

Eurobodalla Natural History Facebook Site Access Guide

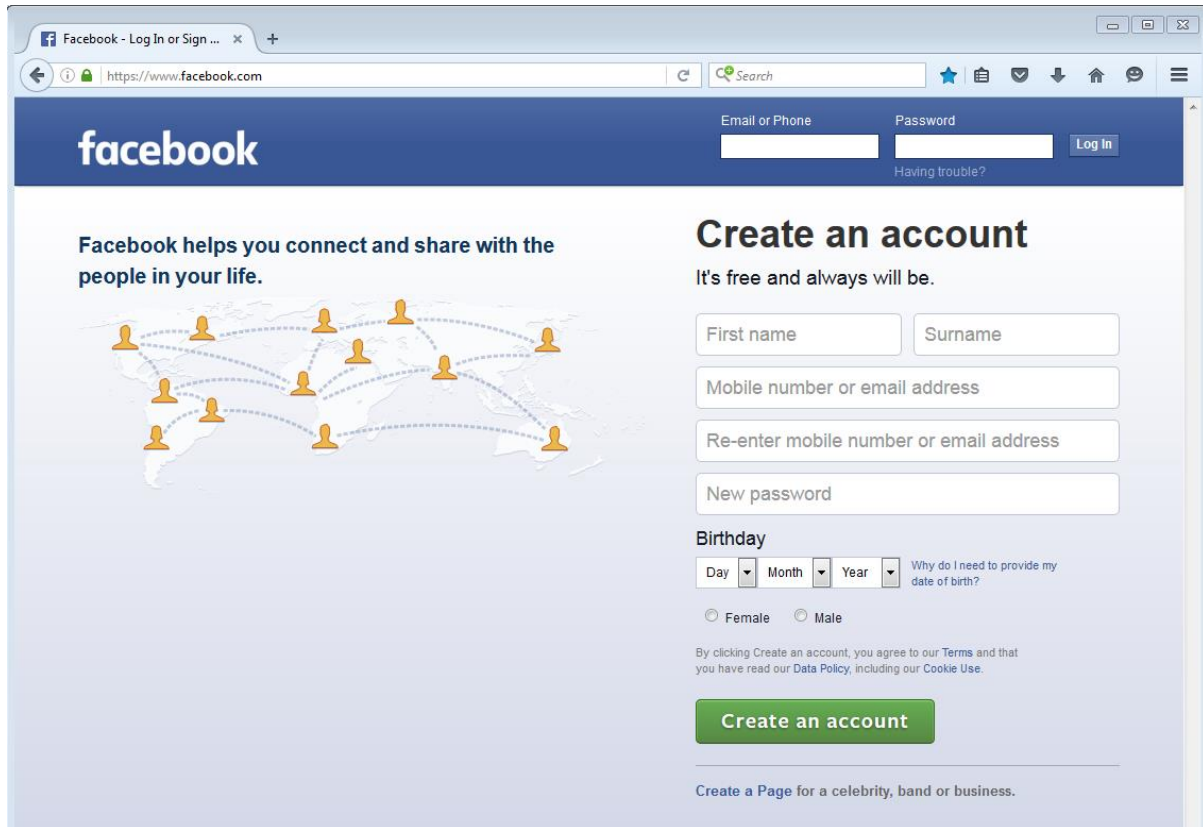
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Creating a Facebook account

If you do not have a Facebook account you need to create one before you can access the ENH Facebook Site. To create a Facebook account enter “<https://www.facebook.com>” into your browser’s address field or click on the below link:

<https://www.facebook.com/>

A screenshot of the Facebook website's account creation page. The browser's address bar shows "https://www.facebook.com". The page features the Facebook logo and a navigation bar with fields for "Email or Phone" and "Password", and a "Log In" button. Below the navigation bar, the main heading is "Create an account" with the subtext "It's free and always will be." To the left, there is a graphic showing a world map with several orange person icons connected by dashed lines, representing a global network. The registration form includes fields for "First name", "Surname", "Mobile number or email address", and "Re-enter mobile number or email address". There is also a "New password" field. Under the "Birthday" section, there are dropdown menus for "Day", "Month", and "Year", along with radio buttons for "Female" and "Male". A small text note asks "Why do I need to provide my date of birth?". At the bottom of the form is a green "Create an account" button. Below the button, there is a link that says "Create a Page for a celebrity, band or business."

