not a habit. For the vast majority of groups, a steady, warm, free Page does everything needed. Keep your money for your mission and let honest, regular posting do the work. NOT JUST FACEBOOK 24. Don't Put All Your Eggs Here Facebook is useful, but it is not yours — it is a company's platform, and its rules and reach can change without notice. That is why a Page should be one part of how people find you, not the only part. Keep a foothold you fully control, so a change at Facebook can never cut your group off from its community. Keep your own website or at least an email list that you control. Make sure your contact details live somewhere besides Facebook. Collect members' emails or phone numbers so you can reach them directly. Treat the Page as a front door, not the whole house.

GOOD TO KNOW

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Groups that relied on Facebook alone have been stung when reach dropped or a Page was lost. A simple email list or website you own is the backstop that keeps you connected no matter what Facebook does. Use Facebook for all it is worth, but keep one foot on ground you own. That balance gives you the reach of the Page with the security of your own channel.

CHECK-INS & REVIEWS 25. Check-Ins, Recommendations and Reviews People can check in at your location and leave recommendations or reviews on your Page. For a church or club these are mostly a lovely thing — warm words from members and visitors that others see. It helps to welcome them, respond kindly, and know how to handle the rare unkind one with grace rather than panic. Members checking in tells their friends your group exists and is active. Kind recommendations are social proof that draws newcomers. Thank people warmly for a positive word — it encourages more. For a rare harsh review, reply calmly and briefly, or let it pass; do not argue.

WATCH OUT A gracious, unruffled reply to an unkind review impresses onlookers far more than the review itself. Never argue in public; a warm 'we're sorry you felt that way, please reach out' says more. Most of what people post about a welcoming group is kind. Encourage the warm words, handle the rare sour one with grace, and your Page's reputation looks after itself.

ACCESSIBILITY 26. Making Your Posts Reach Everyone A little care makes your posts reach people who might otherwise miss them — those using a screen reader, those hard of hearing, those with weaker eyes. These touches cost nothing and quietly widen your welcome to the whole community, which is very much in the spirit of a church or club. Add a short description to photos so screen-reader users know what they show. Put captions on any video, for members who are hard of hearing.

GOOD TO KNOW

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Keep text in posts, not baked into an image, so it can be read aloud and enlarged.

Use plain language and good contrast in any graphics you make. Facebook can add automatic captions to videos, and you can edit them for accuracy. A captioned video reaches the hard-of-hearing members who are often the most grateful to be included. Thinking about accessibility is simply good hospitality carried onto the screen. A few small habits mean your news reaches every member, not only the ones who see and hear easily.

A POST PLAN 27. A Gentle Plan for What to Post A loose plan takes the weekly 'what do I post?' pressure off your volunteer. You do not need a rigid schedule — just a short list of reliable post types to rotate through, so the Page stays varied and alive without anyone having to invent something clever each time. A reminder of the upcoming service, meeting, or event. A warm photo from a recent gathering, with a short caption. A thank-you to volunteers, givers, or helpers. An encouraging thought, verse, or welcome to visitors. News of a need, a project, or a milestone the group reached. TIP Jot these five or six post types on a card for your volunteer. When they sit down to post, they pick one and fill it in — no staring at a blank screen wondering what to say. A simple rotation keeps the Page warm and varied with almost no mental effort. It is the difference between a Page that quietly dies and one that stays a living window into the group.

PHOTOS WELL 28. Sharing Photos and Albums Photos are the heart of a lively Page — a potluck, a work day, a baptism, a club outing. They do more than any words to show a warm, active group. A little care in how you share them, with privacy in mind, keeps them a joy rather than a worry. Share a few good photos rather than dozens of similar ones.

GOOD TO KNOW

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Group related photos into an album for a bigger event.

Mind the privacy rules — ask before close-ups, especially of children. A warm caption naming the occasion helps people connect with the photo. A handful of well-chosen, warm photos does more for your Page than a flood of blurry ones. Quality and warmth beat quantity every time. Used thoughtfully, photos turn your Page from a bulletin board into a family album the whole community can share in. They are the single best thing you can post.

