

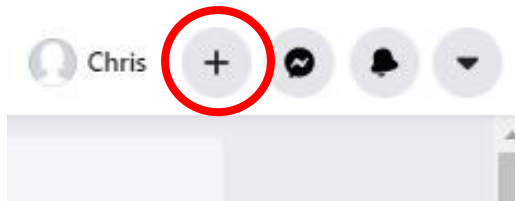


How to Set Up a Chapter Facebook Page

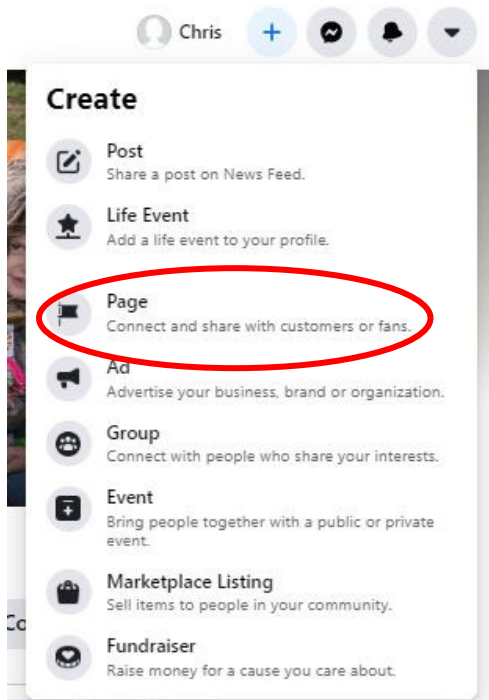
Before you can sign up for your chapter Facebook page, please log into your personal Facebook account. The information from your personal account will not be publicly visible on your chapter page.

Step 1: Register for a Facebook Business Page

In the right-hand side of the top toolbar, click the plus button labeled "Create" when you hover over it.



A drop-down list will appear after clicking "Create." Select the "Page" option to create your chapter page.



Step 2: Enter your Chapter Information

Next, enter your chapter information. For your page name, please type Catholic Financial Life, the word "Chapter" the number, city and state (e.g. Catholic Financial Life Chapter 110, Milwaukee, Wis.).



For the category section, type a word or two that describes your chapter and Facebook will suggest some options. We suggest using “Community” for the category.

Pages > Create a Page ?

Create a Page

Page Information ⏶

Page name (required)
Catholic Financial Life Chapter 275, Inc. ✓

Category (required) ✓
Community × |

Choose a category that describes what type of business, organization or topic the Page represents. You can add up to 3.

Description

You can add images, contact info and other details after you create the Page.

Create Page

Next, please enter the following text for the “Description” section.

Catholic Financial Life Chapter (insert number) is an all-volunteer, member-led local unit of Catholic Financial Life, with national headquarters in Milwaukee, Wisconsin. This local chapter serves the members residing in the (insert name of town, city, or region) area.

When you’re ready, click “Create Page.” Please note that doing so indicates your acceptance of Facebook’s Pages, Groups and Events Policies.



3. Upload Your Profile Picture & Cover Photo

Next, you'll upload profile and cover images for your Facebook page. It's important to create a good visual first impression.

You'll upload your profile image first. This image accompanies your chapter name in search results and when you interact with users. It also appears on the top left of your Facebook page.

Please use the radiant cross logo provided to you. Once you've selected this photo, click "Upload Profile Picture."

A screenshot of the Facebook page setup interface. The title "Images" is at the top. Below it, the "Profile Photo" section is labeled "Profile Photo · Optional" with an information icon. It contains a large rectangular placeholder with a button that says "Add Profile Picture". Below the placeholder, a note reads: "Use a logo or image that helps people identify this Page in search results." The "Cover Photo" section is labeled "Cover Photo · Optional" with an information icon. It contains a large rectangular placeholder with a button that says "Add Cover Photo". Below the placeholder, a note reads: "Use an image that represents what this Page is about." At the bottom of the form is a blue "Save" button.