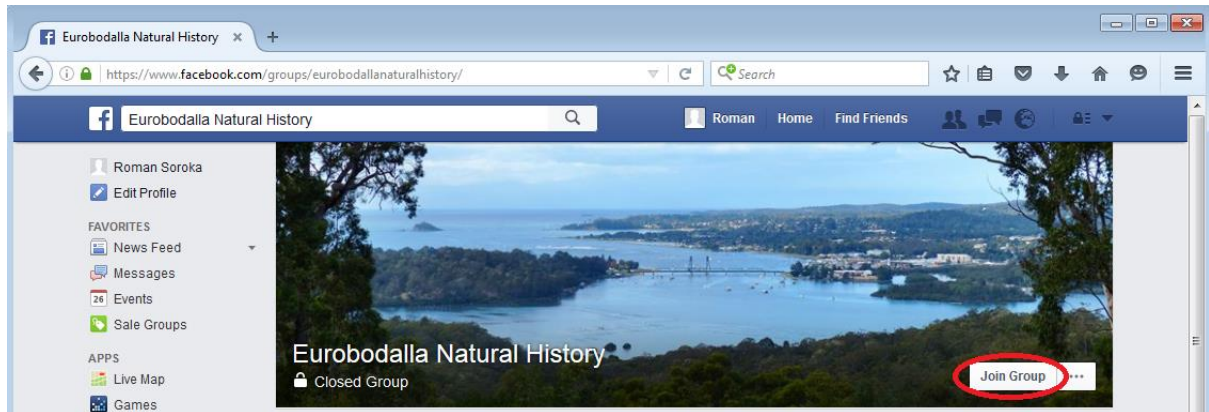
The Facebook account creation process is straightforward, fill in all the fields on the first page and click “Create an account”, then follow the instructions on the subsequent screens.

Once all the required information has been supplied your account will be created and you can then login to Facebook.

Joining the Eurobodalla Natural History Facebook Site

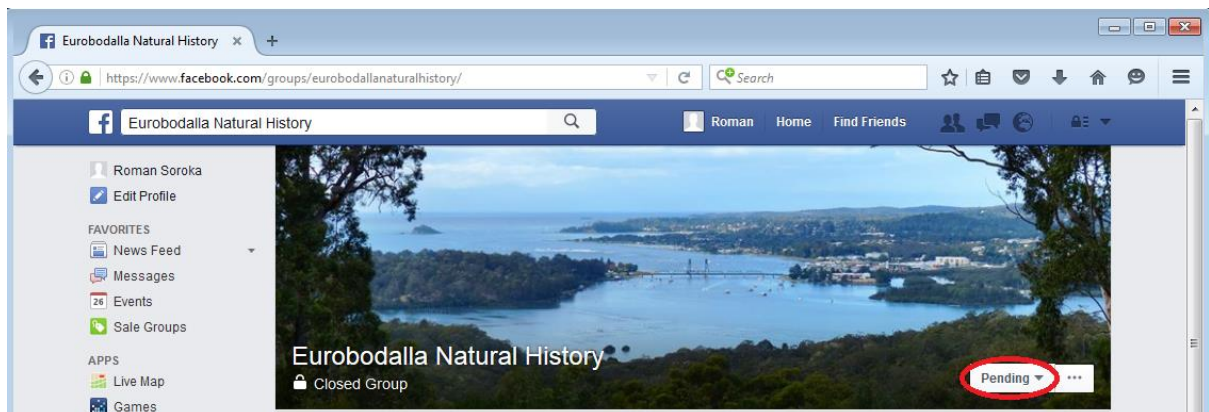
Login to Facebook and then enter “<https://www.facebook.com/groups/eurobodallanaturalhistory/>” into your browser’s address field or click on the below link:

