



Inclusion
London

Into Sport Guide to Facebook

June 2016



What is Facebook?

Facebook is a free, social networking website that anyone can use.

This means it is a website that helps people keep in touch with other people wherever they are.



You can use it to keep in touch with other people from Into Sport.

You can use Facebook to tell people about what you are doing, or to send messages to friends and family, or to share photos and videos.

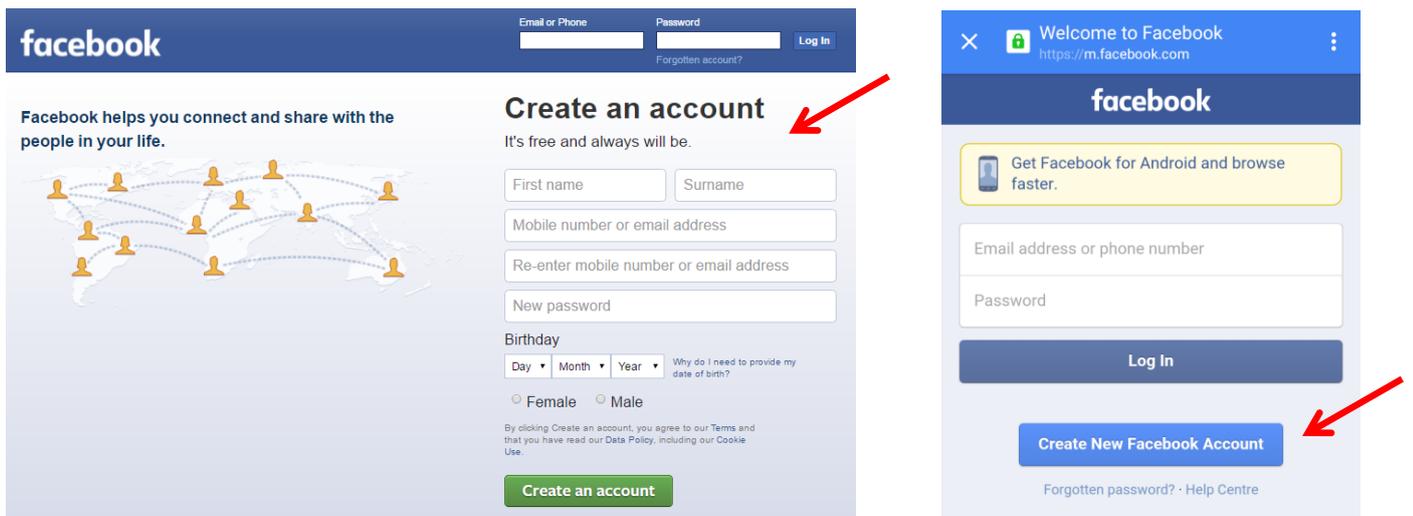
Your Facebook profile page

Your profile page shows information about you, and any comments and photos that you share. Once you have a profile page you can find friends and post things on Facebook.

To start with, only put a little about yourself on your profile page – your name, where you live, and a photo. You can always add more later.

Never put your telephone number or address on your profile page.

How to set up your profile page



Go to www.facebook.com

On the right hand side you will see the words 'Create an Account' or 'Sign Up' with some boxes underneath.

1. Put in your first name and surname. Most people choose to put their real name. You can put another name but this will make it a lot harder for your friends to find you on Facebook.
2. It asks for a mobile number or email address. If you have email you use regularly, then it is best to put your email address. If you don't, then put your mobile number but you will need to remember to change this on Facebook if you ever change your number.
3. Next you need to put a password. The safest passwords contain both letters and numbers. Never use your name or date of birth. **Keep your password safe and don't tell other people what it is.**
4. Put in your date of birth – you need to do this so Facebook knows if you are under or over 18.
5. Tick the box for male or female.

That's it! Press the green button that says 'Create an account' or 'Sign Up' and you will have started your Facebook profile page.

