



How to Create a Facebook Group

A Group is for your Unit members in order to send messages quickly, and for people to post ideas. This is not meant as a way to expand your unit. In order to brand and promote your unit and the ALA, create a Page instead.

1. Find "Add Group"

From your "[home page](#)" on Facebook go to the Groups section on the left side menu & find "Add Group".

The number of things you have in your Favorites will determine how far down you have to scroll to see this.

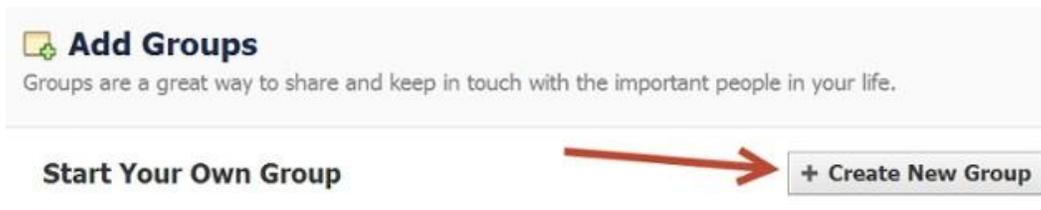


Once you get there, it will look like this:
way simply go here: <https://www.facebook.com/addgroup>

For an even quicker

2. Click "Create New Group"

You'll be taken to a page that displays the option to create a group as well as showing you some suggested groups to join.



To begin the process of creating a group click "Create New Group".

3. Name Your Group

You will now see this lightbox:



Create New Group

Group Name:

Members:

Privacy:

- Open
Anyone can see the group, who's in it, and what members post.
- Closed
Anyone can see the group and who's in it. Only members see posts.
- Secret
Only members see the group, who's in it, and what members post.

[Learn more about groups privacy](#)

The first thing you need to do is give your group a name -- I'm naming my group "Scott Secret Group".

This name can be whatever you want & you can change it later. But try to make the group name memorable & searchable -- so people can find it.

4. Add Members

Facebook does something odd here -- and out of order, in my opinion. You're actually required to add at least 1 friend to the group before you can create it. If you don't you get the error message below:



Create New Group

Please choose friends to add to your group.

Group Name:

Members:

So in order to create your group, you'll need to add at least 1 friend to the group.

5. Choose Privacy Setting

You'll now need to decide what privacy setting you want your group to have.

This is probably the most important choice you'll make while creating your group -- as there are some limits to changing down the road. If you have fewer than 250 members you'll be able to change the settings as you see fit.



But as soon as your groups grows to over 250 members, you can only change an Open group to Closed or Secret -- and a Closed group to Secret.

You won't be able to change the privacy again after this.

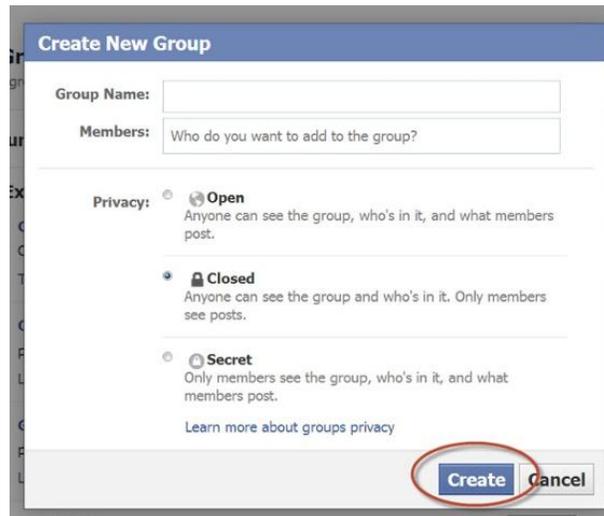
There can be confusion about what privacy setting a group should have -- Open, Closed or Secret.

It's fairly self explanatory as seen above -- but here's another great graphic from Facebook to break it down:

	Open	Closed	Secret
Who can join?	Anyone can join or be added by a member	Anyone can ask to join or be added	Anyone, but they have to be added
Who can see the group name and who's in it?	Anyone	Anyone	Only members
Who can see posts in the group?	Anyone	Only members	Only members
Who can find the group in search?	Anyone	Anyone	Only members
Who can see stories about the group on Facebook (like in News Feed and search)?	Anyone	Anyone	Only members

6. Click Create

After you choose your privacy setting, click the "Create" button as you've seen in previous images:



7. Choose an Icon

Facebook will now give you the option to choose from a wide array of creative graphics for your icon/avatar.

This is completely up to you and bears no significance as far as Facebook is concerned.

But if you've created many groups or have multiple groups in your favorites, you'll want to choose an icon you can easily identify.



Your group is now officially created!

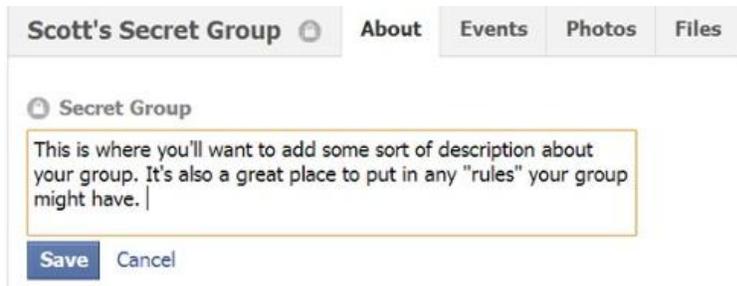
There are, however, a few more items you can customize.