<https://www.facebook.com/groups/eurobodallanaturalhistory/>

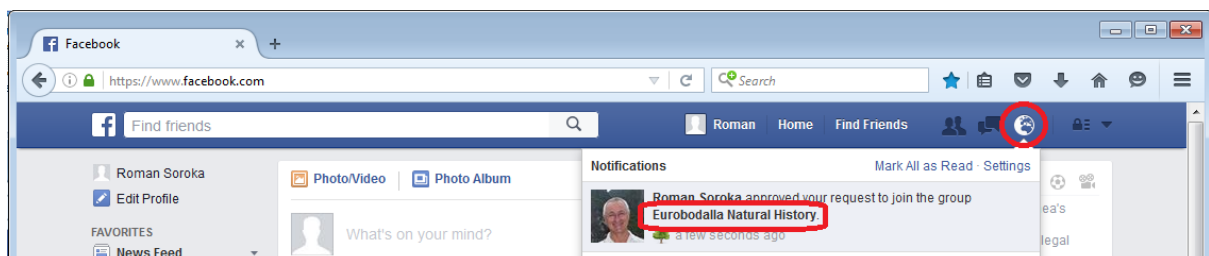


The Eurobodalla Natural History Facebook site should be displayed.

Click on “Join Group”. This will submit a request for you to be added to the group’s membership.



“Pending” will be displayed until a group administrator acknowledges your request. Note that this may take some time as an administrator may not be on line at the time you submit your request.



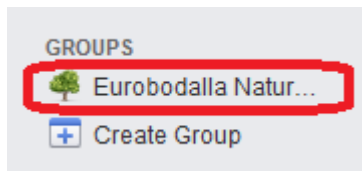
Once your request has been acknowledged a notification will be posted on your Facebook home page. The notification can be viewed by clicking on the globe icon at the top of the page. The site can then be accessed by clicking on the link in the notification or via the following link

<https://www.facebook.com/groups/eurobodallanaturalhistory/>.

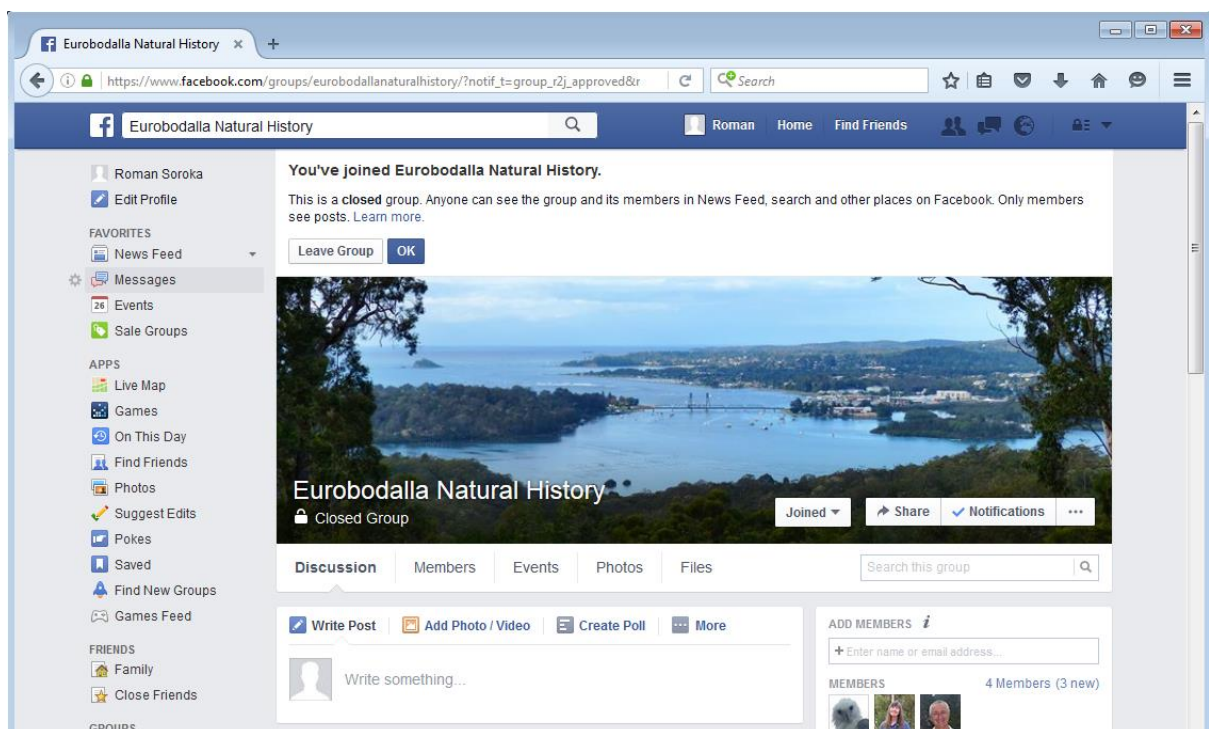
Accessing the ENH Facebook site

You can access the site by entering “<https://www.facebook.com/groups/eurobodallanaturalhistory/>” in your browser’s address field or by clicking on the following link :

