Social Media Hero Academy To-Do List

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

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):

2. Tap (🗿) to open app

or Log in with Facebook

1. Download Instagram from the App Store (🔗)

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 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 (\mathbf{O})
- 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.

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FOLLOW PEOPLE	
Facebook Friends	>
Contacts	>
ACCOUNT	
Story Settings	>
Edit Profile	>
Change Password	>
Posts You've Liked	>
Two-Factor Authentication	>
Blocked Users	>
Switch to Business Profile	>
Private Account	\bigcirc
When your account is private, only people you appr your photos and videos on Instagram. Your existing won't be affected.	rove can see followers
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Take Survey