

loCF Facebook Group

This group is a secret group. No one from outside the loCF can see it or log in. You can only be invited to join by the loCF.

The FB group can be quickly accessed from your PC at www.facebook.com, and via the Facebook app on your tablet and smart phone. Just look for the loCF in the pale grey panel on the right for your screen under groups.



This makes it very convenient if you have a question or a moment of inspiration you would like to share. It allows you to post wherever you are and hopefully receive answers or comments back from other members very quickly!

T&C's

1. Accepting the T&Cs is agreement that any poem or ceremony wording which a member shares with the group can be used by other members in their ceremonies.
2. Nothing should be posted, or comments made, that would bring the loCF into disrepute in the unlikely event that they were made public.
3. Posts and comments should not contain anything that could identify a funeral company or staff member, crematorium or specific family or any other individual outside the group.
4. Acceptance is also agreement that the administrator has the authority, on behalf of the council of management, to remove any posts which are deemed inappropriate.
5. Members will appear on the group page only by the personal name by which they are known as a member of the loCF and not by their company or business title.
6. The content of any post or comment in the Facebook group (information, resources, anecdotes etc) should not be reproduced on any other social media page or forum, without the express permission of the original author.
7. Please acknowledge that you have read and accepted the T & Cs when you first log onto the group. This can be done in the discussion area.

Instructions

1. For those **with** an existing FB account - Your invitation to join will be in your email browser. i.e. Outlook, Hotmail etc. Click on **join group** button and you will be taken to the loCF page. (Go to number 3)
2. If you **don't** have a Facebook account, you will **need** to set one up. Here is what you do.
 - a) Go to www.facebook.com

- b) Go to login page and create a new account. This involves your name (Christian name and surname), your email address (preferably the one on file at the loCF), gender, and a password.
- c) Once you have confirmed your email address it will let you open your account.
- d) Go to the privacy settings (click on the little padlock on the top right hand corner) and set up your privacy levels.
- e) Your invite to join will be in your email browser. i.e. Outlook, Hotmail. Click on **join group** and you will be taken to the loCF page. (Go to number 3)

Remember no one can see what gets posted in the group as it is a secret group in Facebook terms. If you post it will show up on your own page but not on your timeline that any Facebook friend's you have can see. Remember if you only want to use Facebook for the loCF page but get bombarded by requests from friends you can either just ignore them, or decline. The person making the request **will never** know!

- 3) Any postings will go straight through to the group with no admin permission needed for the content. However, all posts are monitored for content and anything inappropriate will be taken down. Much in the same way as the Forum on the loCF website.
- 4) Once you are on the page posting to the discussion is easy. At the top of the page are the words *Write something.*

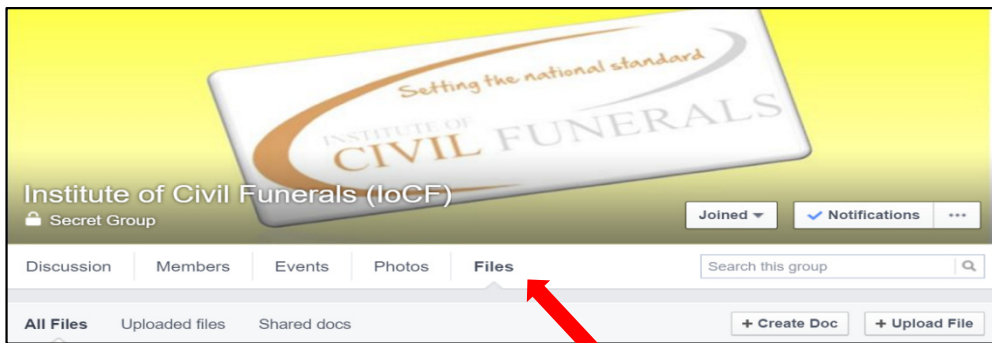


- a) Just write what you would like to discuss or ask a question about and press post.

b) To make it easier for other members to find your idea/post/thread etc. at a later date through the search function, it is a good idea to give the discussion a title or subject and use keys words.

For example, **London Bus/Bingo Poem/Poem/**. It can be anything as long as it says something about the post that is memorable.

