

# Facebook

The Basics, Creating events and accepting co-hosts

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# Facebook - The Basics

All the basics of making, boosting and sharing posts, hashtags and tips on dealing with trolls.

## Navigation

Facebook has lots of different places you can go - timelines, pages, groups, profiles... it can be easier to get lost if you are new to the platform. But there will always be that **"F"** in the top left which will take you back home!

If you are new to facebook we recommend typing "Extinction Rebellion" into the search bar and following a few pages and maybe even join your local group if you can find it! Then you can pretty much stay on the home page and scroll through posts to boost!

## Making a Post

When on the homepage of facebook, which you can return to by clicking the "F" in the top left you should see a box at the top which asks "What's on your mind?" This is where you type in a post.

There is no limit on the size of Facebook posts (to my knowledge) but you want the important bit in the first 2-3 lines so it doesn't get hidden by the "See More" button. So in practice you want a 2-4 line post with a bunch of tags under the cut off.

## Boosting a Post

There are 3 main interactions on Facebook which can be found under any post, you can "React" to the Post, you can "Comment" on the post or you can "Share" the post (more on that later!).

- **Reacting** is the minimal way to interact with a post, you can "like" it or give another reaction. This doesn't boost the post much but will typically show how controversial it is. But if you really want to help us on Social media go beyond liking!
- **Commenting** on a post really boosts it in the algorithm! It doesn't take much, a simple "Thank You" or "Well Done" is great, add to it with a hashtag #WeWantToLive or #TellTheTruth or go even further by starting a conversation!

If you ask a question in the comments you are likely to get a response, or you can respond to other people's questions! Here the strategy is to have a conversation to boost the numbers of comments! If you post a hashtag then that's one comment but if you engage a bunch of others on the thread that can get up to 10-20 comments and that is a huge boost!

## Stay Safe & Don't Feed the Trolls!

Starting conversations can be a great way to engage with people and boost our social media, but you are likely to encounter some trolls. These are people (or robots) who comment incorrect, offensive or just nonsense things to annoy people. There is no point to Trolls, we recommend you do not engage. Often they are bots that if you reply to their nonsense comment they will simply post more of that same comment elsewhere... The best thing to do is to be polite and to report any offensive comments.

## Sharing a Post

There are several ways to boost posts by sharing them on Facebook. You can share on your Timeline, this is automatic if you click "Share Now" but we recommend clicking "Share..." or you can share in your "Story" or in a Group you are in.

### So what happens when you share a post on...

#### **Your Timeline**

It will pop up on your page and be viewable by all your friends

#### **Your Story**

It will appear for 24hrs in your story which can be found in a bubble on your friend's homepage or in messenger.

#### **A friend's Timeline**

It will appear on their page and be viewable by all of their friends

**A Group.** It will appear on the group page and be seen by members of that group

To share a post effectively we recommend clicking the share button and selecting Share... This will then allow you to write your own post which links to the original (much like the Quote Tweet on Twitter). Here you can throw in a sentence or question any relevant hashtags and tag any groups or pages.

## Hashtags & Accounts

As we mentioned in the first section you will want to use tags to make sure that your post can be seen by people beyond your own following - especially if you are new to Facebook!

We recommend always using **#ExtinctionRebellion**, to add 1-2 tags for the campaign or location you are talking about and "@" 1-2 accounts to aim your post - especially if you are asking a direct question!

### For Example

if you see a powerful image of mother earth in handcuffs then you can click the Share button and select "Share..." tag the **@metpoliceuk** and ask them if this indicated their view of the **#ClimateEmergency**. This will then alert them to your interaction as you have now publicly asked them a question!

# Facebook - Events and co-hosts

How to create a Facebook event, create and accept co-host requests.

Watch the [tutorial in video](#) (10 minutes) or read below:

## Creating an event

**Disclaimer:** never ever create an XR event from your personal profile or a Facebook group (as it uses your personal profile and not the group's name), always use a page. Otherwise, the police will flag you as an organiser which is the last thing you want.

### 1. Create a cover for your event

If you have a graphic designer in your team, ask them! Otherwise head to [Viz Gen / Aktivisda](#) to create your cover (if it's an event that happened in the past, try reusing the same cover, no need to reinvent the wheel!). The correct Facebook event photo size has the dimensions of 1920 x 1005 pixels. You can find a step by step tutorial to use Viz Gen / Aktivisda [here](#).