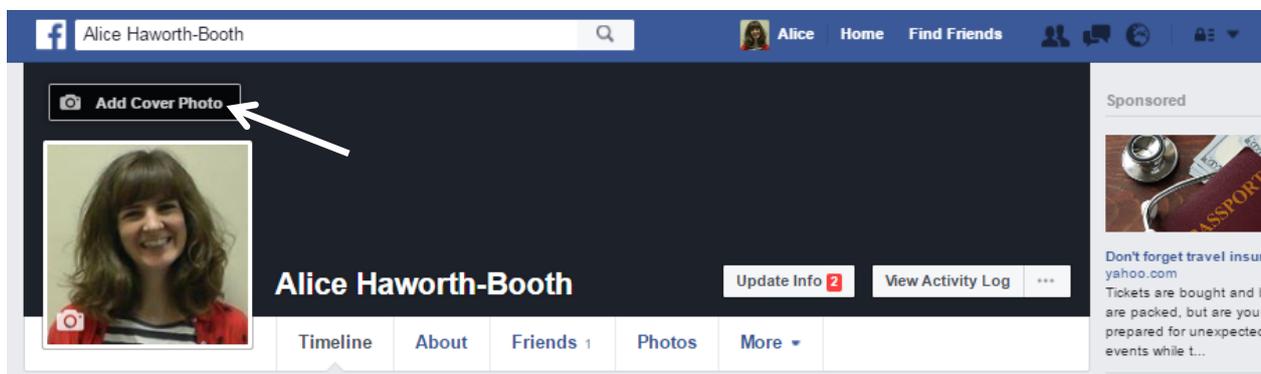
On the next page, Facebook asks for the mobile number or email address you signed up with, to check to see if any people you know are also on there...

- This is to help you build up your list of 'Friends'. It is up to you whether you do this or search for people yourself.
- This page also asks you to upload your **profile picture**. Putting a picture is a good idea but it doesn't have to be of you if you don't want it to be.
- We will go through how to do this later.

Once you have finished, you will be taken to your profile page. If not, click on your name in the blue bar at the top.

- You will be asked if you want to upload a **cover photo**, to go across the top of your profile page. This is also a good idea but you don't have to put a picture of you. Lots of people put pictures of nature, or a nice view, or maybe their favourite sports team.

Now you have your very own Facebook page, ready to post comments and photos.

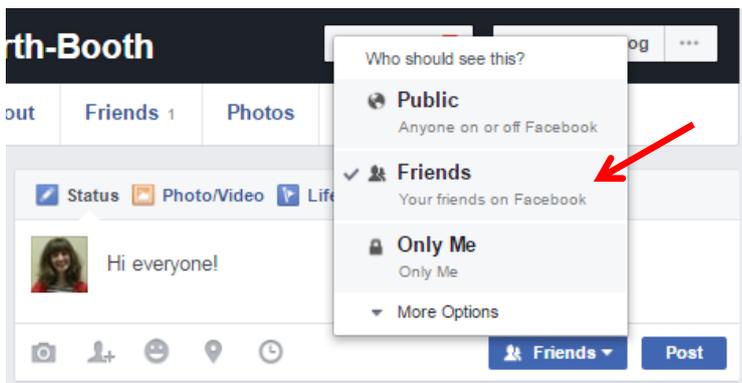


Making your page private

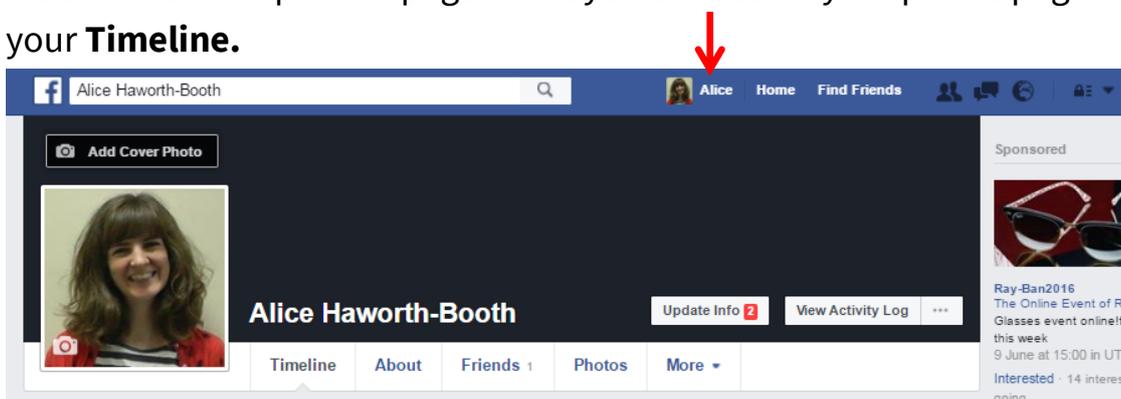
It is very important to make sure your page is 'private'. This means only your Facebook friends can see what's on there.