<https://www.facebook.com/groups/eurobodallanaturalhistory/>

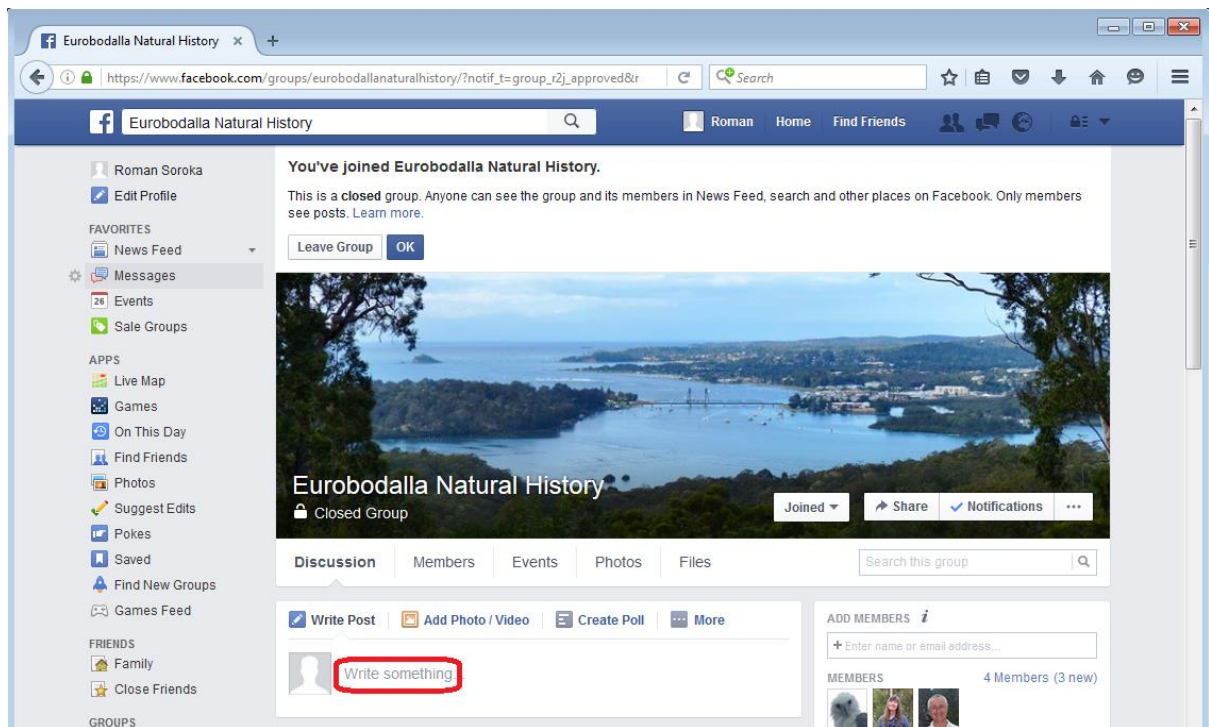


Alternatively the site can be accessed by clicking on the link in Groups section on the left hand side of your Facebook home page.