GROWING FOLLOWERS 29. Helping More People Find the Page A Page serves the group best when more of your members and community follow it. Growing that following need not mean chasing numbers or paying for reach — it mostly means inviting the people already connected to you and making the Page easy to find. Invite your members to follow and share the Page with their friends. Put the Page's name on your bulletin, newsletter, and website. Ask members to share event posts, which carries them to new people. Mention the Page warmly from the front now and then.

TIP Your own members sharing a post reaches far more local people than any paid boost. A congregation that shares the Page's events is the best advertising a group could ask for. Steady, organic growth from your own people is the healthiest kind. Invite, remind, and make it easy to share, and the following grows naturally alongside the group.

MISTAKES 30. The Mistakes to Avoid Most Facebook troubles for groups come from a short list of avoidable mistakes. Knowing them up front is the easiest way to keep your Page healthy, safe, and welcoming for the long haul. Setting the group up as a personal profile instead of a Page. Having only one admin, so the Page can be lost with that person. Letting hours, address, or service times go stale.

TIP**19. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Skipping two-factor login, leaving admin accounts easy to hijack.

Relying on Facebook alone, with no email list or website you control. Run a quick check: is it a Page, does it have at least two admins with two-factor on, and are the hours right? If yes to all three, you have avoided the worst of the trouble. None of these is hard to fix. A Page, two or three protected admins, current details, and a foot on your own ground — get those right and the rest is easy. COMMON QUESTIONS 31. Answers to Common Questions A few questions come up whenever a group sets up its Facebook presence. Here are short, honest answers to the ones heard most. 'Does a Page cost anything?' No — creating and running a Page is free. 'Do members need a Facebook account to see it?' They can see a public Page without one. 'Can two people post from it?' Yes — that is exactly why you add several admins. 'Will my personal posts show on the Page?' No — your profile and the Page stay separate. 'Do we need a Group too?' Only if members want a space to talk; a Page alone is fine. GOOD TO KNOW If a question here makes you nervous about starting, that is normal. In practice the setup is simpler than it sounds, and the admins-and-details part is where a little care pays off most. If a worry is holding you back, it is the kind of thing worth a short conversation before you begin. Most of the answers here are more reassuring than people expect. GETTING STARTED 32. Getting Your Page Going You now know the whole shape of it: a Page, not a profile; two or three protected admins; complete and current details; a gentle posting habit; and a foot on ground you own. The best time to set it up is soon, while the plan is fresh, so your group has a warm, open front door online.

- 1 Gather your name, photos, hours, contact, and admin list.

GOOD TO KNOW

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- 1 Have one trusted person create the Page and fill in the details.
- 2 Add two or three admins and turn on two-factor login for each.
- 3 Post a warm welcome and your next event.
- 4 Write down who the admins are, and set a gentle weekly posting habit. You do not have to remember all of it. You just have to remember you can call. Friendly, in-home help, and I come to you — (330) 200-8042. A tidy, current Facebook Page is one of the simplest ways to show your community you are active and welcoming. Set it up well once, protect the keys, and it serves the group for years. BILL'S HERE TO HELP 33. You Don't Have to Set It Up Alone If any part of this feels like more than you want to take on — creating the Page the right way, adding admins, turning on two-factor, or rescuing a Page that got tied to one person who has since left — that is exactly the kind of thing I help local groups with. I am glad to sit down with your officers and get it set up safely. I can create the Page properly, add and protect your admins, fill in the details, show a volunteer how to post and make events, and set up two-factor login so the Page cannot be hijacked. Then I leave you with it working and a simple written cheat sheet, so the group owns it for good. GOOD TO KNOW Friendly, in-home and in-person tech help for people and groups around Portage County. I come to you. If you are not happy with a visit, I will make it right. (330) 200-8042. Whether you set it up yourself with this guide or give me a call, the goal is the same: a warm, current Facebook Page your whole group owns and nobody can walk off with.

