

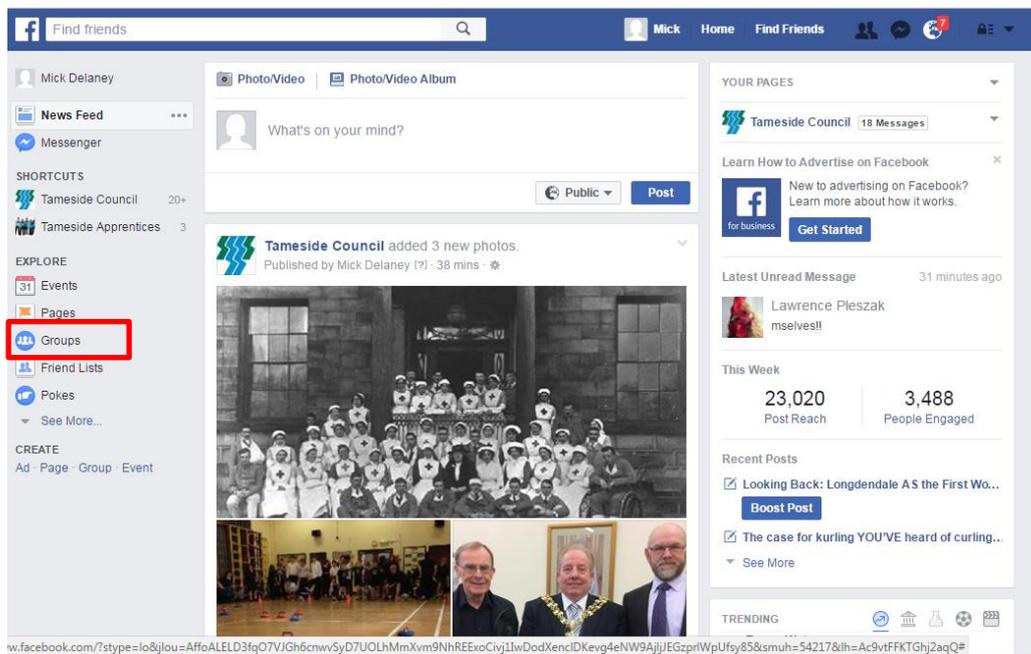
# Setting up a Virtual PPG using Facebook

To create a virtual PPG you first need to log in to your Facebook account. If you do not have a Facebook account, you can set one up with an email address by going to [www.facebook.com](http://www.facebook.com) and filling in their form:

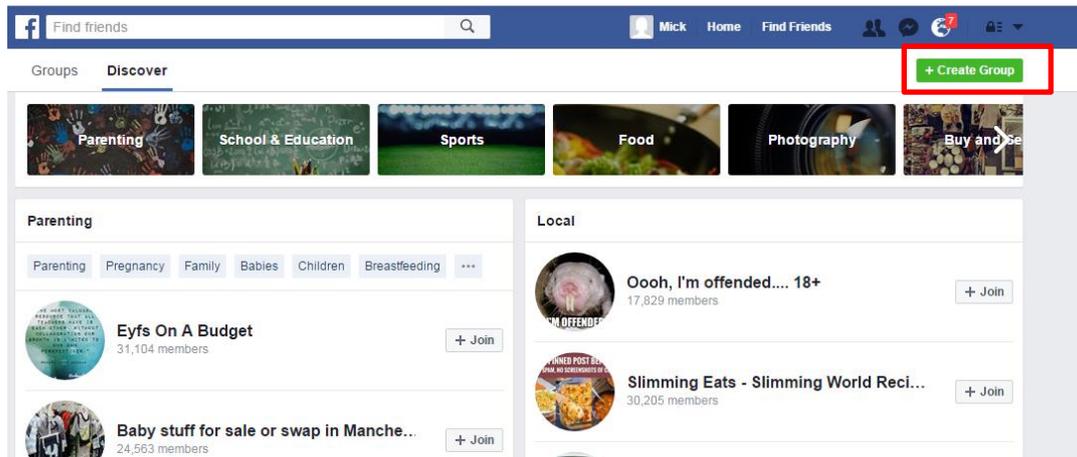


The image shows the Facebook login and sign-up interface. At the top, there are fields for 'Email or Phone' and 'Password', with a 'Log In' button and a link for 'Forgotten account?'. Below this is the 'Sign Up' section, which is highlighted with a red border. It includes the text 'It's free and always will be.' and several input fields: 'First name', 'Surname', 'Mobile number or email address', 'Re-enter mobile number or email address', and 'New password'. There is also a 'Birthday' section with dropdown menus for 'Day', 'Month', and 'Year', and radio buttons for 'Female' and 'Male'. At the bottom of the sign-up form is a green 'Sign Up' button. To the left of the form is a graphic with a thumbs-up icon and the text 'Thanks for stopping by! We hope to see you again soon.'