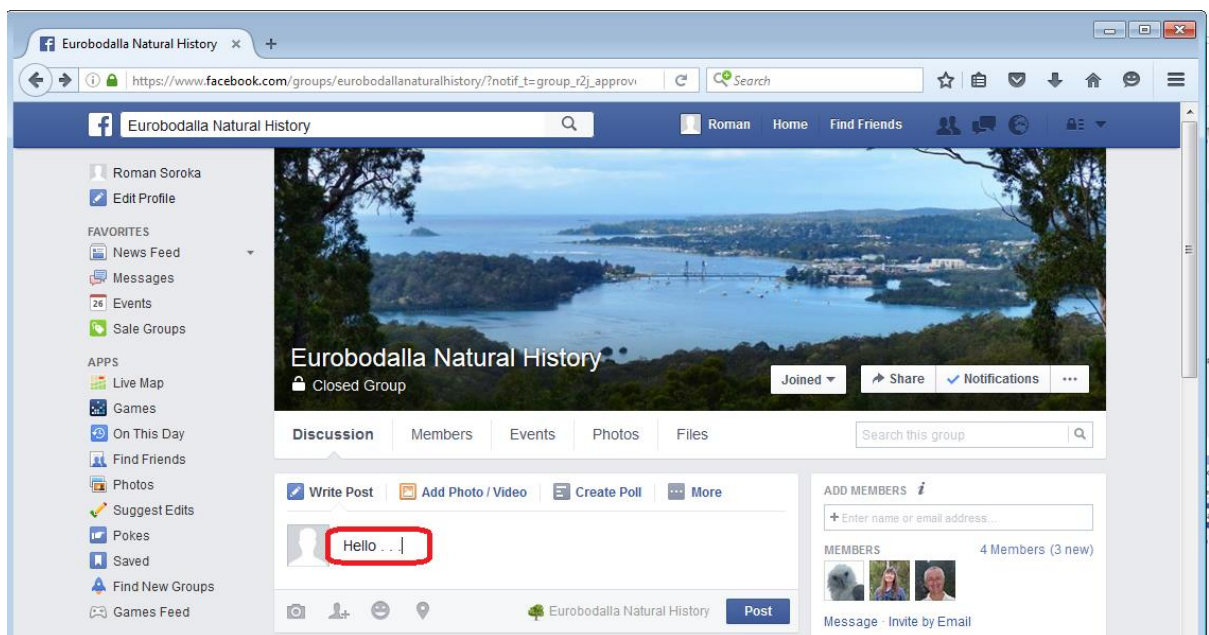


The ENH Facebook home page will be displayed where you can view existing posts.

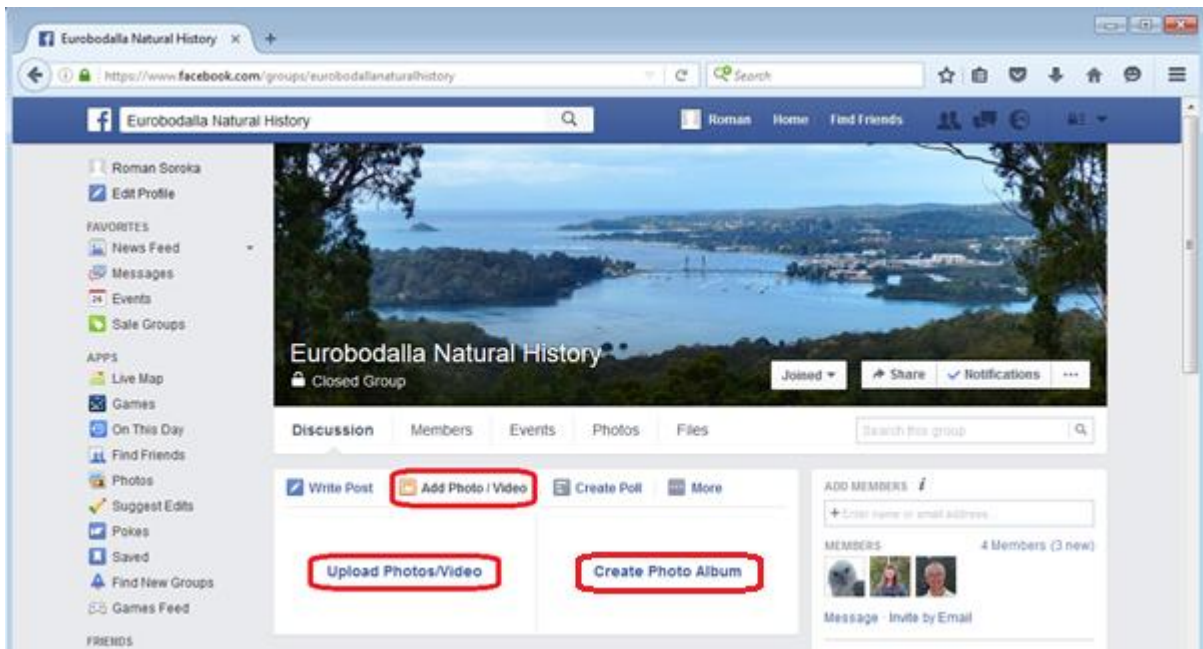
Creating a post



Click in the "Write something" section.