**Good practice:** centre your title so it looks better on the events menu, avoid writing too much text (your text should be inside the event, not on the cover), make sure your text is easy to read (use a simple background, pick contrasted colours, for example black on yellow or white on dark blue).

[Title-centre.PNG](#)  
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### 2. Create your event

#### For traditional pages

Go to the event tab of your Facebook page and click "Create New event". [Event menu.PNG](#)  
Image not found or type unknown  
Facebook is going to ask you if your event is online or in-person. Select the option that works for you. If you picked "online", then select "General", then "Free" (unless it's an event you have to pay for to access, which is quite rare within XR).

#### If you switched to the New Page format

Go to facebook.com and not your page straight away. Make sure you're using the right page "profile" (top of your screen, right hand side: click your profile picture or the logo of your page to switch between profiles). Once you're using the right profile, scroll down a bit on the left hand side menu until you find "events".

Don't see the menu on the left hand side? Try to change the size of your window with the Zoom, on small screens, the menu doesn't necessarily show up but it's there! Or try visiting [this page](#).

 [New-Page--Create-event-1.PNG](#)

Then click "Create New Event"  [New-Page--Create-event-2.PNG](#)

**Recurring event (for both page formats):** if you want to set up an event happening on multiple dates and/or times, select "in person" even if your event is happening online (note: theoretically Facebook should offer you the "recurring event" for both online and in-person events, but sometimes the platform is glitchy and will only offer it for "in-person" events).

### 3. Fill the details

**Name:** give your event a clear name (it'll depend on who is your target: other Rebels or the general public?)

Examples :

- Action Wellbeing & First Aid - Open Call
- Help the Rebellion from Home
- Welcome to Extinction Rebellion


Avoid something like "Beyond Politics" by itself which has no clear meaning (your audience won't click on it if it's obscure!)

**Date:** fill your start and end date, as well as the time your event will start and end (people like to know how long the session is!)

If it's a recurring event, click on "recurring event":  [Recurring-1.PNG](#)

Then select the frequency of your event (daily, weekly or custom):  [Recurring-2.PNG](#)

If you picked "custom", select the dates when your event is happening, then select the start and end time (tick the box "Add this time to all dates" if relevant, otherwise fill in the specific times for each date, don't forget to click the blue button "Add" once the time is filled)

 [Recurring-4.PNG](#) All the dates and time can be edited later on (for example if the time change or if you want to add more dates or cancel one)

**Description:** what is your event about?

- Short and clear text
- What will be happening? What should people expect if they join?
- Where? (Zoom registration link if it's online, address if in person)
- When? You can repeat in the description when your event is happening (and maybe draw attention to the multiple dates if it's a recurring one)
- Other relevant information: do people need to attend another training before attending yours? Do they need to read a specific document?

- Short URL: if possible, turn your long URL into short ones. Otherwise Facebook doesn't display them entirely and they can't be copied by someone who might want to share the registration link to a friend for example. Use [XR URL shortener](#) to do so.
- Emoji: you can add some within your text you show the start of a paragraph or highlight a title. [Here is great source](#) to find some (search for what you'd like to use, then copy it and paste it in your description)

**Category:** usually we use "causes" or "social issues" but depending on Facebook regular updates, they are not always available so just pick the closest relevant one (eg "crafts" if you're doing some block printing, "professional networking" for a workshop...)

Once you're done, click "next" (don't worry you can go back whenever needed!)

## 4. Location

Add the address where your event is happening. You can also paste a link there if relevant.

## 5. Additional details

This is the place where you're going to upload your cover!

Then you can save it as a draft if you're missing some information and wish to finish setting up later, or click "Publish Event".

## 6. Send co-host requests

If you are planning a national event or training, it might be relevant to add it to [XR UK Website](#). To do so, you will need to send a co-host request to the XR UK Facebook page.

You might also want to make other pages aware of your event or showcase who are the organisers (for example, if you are organising an action with another local group, it's absolutely relevant to add this LG as a co-host).

**Watch Out:** all the co-hosts can edit your event as well as you, so make sure you only co-host trustworthy pages! If you're the admin of a local group's page, you can send a co-host request to your [Nation or Region's Facebook page](#) to grab the attention of a larger audience.

