

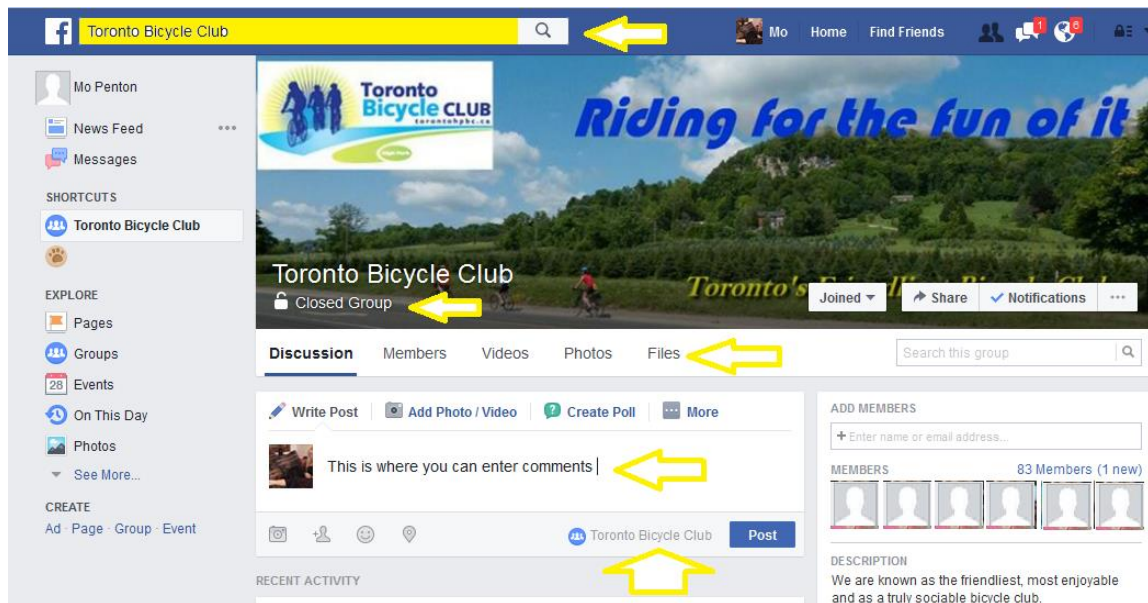
Basic Tips for TBC Facebook

Toronto Bicycle Club (TBC) administers a closed group site on Facebook where active TBC members can safely share photos and ideas using social media. Instead of personal emails and methods outside of TBC administration we suggest that members use this site to share TBC related information.

To assist members in Facebook use we have created this list of basic starter tips.

1. Create a Facebook account : If you do not already have one, you'll need to create a personal account.
 - a. Go to www.facebook.com.
 - b. If you see the signup form, fill out your name, email address or phone number, password, birthday & gender and click **Sign-Up**. If you don't see the form, click **Sign Up**, & fill out the form.
 - c. Once you sign up, you'll need to [confirm your email or phone number](#).
HINT : Only your email and password really need to be valid.
2. Join the Club site : Once you have a Facebook account you are able to request access to [the Toronto Bicycle Club facebook group](#). This is a **closed site accessible only by active TBC members**.

To join the group type "Toronto Bicycle club" in the search box at the top of the screen. Click **Join Group** and answer the applicant questions to request access allowing up to 48 hours for membership confirmation. Once approved your status on the TBC group page will be "Joined" and you will see the site content.



3. Familiarize yourself with the site : Facebook Home Page layout

The left pane of the home page is a customizable navigation column with links to your facebook sites, options etc

The right Pane displays the active site that you are currently viewing and posting to.

Basic Tips for TBC Facebook

HINT: When posting/ viewing TBC content please check that the Club banner is at the top indicating that the active site is our closed group site.

4. Start Sharing with club members : Facebook group options

Just below the banner are 5 tabs.

- The **Discussion** tab is used to post comments, photos, videos, files, group polls, or links.



- The **Members** tab lists everyone that is part of our group and can view the group postings. Ignore the ``add as friend`` button. This feature adds people to your personal contact list.
- The **Videos, Photos** and **Files** tabs display the group postings by type.
- A search box allows you to search group postings for specific content.

=====

Facebook Privacy:

- Facebook Privacy can only be managed by the account or group site owner
Once logged into your account we recommend you verify your personal profile and individual account setup and privacy setting. This is your personal protection over and above what we set on the group site. To check go to ...
<https://www.facebook.com/settings?tab=account>
- The TBC site administrator reviews all posts to the group site to make sure they comply with our Social media policy. Please familiarize yourself with our policy
http://www.tbccycling.ca/wp-content/uploads/TBC_social_media_policy.pdf
- Similar to our membership list the facebook member list is refreshed annually to ensure only active members have access to our facebook group site.
- TBC Facebook group related questions can be sent to TBCcommunication @outlook.com

For more Facebook help go to : https://www.facebook.com/help/?helpref=hc_global_nav