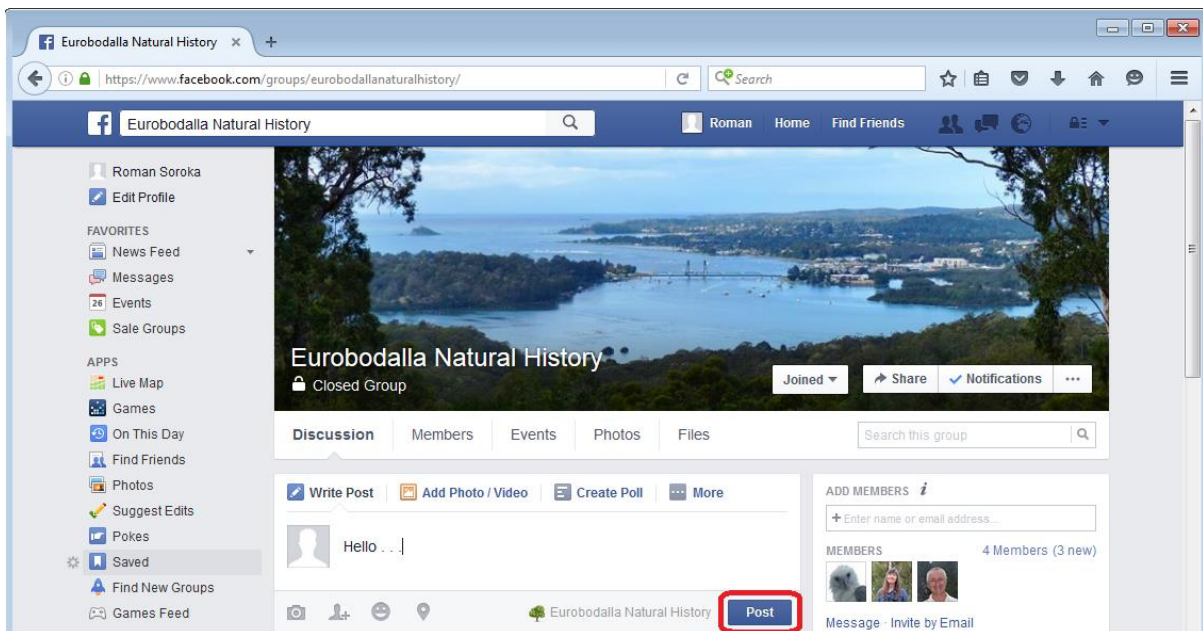


Type the text of your post.



