

HOW TO CREATE A GROUP IN FACEBOOK

1. Go to your <http://www.facebook.com> homepage. At the bottom left corner of the page, you will see several icons – click on the “Groups” icon:



2. Once you have navigated to the “Groups” page, look for the “+Create a New Group” button – toward the upper right-hand side of your page – and click on it:



3. To create your group, you will need to complete the form shown here, including the Group Name, Description, and Group Type. You can provide more detail – office, email address, physical address – if you'd like:

Create a Group

Step 1: Group Info

Group Name: (required)

Description: (required)

Group Type: (required)

Recent News:

Office:


Email:

Street:

City/Town:

Just fill out the form, then click the "Create Group" button.

4. Now that you have entered the basic information, it's time to customize your group. The first way to make your group page unique is to add an image – kind of like choosing your personal profile image:

 Edit Queen of Halloween

Step 1: Group Info Step 2: Customize

Your group has been created.

Current Picture

Upload Picture

You can upload a JPG, GIF or PNG file.

I certify that I have the right to distribute this picture and that it does not violate the [Terms of Use](#).

File size limit 4 MB. If your upload does not work, try a smaller picture.

Just browse your files for the picture you want, then click "upload picture."

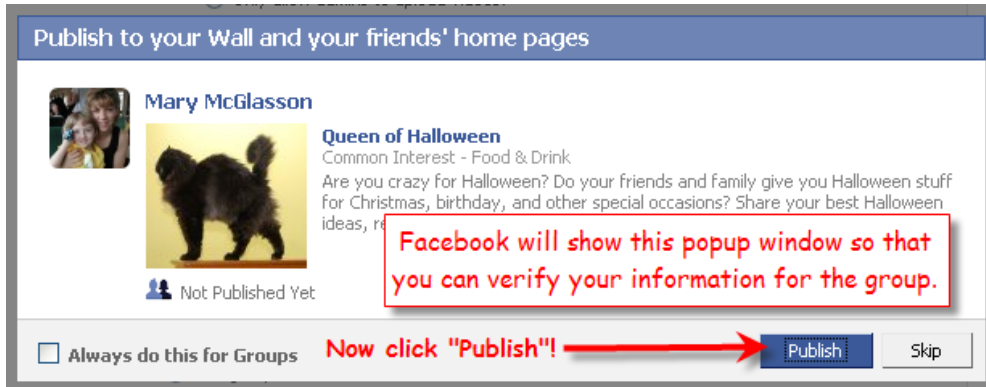
5. Do you have or know of a website that you would like to be affiliated with your group? If so, include the URL of that website in the form. The “options” area determines how much or how little input the members will be allowed. If the site is “information only,” and you do not wish to allow the users the ability to write on The Wall, create a discussion thread, upload photos, etc, then you would un-check many of these boxes, or select “Only allow admins to . . . “. For my group, I want my members to be very involved, so I’ve left the default settings:

The screenshot shows the 'Options' section of a Facebook group creation form. At the top, there is a 'Website:' label followed by an empty text input field. Below this is the 'Options:' section, which contains several checkboxes and radio buttons. A red callout bubble points to the 'Website:' field with the text: "I don't have a website that I would associate with this group, so I'll leave this blank." Another red callout bubble points to the 'Options:' section with the text: "I want people to be able to suggest other sites, ideas, add photos & videos, etc., so I want to check all of these boxes." The options listed are: 'Show related groups.' (checked), 'Show related events.' (checked), 'Enable discussion board.' (checked), 'Enable the Wall.' (checked), 'Enable photos.' (checked), 'Allow all members to upload photos.' (selected), 'Only allow admins to upload photos.' (unselected), 'Enable videos.' (checked), 'Allow all members to upload videos.' (selected), 'Only allow admins to upload videos.' (unselected), 'Enable links.' (checked), 'Allow all members to post links.' (selected), and 'Only allow admins to post links.' (unselected).

