

Instructions to join the “Worshipful Company of Needlemakers” Facebook Group for all WCN Liverymen and Freemen



The Purpose of Facebook

Connect with friends, family and other people you know. Share photos and videos, send messages and get updates.

Instructions to Set Up on Facebook

- A. Create a Facebook account
- B. Amend a Facebook Profile
- C. Amend Facebook Settings
- D. Log into Facebook.
- E. Join a Facebook Group

NOTE: Facebook has a Help tab to search for more detailed explanations. Google searches are also helpful.

A. To create a Facebook account:

1. Go to www.facebook.com/r.php.
2. Enter your name, email or mobile phone number, password, date of birth and gender.
3. Click [Sign Up](#).
4. To finish creating your account, you need to [confirm your email or mobile phone number](#).

Instructions to join the “Worshipful Company of Needlemakers” Facebook Group for all WCN Liverymen and Freemen



B. How do I update the About section of my Facebook profile?

The "About Me" **section** of a **Facebook** profile page is used to give general information about yourself. Anyone who has access to your **personal** profile page has access to this information.

News Feed is the constantly updating list of stories in the middle of your home page. **News Feed** includes status updates, photos, videos, links, app activity and **likes** from people, Pages and groups that you follow on **Facebook**.

To update your **About** section:

1. From your News Feed, click your name in the top left.
2. Click **About**.
3. Click on the section you'd like to edit or add to.
4. Hover over the information you'd like to edit and click **Edit** or add new information.
5. Add details like time period and city.
6. [Select an audience](#) and click **Save Changes**.

C. How to Amend Facebook Settings

Anyone can see your public information, which includes your name, profile picture, cover photo, gender, username, user ID (account number), and networks (learn why). Only you and your friends can post to your timeline. When you post something, you can control who sees it by using the audience selector.

Instructions to join the “Worshipful Company of Needlemakers” Facebook Group for all WCN Liverymen and Freemen



The **audience selector** on **Facebook** is a drop-down menu button that allows you to choose who will see a post (aka Status Update) you share on **Facebook**. The standard setting for sharing a post on **Facebook** shares it with **‘Friends’**, which includes all of your friends.


Where can I find my Facebook settings?

Over the next few months, we're updating how www.facebook.com looks. Learn more about [how to switch between New and Classic Facebook](#). Click below to go to the directions for the version you're using.

- [New Facebook](#)
- [Classic Facebook](#)

To find your settings:


New Facebook

1. Click  in the top right.
2. Select Settings & Privacy > Settings.
3. Click Settings, then click on the setting you'd like to update from the options in the left sidebar.

Instructions to join the “Worshipful Company of Needlemakers” Facebook Group for all WCN Liverymen and Freemen



Classic Facebook

1. Click  at the top right of Facebook.
2. Click Settings, then click on the setting you'd like to update from the options in the left sidebar.

Settings include things like:

- See Appendix A
- **General:** Edit the basics like your name, username, or email for identification and communication
- **Security and Login:** Change your password and turn on alerts and approvals to keep your account secure.
- **Privacy:** Adjust who can see things like who can see your future posts and who can look you up.

Whenever you upload a photo, fill in a status, or check in at a location, Facebook gives you the option to customise who you wish to share it with. The four main options are:

- **Public** – Anyone can see it whether they're Facebook friends or not. If you want to be part of a public discussion that can be viewed by both friends and via Facebook search (like on Twitter), select this.
- **Friends** – Only people you're friends with can see the post. If you're posting photos of your children or any information you'd deem personal then this is what you need to select.
- **Specific Friends** – Select this if you'd like the post to be seen by some of your Facebook friends, but not the vast majority.

Instructions to join the “Worshipful Company of Needlemakers” Facebook Group for all WCN Liverymen and Freemen



The **Custom** option is basically the inverse of this, and allows you to select people you don't want to share your post with.

- **Only You** – Perhaps if you use Facebook as a repository for personal memories or a blog you can select Only You to ensure you, the account holder are the only one who sees it.

- **Timeline and Tagging:** Set who can see things on your timeline and who can see things you're tagged in.
- **Blocking:** Manage who and what you block to stop contact from certain people.
- **Language and Region:** Select things like the language and date format that you want to use for Facebook.
- **Face Recognition:** Turn face recognition on or off.

D. To log into your Facebook account on a computer:

1. Go to facebook.com. At the top under Email or Phone, enter one of the following: Email: You can log in with any email that's listed on your Facebook account. ...
2. Under Password, enter your password.
3. Click Log In.

**Instructions to join the
“Worshipful Company of
Needlemakers”
Facebook Group for all
WCN Liverymen and Freemen**



E. To join a group:

1. From your News Feed click Groups in the left menu.
2. In the search bar at the top, enter some keywords for the group you're looking for: **“Worshipful Company of Needlemakers”**
3. Select the group then click + Join Group below the cover photo.
4. Select whether you'd like to join as your profile or your Page and click Join Group. Explain the difference between joining as profile or page.
5. You may have to wait for the group admin to approve your request
6. by checking against WCN Freemen and Liverymen membership register.
7. Invalid requests will be rejected and/or blocked.
8. Valid requests will be accepted.
9. When you join the group other Group Members will be able to see that you're a member due to the group's **Private** Setting.

Hope to see you on Facebook soon!

If you have any problems joining the group please email me on:

Webmaster@Needlemakers.co.uk

Valerie Wilkins

**Instructions to join the
“Worshipful Company of
Needlemakers”
Facebook Group for all
WCN Liverymen and Freemen**




Appendix A:

What types of notifications does Facebook send?

You can't turn off notifications entirely, but you can [adjust how and what you're notified about](#).

Notifications are updates about Facebook activity. The types of notifications that exist depend on what platform you're using.

Desktop and Mobile

- **Red Alert Notifications:** Notifications that appear above . When you have a new notification, a red bubble will appear with the number of new notifications you've received.
- **Email Notifications:** Notifications you receive via email. Learn more about [email notifications](#).
- **Push Notifications:** Notifications that appear when you're not actively using Facebook. Learn more about [mobile](#) and [desktop](#) push notifications.

Desktop Only

- **Pop-up Notifications:** Notifications that pop up on your screen when you're logged in to Facebook and a friend interacts with you (example: posts on your timeline). Click the notification to see the story or click **X** to close the notification.

Mobile Only

- **Text Notifications:** Notifications you receive via mobile text messaging (SMS). Learn more about [text notifications](#).