On your page, underneath the cover photo, there is a box with the words '**What's on your mind?**' This is the '**Update status**' box...

1. Start typing and a box will pop up, asking: 'Who should see this?'
2. Click on the 'Friends' box.
3. Facebook will remember this for all your future posts, so only your friends will see your comments and photos.
4. You can check this easily by looking at the button at the bottom of the 'Update status' box. It should say 'Friends'. If it says 'Public', click on the little arrow next to the word and click 'Friends'.



To see what your profile page looks like to your friends, click on **your name** in the blue bar at the top of the page. What you can see on your profile page is called your **Timeline**.

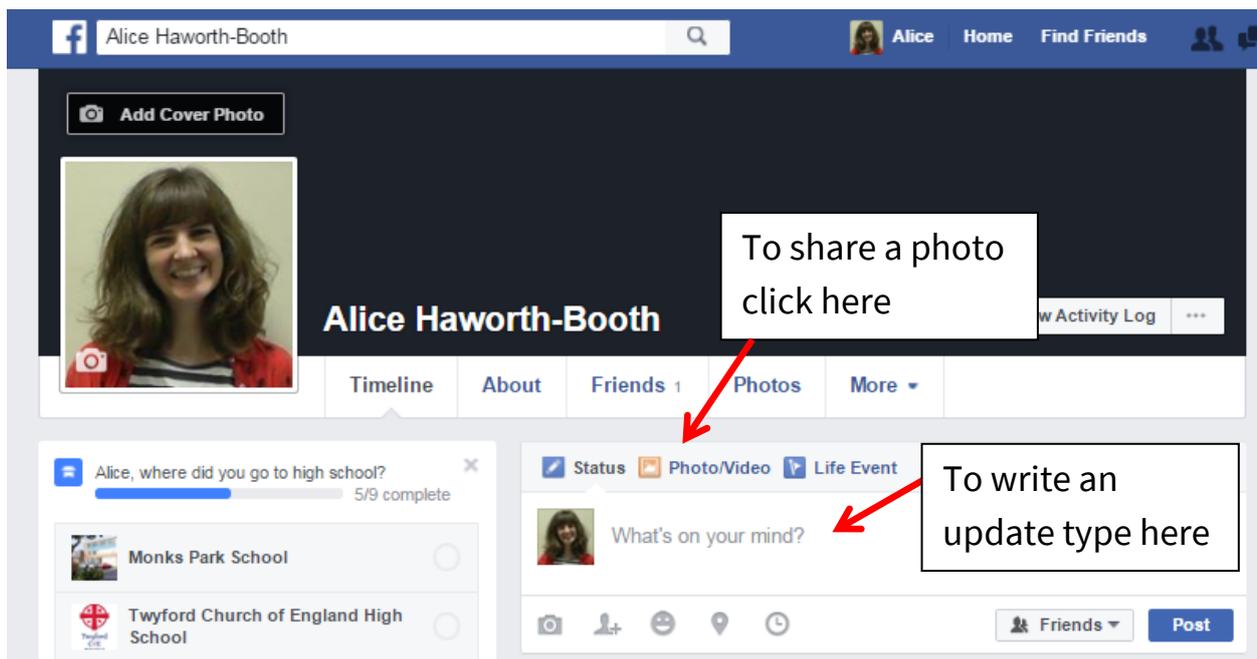


Now you are set up...