**Good practice:** make sure to publish your event first and check that everything looks good and is in the right place. Once you're sure everything is fine, click "Edit". [Edit PNG](#)

This is a very important step. If you were to add co-hosts before publishing your event, you would encounter an annoying Facebook glitch. Facebook would tell you an error happen and the page would look as if your event hasn't been published. If that happened to you: open a new tab on your browser, go to the events menu of your Facebook page and check the list of events to come. It's very likely your event is actually there (despite the error message!) and your cover is missing. In


that case, click on this event then "edit" and resume the process.

Don't click again on "publish event" on the page where the error is showing, the more you click, the more you're duplicating your event, and the more co-host requests you're sending to other pages!

If it happened, finish to edit one of these duplicated events properly, then delete the other ones as soon as possible.

### Add the co-host(s)

Now that you clicked "edit", you have access to the same information as before and can edit everything as needed.

Click "next" twice until you see the space where you added your cover earlier ("Additional Details"). Click "Event Settings".  Image not found or type unknown

The easiest way to add a co-host is to know the username of the Facebook page you want to add. For example, Extinction Rebellion UK's username is **xrebellionuk**. You can also search with the full name of the page but sometimes (often...) Facebook mess with us and doesn't help us find what we're looking for.

### How to find a username

Look at [this spreadsheet](#) to find the Nations and Regions ones.

Ask your regional / national coordinator if an equivalent spreadsheet exists for your area with all the local group's usernames.

Otherwise, make your own, you'll want to reuse it!

Visit the Facebook page of your fellow co-host (do it on a computer) and take a look at the URL. For example:

- For facebook.com/xrMidlands/ the username is **xrMidlands**
- For facebook.com/xrukTalksandTraining/ the username is **xrukTalksandTraining**
- For facebook.com/Extinction-Rebellion-Herefordshire-103048437853397 the username is **Extinction-Rebellion-Herefordshire-103048437853397**

Copy the username, and paste it in the co-host box called "add pages and friends"", once you've added all the usernames, click "save", then "update".

[Add co-host.PNG](#) Image not found or type unknown

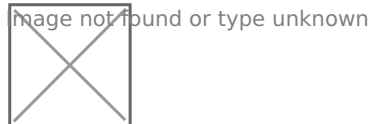
**Good practice:** make sure that the pages you're adding as a co-host has a profile picture, that's a good sign it's a real page (and not a fake or just a Facebook glitch, see example below)



# Accepting an event co-host request

When somebody makes an event - sometimes they will add other Facebook pages as co-hosts. They might tell you to 'pick up your co-host'. It can be tricky to find where to do this - as often Facebook doesn't seem to send you a notification.

**How to accept** Go to your Facebook Page, view your events and make sure you are viewing the page as the the page owner (not your personal account) - see both red circles on image below.



Then click the blue button 'Accept' and the event will be added to your list of events.

# Add an event to your page

You can add an event to your events menu without the need of being a co-host. Go to an event you'd like to add (for example: next Rebellion, Welcome to XR...), then clicked the 3 dots on the right side of your screen, then "Add to page":



If you're an admin for multiple pages, pick the ones you want to add the event to:



# Want an event in your listings but don't have a co-host request?

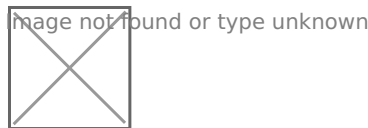
Don't worry - you can add any event to a Facebook PAGE or GROUP!

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## How to add to a PAGE

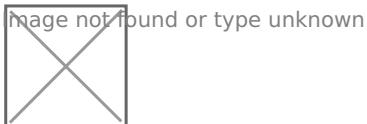
*There are currently two types of 'Page'*

**If you have the NEW version.** First go to the event that you want to add and copy the URL. Then switch to your page profile, paste in the event URL and then click the three dots and 'add to page'.



It should look like this...

**If you have the OLD version.** Then make sure you are switched to your personal profile and then go to the event, click the three dots and 'add to page' - you should get the option of any page that you are an admin of



Share to Group

Go to the event url and then click the three dots and share to a group that you are a member of. Write a message with the post that suits the group - doesn't have to be an XR group -you might be talking to any kind of nature/green group you are in who you think might be interested.

That will mean everyone in that group will see it as a post but ALSO it will end up on the events listing of that group!

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