After you have done this and logged in, you will be taken to your timeline. There you should click the Groups tab under Explore:

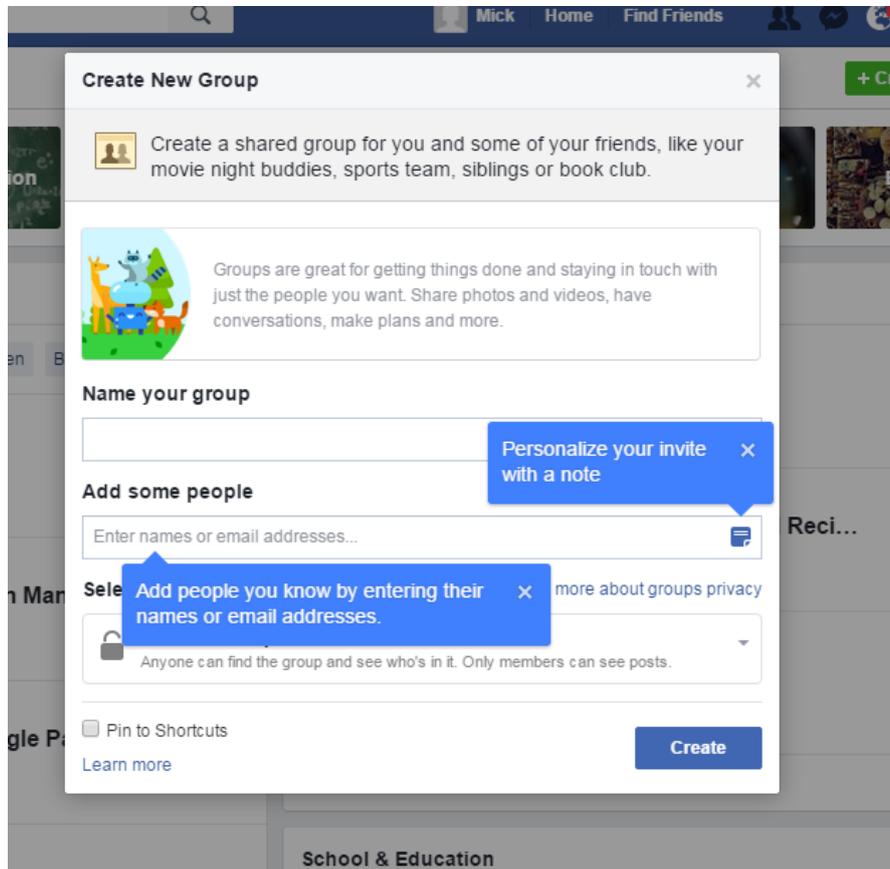


Clicking Groups will take you to all of the groups on Facebook. From here you should click Create Group.



This will open a new window where you can create your group by filling in the information in the Name Your Group box.

If you have other members as Facebook friends already, you can add them here by typing their names in the 'Add Some People' box, or by entering their email addresses.