You are ready to post updates and photos on Facebook.

To post an update means to share information about what you are doing or something you might want other people to know...

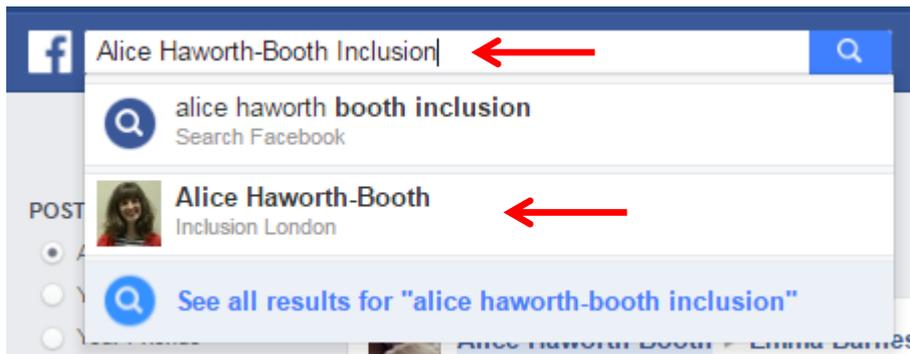
1. Think about what you write and if you are not sure then ask someone what they think before you send it. A good rule is not to post anything you would not want your family to see.
2. Type what you want to say in the 'Update status' box and click on the blue 'Post' button. **Remember to check it is set to 'Friends'**.
3. If you want to mention a Facebook friend in a post, this is called '**tagging**'. Start typing their Facebook name and it will pop up in a box while you type. Click on their name to tag them.



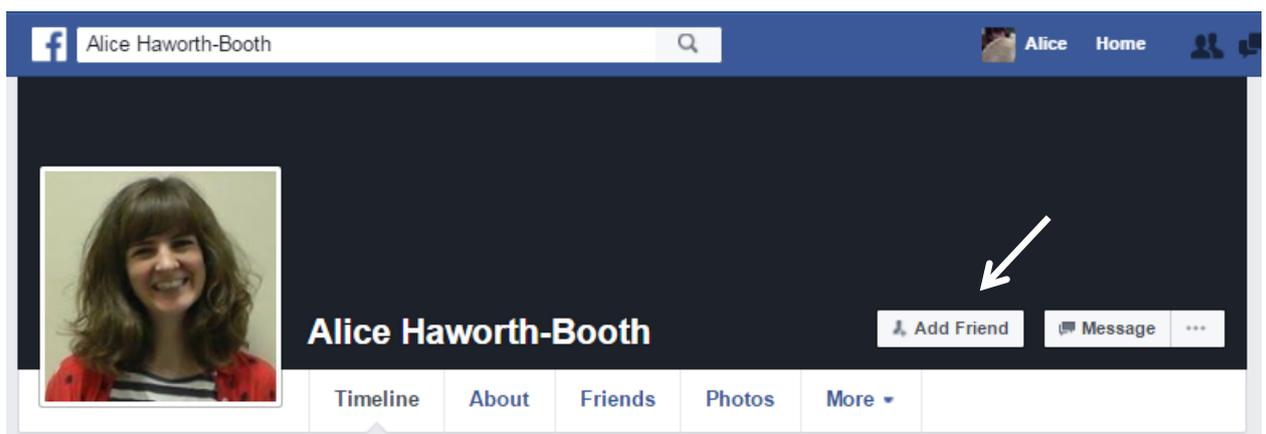
Finding Facebook Friends

A 'Friend' is a person you know on Facebook and a person who knows you. If you want to see and write on someone else's Facebook page, you need to be friends.

1. To find your friends on Facebook, type their name in the long white box in the blue bar right at the top. This is the **Search box**.



2. Quite often, there is more than one person with the same name. You can find your friend by their photo, or by the town underneath their name.
3. Click on their name. This will take you to their page. Check that the photos and friends they know (on the left hand side) seem to be for the right person.
4. If you believe it's your friend, click the button that says 'Add Friend' at the bottom of their cover photo. The button will change to 'Friend request sent'.