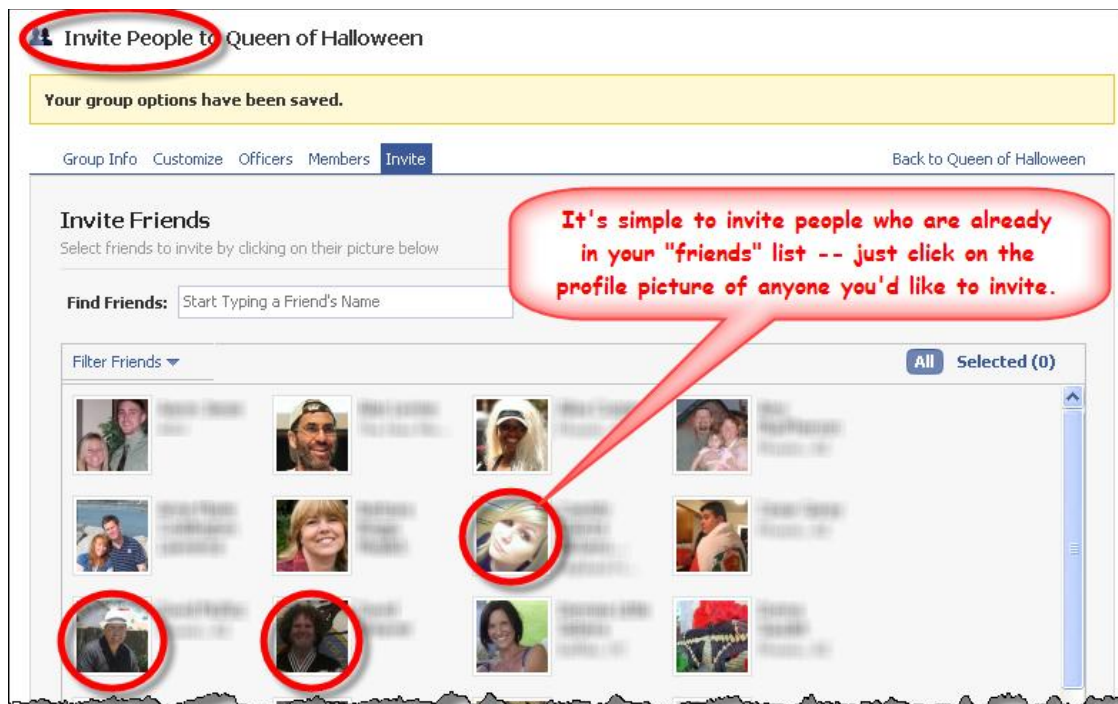
6. Choose how private or public you want the group to be (mine is open to anyone, but I would choose something more restrictive if I were to use the Facebook Group feature for a class), then click the “save” button:

The screenshot shows the 'Access:' section of a Facebook group creation form. It features three radio button options: 'This group is open.' (selected), 'This group is closed.', and 'This group is secret.'. A red callout bubble points to the 'This group is open.' option with the text: "I am choosing to allow my group to be open, but if this were a class, I'd probably choose one of the more restricted access options." Another red callout bubble points to the 'Save' button with the text: "Now click 'save!'". At the bottom of the form, there are two buttons: 'Save' and 'Skip'.

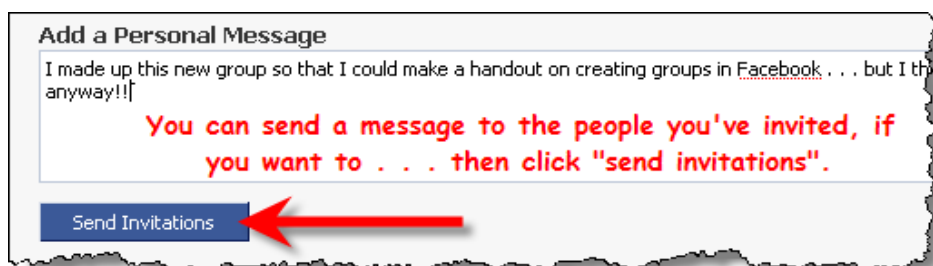
7. After hitting “save,” Facebook will give you a small preview pop-up window (although you can opt to skip this step in the future). If you are satisfied with the group image, the group name, the description, and other details if you have added them, the click “Publish”:



8. Now it is time to start getting some members in your group! You can invite people by using their email accounts (this is handy if you want to invite someone who does not have a Facebook account), or you can search Facebook for people you might know, but by far the easiest place to start is with your own friends list:



9. Once you have selected the friends that might be interested in your group, you can hit “Send Invitations” and the invitees will receive an email notification from Facebook. I prefer to add at least a short personalized note that will be included in the notification email:



10. Well, it looks like your new group is ready to go! Once people accept the invitation to join the group, they can write on The Wall, start a discussion thread, upload their photos or videos, include their favorite links to great websites . . . who knows?

Queen of Halloween


Global

Basic Info

Type: [Common Interest - Food & Drink](#)
Description: Are you crazy for Halloween? Do your friends and family give you Halloween stuff for Christmas, birthday, and other special occasions? Share your best Halloween ideas, recipes, or photos here!

Members

Displaying 1 member [See All](#)



Mary McGlasson


It's not much to look at yet, but wait until people start adding their favorite Halloween links, ideas, recipes, photos, videos . . .

Discussion Board

There are no discussions.
[Start the first topic.](#)

The Wall

No wall posts [See All](#)



- [Message All Members](#)
- [Promote Group with an Ad](#)
- [Edit Group](#)
- [Edit Members](#)
- [Invite People to Join](#)
- [Create Related Event](#)
- [Leave Group](#)

[Share](#) [+](#)

Group Type

This is an open group. Anyone can join and invite others to join.

Admins

- Mary McGlasson (creator)