

# Social Media Hero Academy To-Do List

Please take a few moments to complete these 4 easy steps before June 7<sup>th</sup>.

## 1. Create a Facebook Page for your organization.



If you don't already have a Facebook Page for your organization, follow the steps below:

1. Sign on to Facebook with your personal account
2. Click on this link: [Create a Facebook Page](#)



## 2. Create an Instagram account for your organization.

If you don't already have an Instagram account for your organization, follow the steps below:


### Apple (iOS):

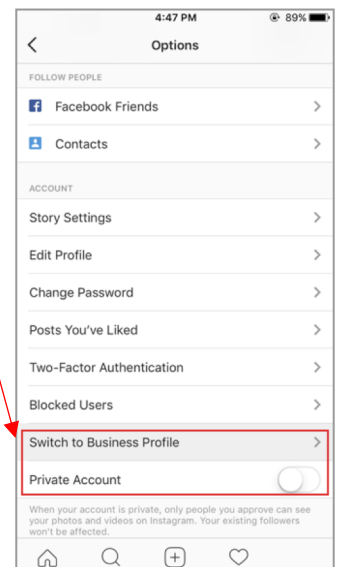
1. Download Instagram from the App Store (  )
2. Tap (  ) to open app
3. Tap Sign Up With Email or Phone Number or Log in with Facebook
4. Create a username and password

### Android:

1. Download Instagram from the Google Play Store (  )
2. Tap (  ) to open app
3. Tap Sign Up With Email or Phone Number or Log in with Facebook
4. Create a username and password

## 3. Switch your Instagram account to a business account.

1. Go to your profile and tap (  )
2. Scroll to the bottom and select **Switch to Business Profile**
3. Select the **Business Facebook page** that you'd like to associate your Instagram with.
4. Make sure your account is **not private**.
5. Set up your Business Profile with contact information



## 4. Take our Survey

Use the link below to take our quick social media survey so that we can tailor our workshop to your needs.

[Take Survey](#)