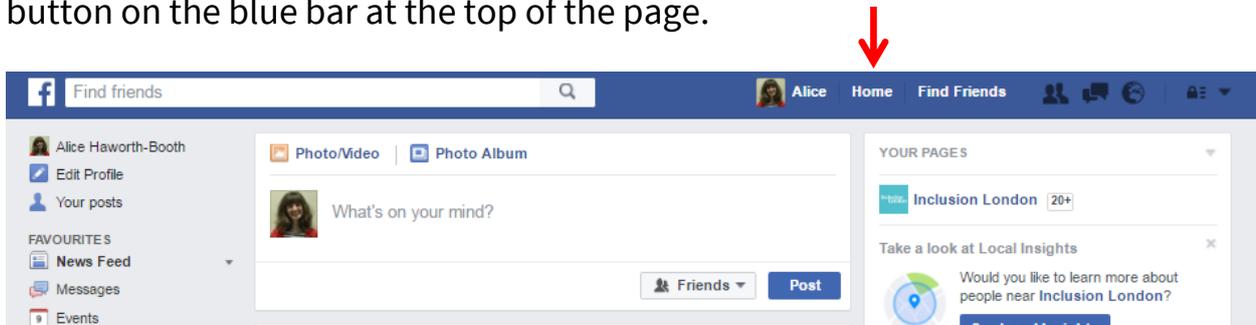


5. Your friend will get a **notification** that you have asked to be their friend (we will learn about notifications later). Once they accept, you will be Facebook friends.

Your 'News Feed'

Anything that you or your friends do or write will show up on your **News feed**. If you add some new photos or share something you like, this will go on the news feed so your friends can see it.

This is also called the 'Home' page and you can get to it by pressing the 'Home' button on the blue bar at the top of the page.



- If you like something that a friend has posted, you can let them know by pressing the '**Like**' button at the bottom of their post.
- If you want to say something about something a friend has posted, you can do this by typing in the box that says 'Write a comment...' at the bottom of their post.
- You can share someone else's post to your page by pressing the 'Share' button at the bottom of their post. Then click the button that says '**Share Now (Friends)**'.



This is a good way of letting your friends know about activities that are going on.



How to 'Like' a page

Lots of organisations, groups and clubs also have pages. So do celebrities. Most of these are 'public' pages, which means anyone can see them.

If you would like posts from these groups to appear on your News feed, you need to **'Like'** their page.

This will help you keep up to date with what they are doing...

1. Search for their name in the search box in the blue bar at the top.
2. Sometimes there may be more than one page for the same group. The official one is usually the top one, with the most 'Likes'. Click on it.
3. You will now be on their page. Under the picture at the top, there is a 'Like' button. Click on it.
4. You will now see their new posts on your News feed.



Don't forget to 'Like' your local Into Sport page, to find out about what's going on in your area!

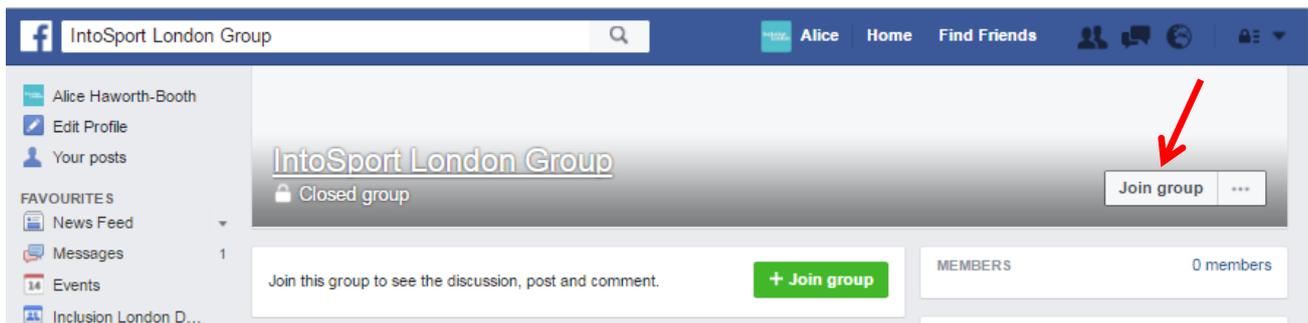


How to join a group

A Facebook group is a collection of people who have something in common. It is a way to share posts, photos and information just between these people, but not so all your Facebook friends can see.