CHEAT SHEET**21. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Everyday Cheat Sheet Keep this page handy. It points you straight to what to do for each task. I want to... Do this Use a Page A Page is for the group; a personal profile is against the rules and risky Add two or three admins So the Page never depends on one person's login Fill it in fully Name, photo, description, hours, address, phone, website Turn on two-factor Every admin account gets the extra login code — the key anti-hijack lock Post gently and steadily A warm post about once a week beats rare bursts Use events Facebook reminds the people who say they're coming Mind privacy Ask before posting faces, especially children; no home addresses Keep a foot on your own ground An email list or website you control, in case Facebook changes Get help Call Bill: (330) 200-8042

HOW I CAN HELP**22. For electrical, gas, water, or ladder work, please call a licensed professional. — Bill's Home Tech**

Your Visit — and My Promise In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included. Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo). GOOD TO KNOW My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated. Call or text (330) 200-8042 · Book a visit: billshometech.com/book · bill@billshometech.com This free guide is for general information only — not professional advice, and no substitute for your device's own manual. Any prices or outside products mentioned can change; please confirm current details before you buy. Please use your own good judgment and follow it at your own risk — for anything involving electricity, gas, water, or heights, stop and call a licensed professional. Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results. © 2026 Bill's Home Tech, LLC.

AT A GLANCE

A Picture to Follow Along

Page, Profile or Group?

Three different things on Facebook — a church or club wants a Page.

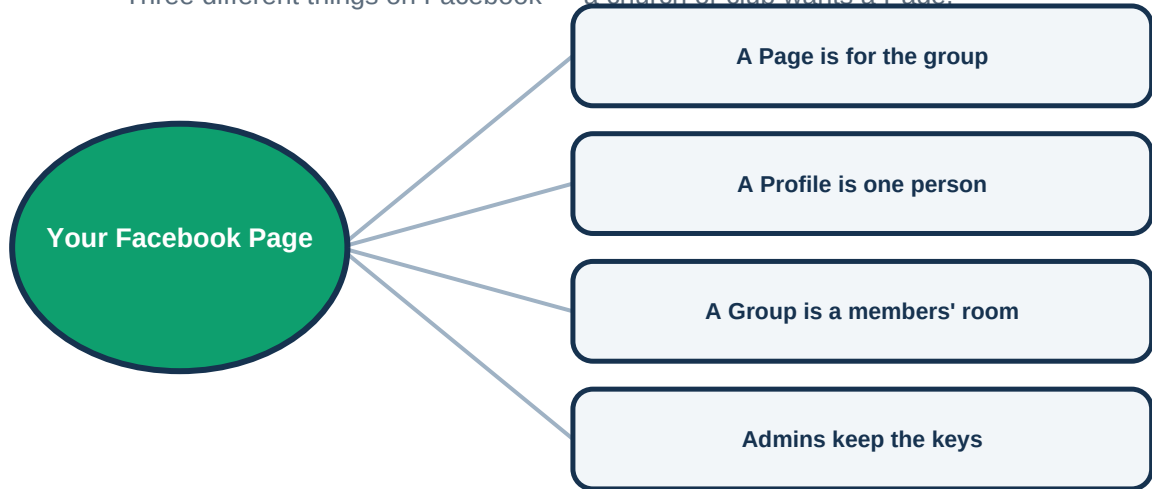


Illustration — a schematic. Set-up screens differ; each takes only a few minutes.

AT A GLANCE

A Second Look

Setting Up a Page That Lasts

Four calm steps, so the Page outlives any one volunteer.

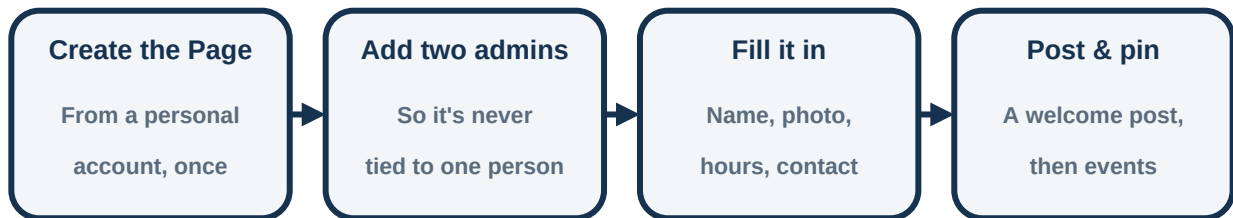


Illustration — a schematic. The order is a suggestion; do one box at a time.

A schematic of the plan — company steps vary; the order does not have to.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

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Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: **billshometech.com/book** · **bill@billshometech.com**

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