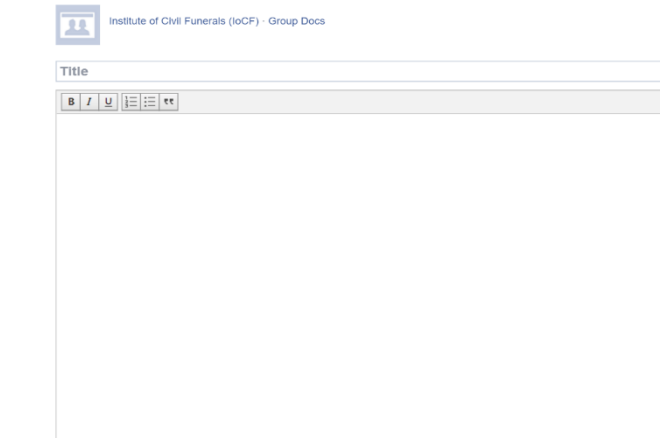
5) Another section that you can also post things, is called **Files**. This is the **best** place to put any poems, scripts or articles that you want to share. They are then stored for everyone's use.



a) There are several ways to create a file. The first option and perhaps the easiest is to create a document/file in word on your computer, save it and then using the upload file button post your file. (See upload file button in pictures below)

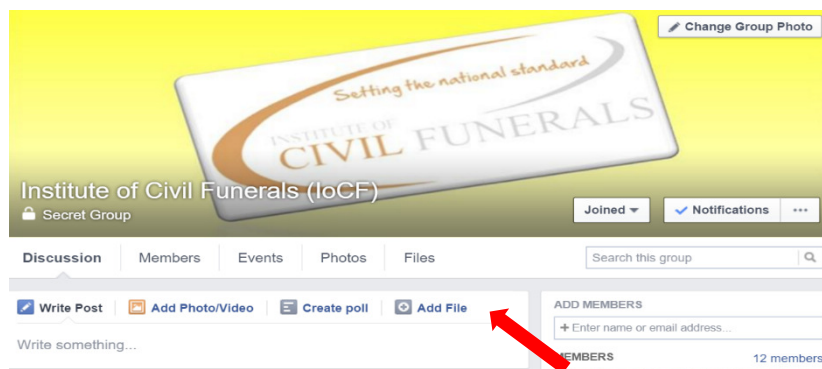


- b) The second option is to create the file within the page. (See create doc button above and screen below)



The create a doc. screen allows you to put in a title and then type what you want to post in the box. You can do this by simply typing or you can copy and paste from another document.

- c) The third option involves using the 'Add a file button (see below) and following the prompts.



All of the options are easy to follow once you open them up.

It is **very important** to use **keywords** in the file section.

For example, if you are posting poem please put the word

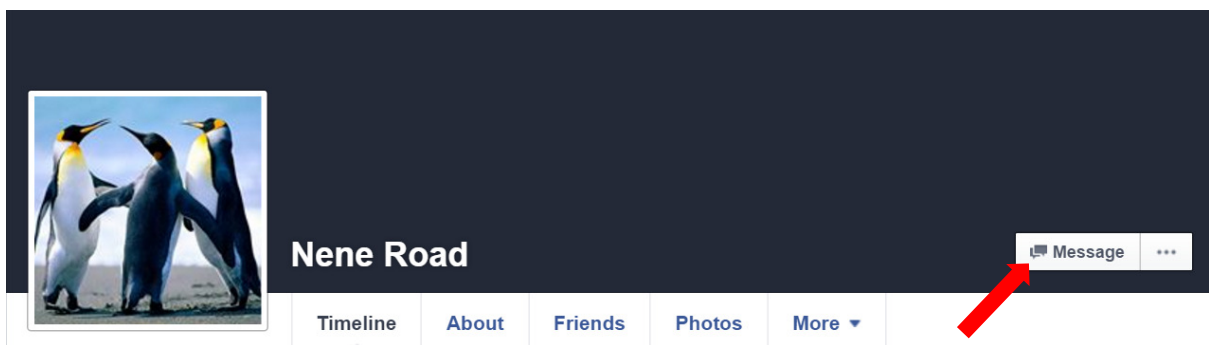
Poem followed by a subject or who it is for or its title e.g. **Poem – Mum, Poem - Dad, Poem- Farmer, and/or Poem – Bingo - Numbers Up**

The more keywords at the start, the easier it will be for members to search for at a later date.

6) **Messaging** other members on Facebook is easy. Simply click the button marked members.



The complete list of members will come up. You can scroll through all of the names but you will find it easier to use the search function within that page to find the member you want. Once you have found them, simply click on their name and their FB page will come up. Once you are on the members Facebook page just click the message button and the private message screen will appear.



It is best to **always** message members this way and not in the discussion section.

Should you have any questions or problems with FB at any time.



Please feel free to call Ann Adlem on **01582 513156** or **07769344850** or email on aadlem.civilcelebrant@virginmedia.com