It is easy to join a group:

1. Find the group page by typing in the name in the **Search box**.
2. At the top of the group's page, there is a button that says 'Join Group'. Click on this.
3. You will get a **notification** when you have been accepted into the group.
4. You are now a member of that group & can share posts with other members.



Sometimes, you will be invited to join a group from another member:

- You will get a notification telling you this
- Click on this and you will be taken to that group's page
- If you would like to join, click the button that says 'Join Group'
- You are now a member of that group and can share posts with other members



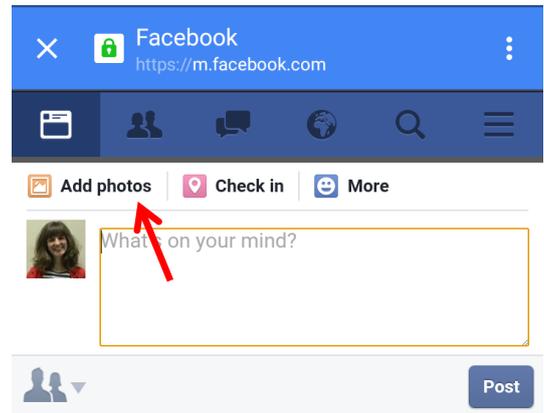
Using a group is a good way of keeping in touch with other Into Sport users, to tell each other about what activities you've been doing, or sharing photos you don't want other people to see.

How to upload a photo using a phone

It is very easy to upload a photo onto Facebook...

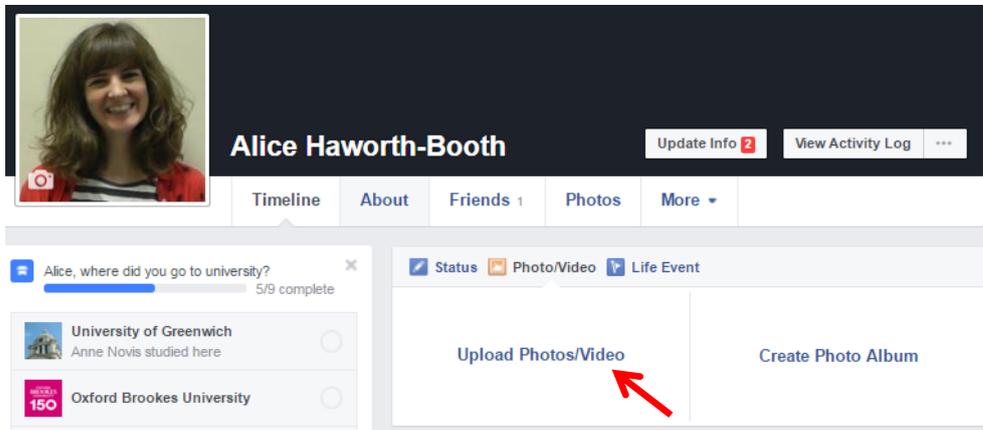
If you are using your **phone**:

- Go to your Facebook home page, to the 'Update status' box at the top.
 - Click on the camera icon at the top of the box. There may also be the words 'Add photos' or 'Photo/Video'. This is the same thing.
 - You will be taken to your photo gallery or camera roll. Choose the picture you want to post by clicking on it.
 - This photo will then be uploaded onto your post.
 - It is up to you whether you write anything or not, but it is nice to see pictures with something to tell us about them. You don't need to write much, maybe just where the photo was taken, and what you were doing.
-  *If you did a sport or activity, you could say if you enjoyed it.*
- When you are happy with your post, press the blue button that says 'Post'.