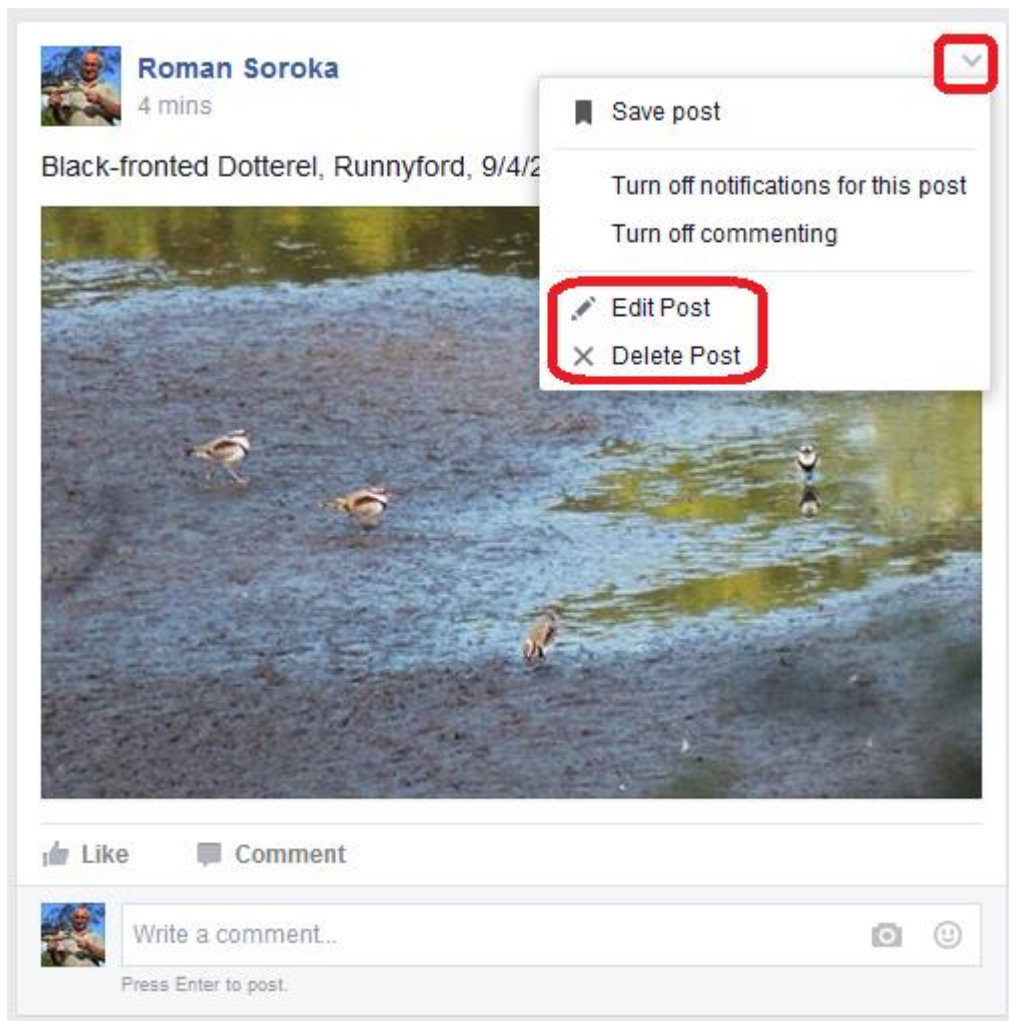
If you wish to upload a photograph or video to be included in your post select “Add Photo/Video” and then “Upload Photos/Video”. Browse to the file location and select the file you wish to upload. If you have more than one photograph to add to the post repeat the “Add Photo/Video” step.

When posting multiple related images (e.g. several images from a single ENHS Field Trip) a better approach is to select the “Create Photo Album” option. You can provide additional information in the Album description such as date and location.



When you have finished editing your post click “Post”.


Editing a post



If you wish to edit or delete your posts click on the top right corner of the relevant post and select the required action from the drop down menu.




Adding a comment to a post

Varied sword-grass brown butterfly, Clyde River National Park, Batemans Bay, 24/4/2016



👍 Like 💬 Comment

✓ Seen by everyone

Press Enter to post.

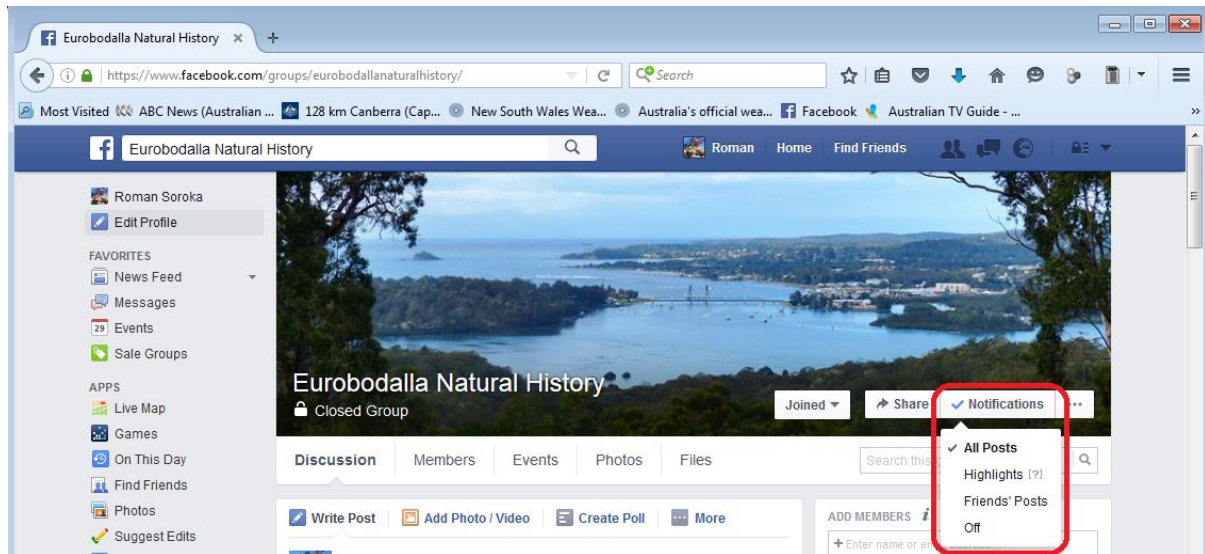
If you wish to comment on your or another member's post click in the comment field and type your comment.