8. Complete "About" Section

Your "about" section is important for 2 reasons:

- Gives prospective members an idea what your group is about
- Can display any "rules" you may have about the group

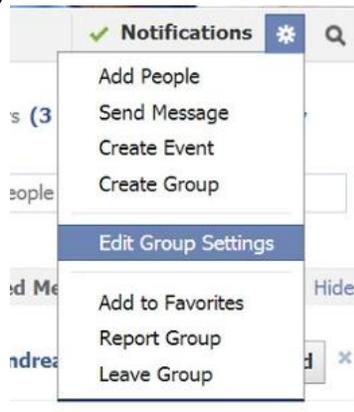
So fill it out as you see fit -- seeing as this is YOUR group.



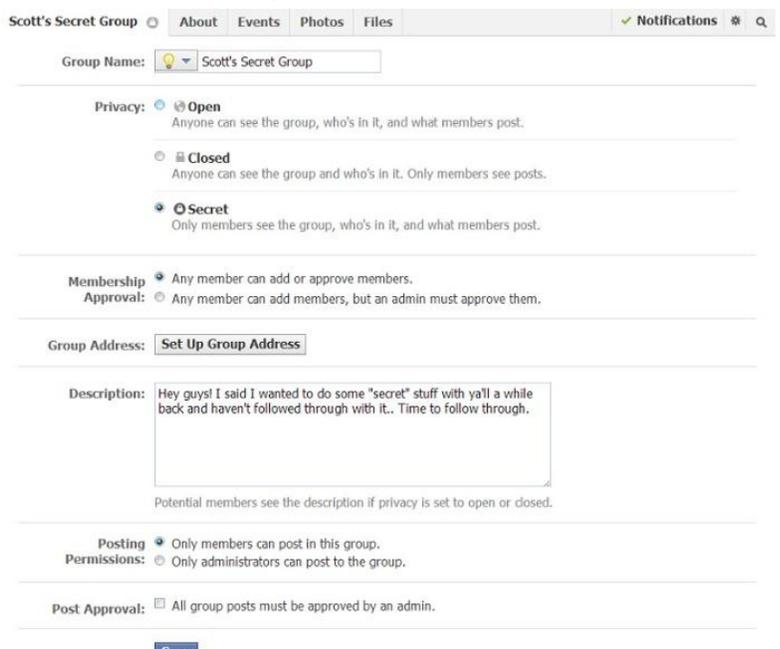
9. Edit Group Settings

Next you'll want to edit the group settings.

You do this by clicking on the gear icon & then clicking "Edit Group Settings":



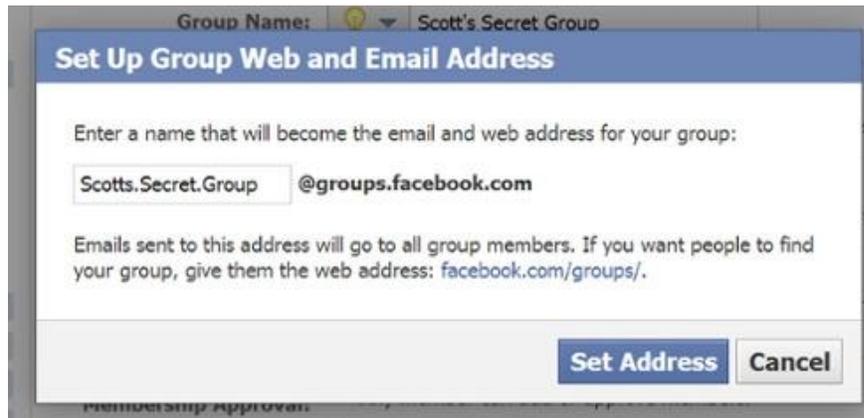
Once on the edit page, you'll have many options to change:



Items you can change:

- **Group Icon**
- **Group Name**
- **Privacy Settings**
- **Membership Approval -- Do you want to let anyone add members or should only you be able to?**

- **Set a Group Address** -- Here you'll have a chance to give the group a custom url as well as an email address where people could email the group directly



Group Name: Scott's Secret Group

Set Up Group Web and Email Address

Enter a name that will become the email and web address for your group:

Scotts.Secret.Group @groups.facebook.com

Emails sent to this address will go to all group members. If you want people to find your group, give them the web address: facebook.com/groups/.

Set Address Cancel

- When you're done you'll see this:

Group Address: Scotts.Secret.Group@groups.facebook.com

<https://www.facebook.com/groups/Scotts.Secret.Group/>

- **Change your Description**
- **Change Posting Permissions** -- Here you can decide if only admins can post or if members can as well
- **Post Approval** -- You can require that all posts be approved by an admin before going live

Once you're done & happy with the settings, click "Save".

You're Group is Ready to Go!

You've now successfully created a Facebook Group! Congrats!

Now you can post updates inside the groups -- and so can members (if you've allowed it).