How to upload a photo using a computer

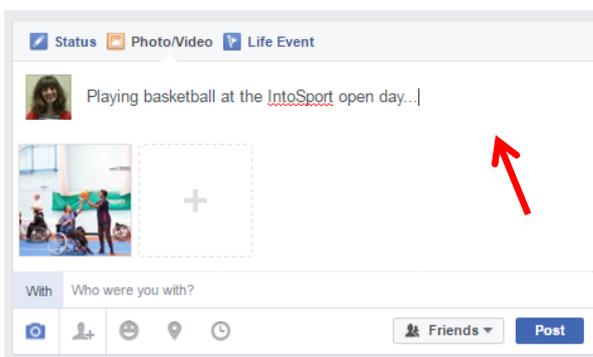
- Go to your Facebook home page, to the 'Update status' box at the top.
- Click on the camera icon at the top of the box. There may also be the words 'Add photos' or 'Photo/Video'. This is the same thing.



- You will need to choose the photo from the hard drive. Click on it and press insert/choose. You may want to ask someone to help you to do this the first time.
- This photo will then be uploaded onto your post.
- It is up to you whether you write anything or not, but it is nice to see pictures with something to tell us about them. You don't need to write much, maybe just where the photo was taken, and what you were doing.



If you did a sport or activity, you could say if you enjoyed it.



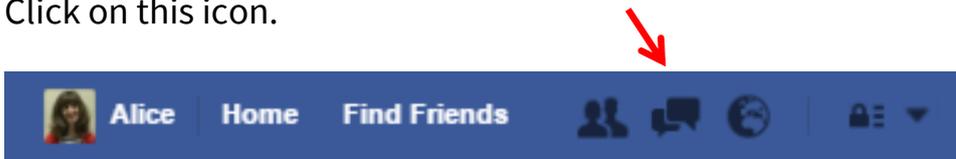
- When you are happy with your post, press the blue button that says 'Post'.

Remember: A good rule is not to post anything you would not want your family to see. This includes photos.

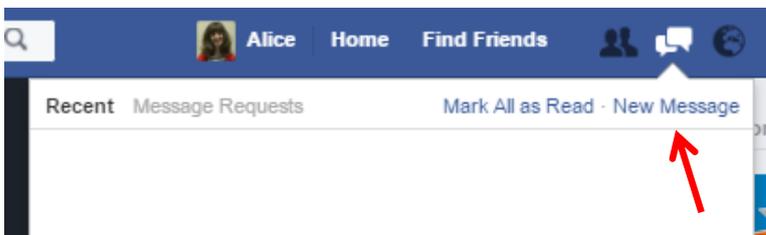
How to send a private message

This is a good way to get in touch with people. It's like an email and only you and them can see what you have written...

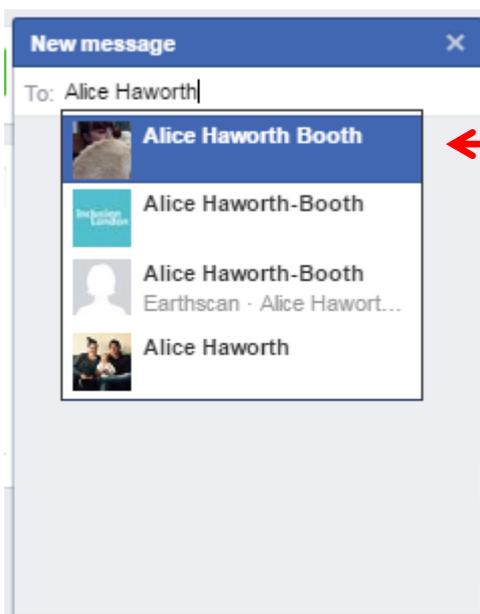
1. On the right hand side of the blue bar at the top of the page, there are some little pictures. **These are called ICONS**. One is of two square speech bubbles. If you move your cursor over it, you will see the word 'Messages'. Click on this icon.