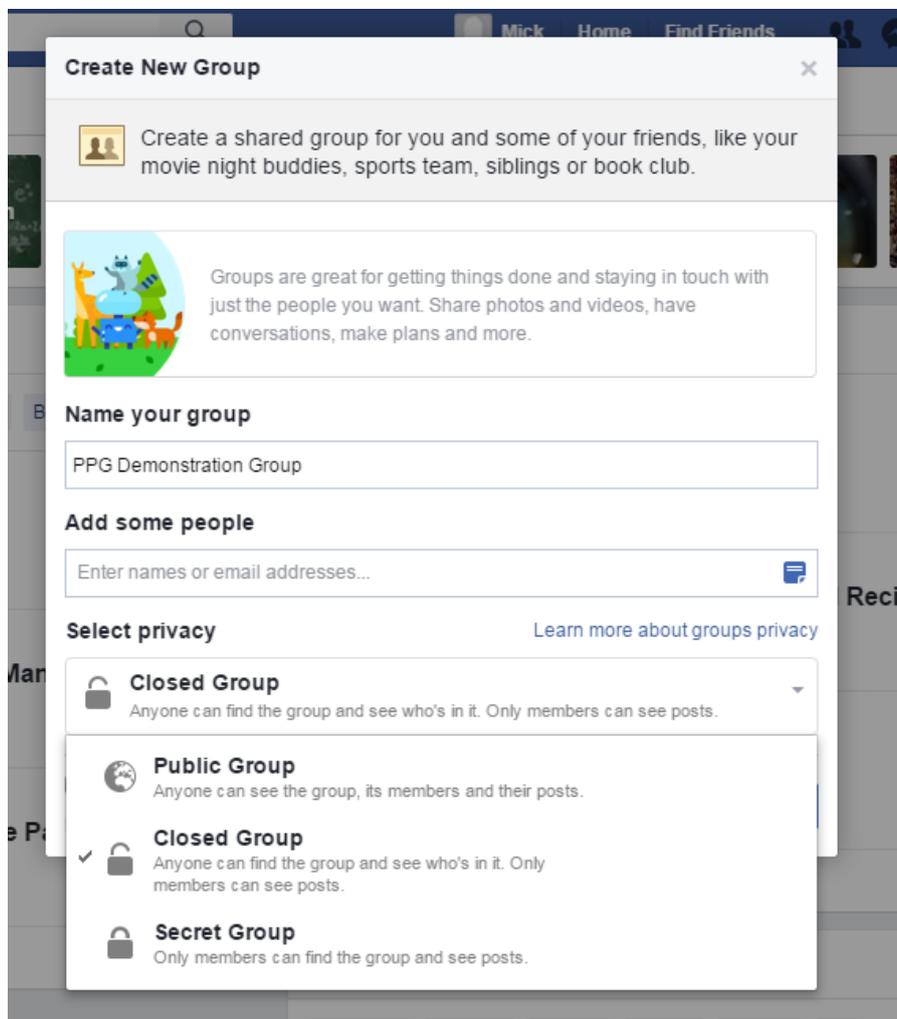


After filling in the information and inviting any members, you should decide whether you want your group to be private or public.

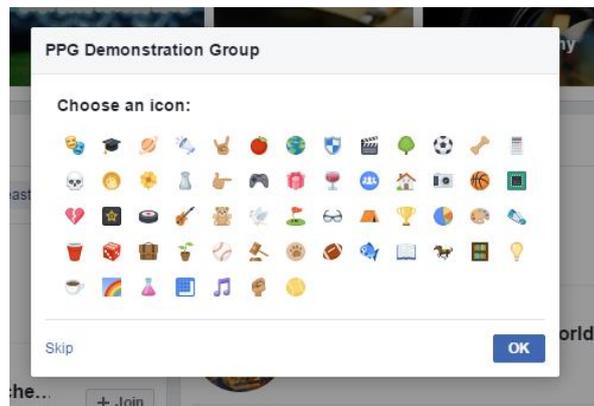
Clicking on the dropdown menu under Select Privacy will give you a number of options and some information about what they mean. If you make the group 'Closed' people will be able to find the group by searching for its name on Facebook, but will not be able to post in it or see any posts without first requesting to join and being accepted by an existing member.

If you make the group 'Secret' you would have invite every new member and only members would be able to find the group – searching for it as a non-member would return no results.

It is recommended that you create a Closed Group, but the choice is ultimately yours.