Next, upload a cover photo. A cover photo is the background image that appears on your chapter Page, similar to your personal Facebook account. You want your cover photo to be visually appealing and representative of your chapter. Your cover photo should be at least 400 pixels wide by 150 pixels tall.

Please use a cover photo taken at one of your chapter events. If you need help resizing the image or help selecting a cover photo, please contact Vicki Vlach at vicki.vlach@catholicfinanciallife.org

Once you've selected an appropriate image, click "Upload a Cover Photo."



Catholic Financial Life
Chapter 275, Hales Corners,
Wis.

Community

+ Add a Button

[Home](#) [Events](#) [Reviews](#) [About](#) [More ▼](#)

[Promote](#)

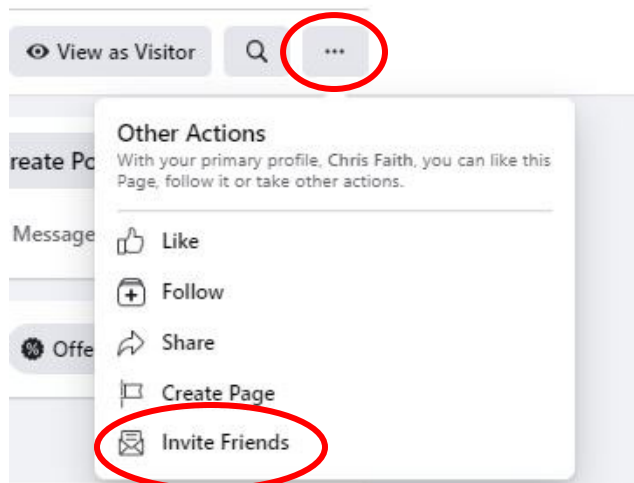
[View as Visitor](#)



4. Invite Friends to Like Your Page

Next, Facebook will prompt you to invite your current Facebook friends from your personal account to like your new chapter page. Either click the pop-up prompt or invite friends from your "... " button from your page as illustrated below.

Catholic Financial Life will provide you with an updated member email list for your chapter. If you gather additional emails to add to your list, please share them with Vicki Vlach (vicki.vlach@catholicfinanciallife.org) and Sally Krochalk (sally.krochalk@catholicfinanciallife.org) to ensure our records remain up-to-date)

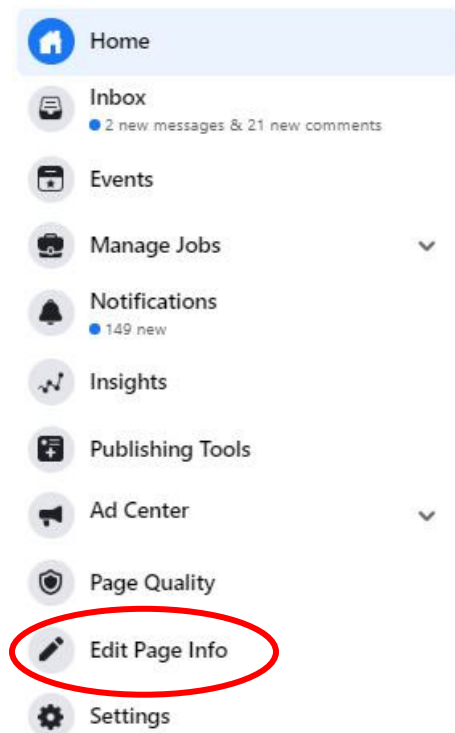




5. Include Additional Details

In the left-hand menu, find and select “Edit Page Info.” This is where you will input information that tells followers about your chapter and ways to contact you. You can choose whether to make your address and phone number public, or to show only your city and state. Since chapters do not have a physical address, we recommend just entering your chapter’s city and state.

Manage Page



6. Notify Catholic Financial Life About Your Chapter Page

Please email Vicki Vlach at vicki.vlach@catholicfinanciallife.org or Sally Krochalk at sally.krochalk@catholicfinanciallife.org to notify Catholic Financial Life that you have created a chapter Facebook page.