You may also include a photograph with your comment by clicking on the camera icon then browse for the relevant image file.

To post your comment press enter in the comment field.

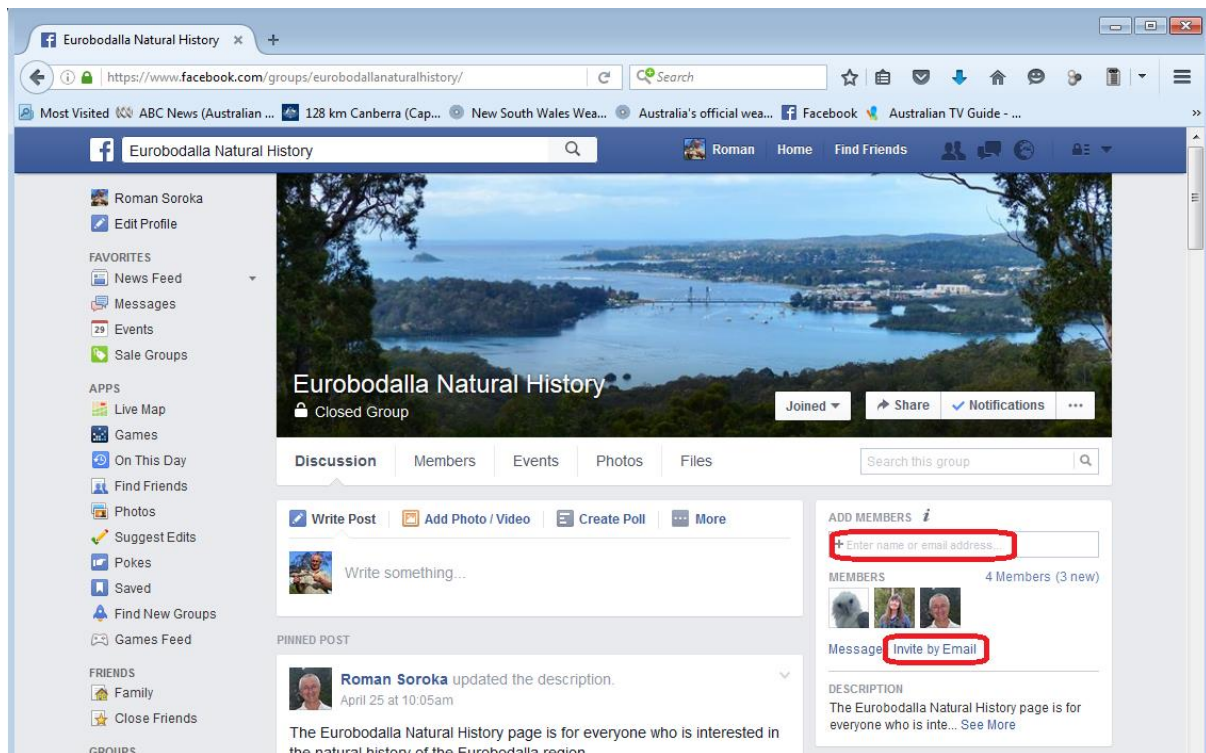
Controlling when you receive notifications

By default each time someone adds a post to the site you will receive an email notification.



You can change when you receive notifications by clicking on the “Notifications” button at the top of the page and selecting your preferred notification option.

Adding or inviting new members to the group



There are two ways add a new user to the group:

- If user already has a Facebook account enter their Facebook account name in the “Add Members” field.
- If they do not already have a Facebook account you can send them an invitation email by clicking on the “Invite by Email” link and then entering their email address. If they wish to accept the invitation they will have to create a Facebook account.

New member requests have to be approved by a site administrator before the new member can access the site.