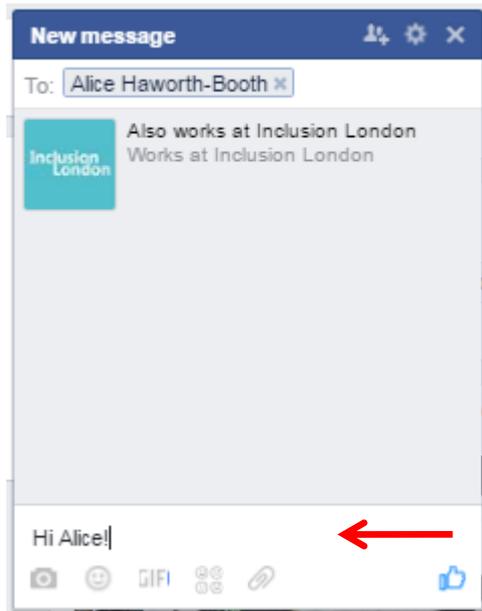
2. A box will pop up. In the top right hand corner, there are the words 'New Message'. Click on this.



3. A different box will pop up, with the word 'To:'
4. Start typing the name of the friend you want to send a message to. Their name will come up. Click on it.

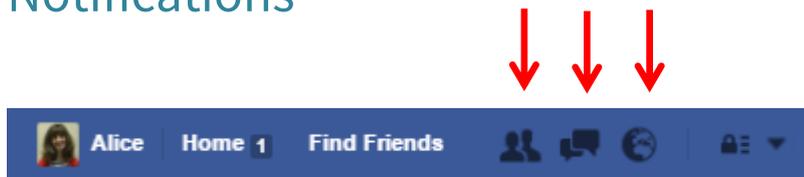


5. Start typing your message in the bottom of the box.



6. To send the message, just press the 'Return' button on your computer or phone.
7. Once you have started messaging someone, your **conversation** will appear in a list as soon as you click on the 'Messages' icon. You can click on the conversation to message them again – this is easier than searching for their name.

Notifications



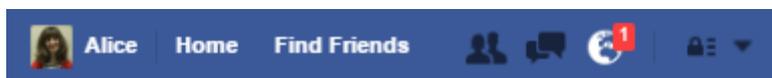
The little icons on the right hand side of the blue bar at the top keep you up to date with Facebook activity.

The one of the world is for **Notifications**. There are lots of different types of notifications Facebook will tell you about:

- If someone **likes** one of your posts or photos
- If someone **comments** on one of your posts
- If someone **shares** one of your posts
- If someone **tags** you in a picture or post
- If it is one of your friends birthdays
- If someone invites you to like their page

There are others you will get to know as you become more used to using Facebook but these are the main ones.

1. If the icon of the **world** has turned white, with a little red flag, this means you have notifications. The number in the flag tells you how many you have.



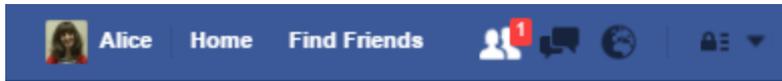
- You can see your notifications by clicking on the world icon.
- If you have tagged a friend, or 'liked' or commented on or shared one of their posts, they will get a notification to tell them about it.

2. If the '**Messages**' icon is white with a little red flag, this means you have messages.



- You can see your messages by clicking on the speech bubbles icon.

3. If the icon of the two heads is white, this means you have a 'Friend request' - someone has asked you to be their 'Friend' on Facebook.



- You can see who has sent this to you by clicking on the icon.
- Next to their name there is a blue button that says 'Confirm'. ONLY press this if you know the person who has sent the request.
- If you don't know them, press 'Delete Request'.
- **NEVER accept a 'Friend request' from someone you don't know.**

Facebook will send you emails to tell you about your notifications. You can stop these by going to your **settings** in Facebook. Ask someone to help you with this.

How to delete, change or hide a post

Sometimes, after we have posted a comment or photo, we want to delete it or hide it from our Timeline. Or we might want to change what we have written - this is called **editing**...

- At the top right hand corner of the post, there is a small arrow.
- Press on this and you have a list of choices. There are only three you need to know about:
 1. **Edit post** – this will let you change what you have written
 2. **Hide from Timeline** – this means that anyone visiting your page will not see this post, but it will still be there on Facebook
 3. **Delete** – this will remove the post from Facebook. If you click on ‘Delete’, you will be asked if you are sure.