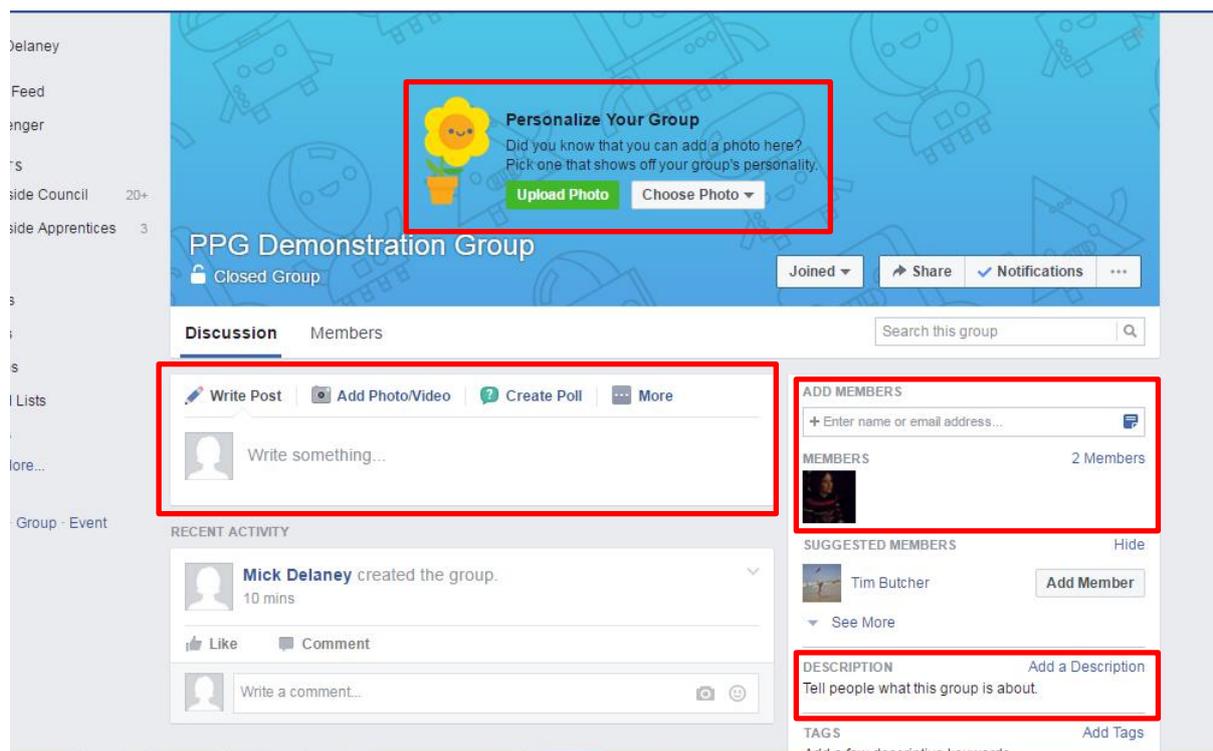


After choosing your privacy settings, click 'Create.' You will then get to choose the icon for your group. After pressing OK you will be taken to your group.



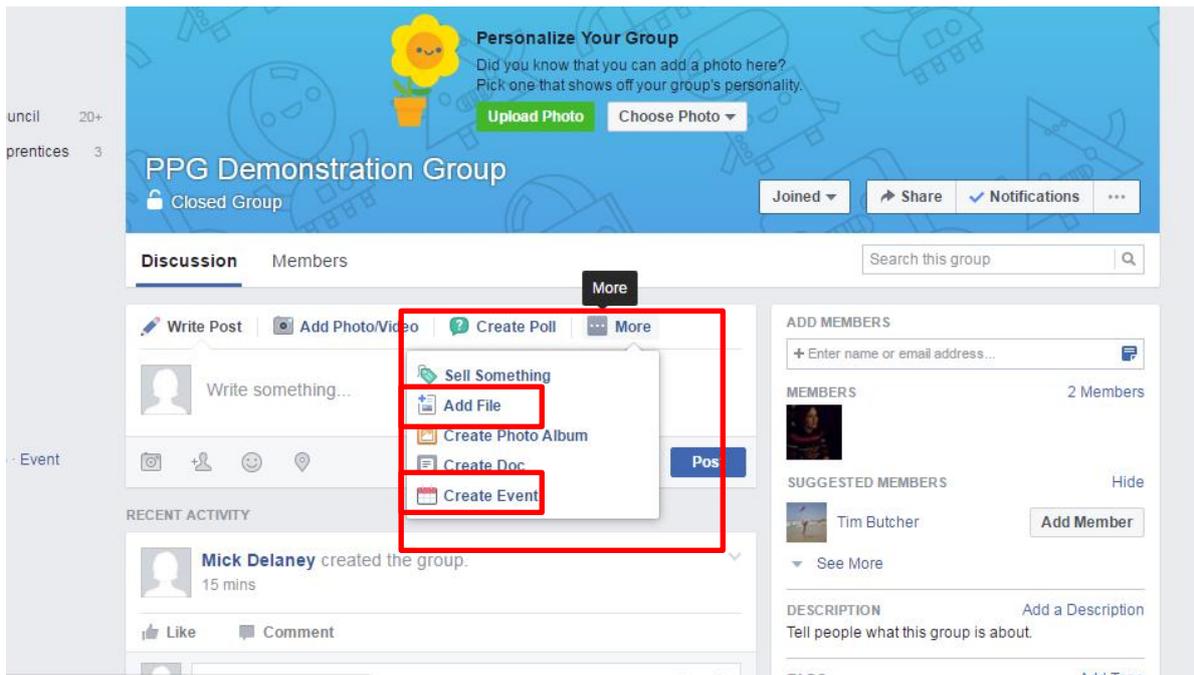
Here you can see current members, add new ones and personalise your page by adding a photo and a description.

You can also write your first post to the group, add photos or videos or create quick polls to ask questions to its members by clicking any of the corresponding icons.

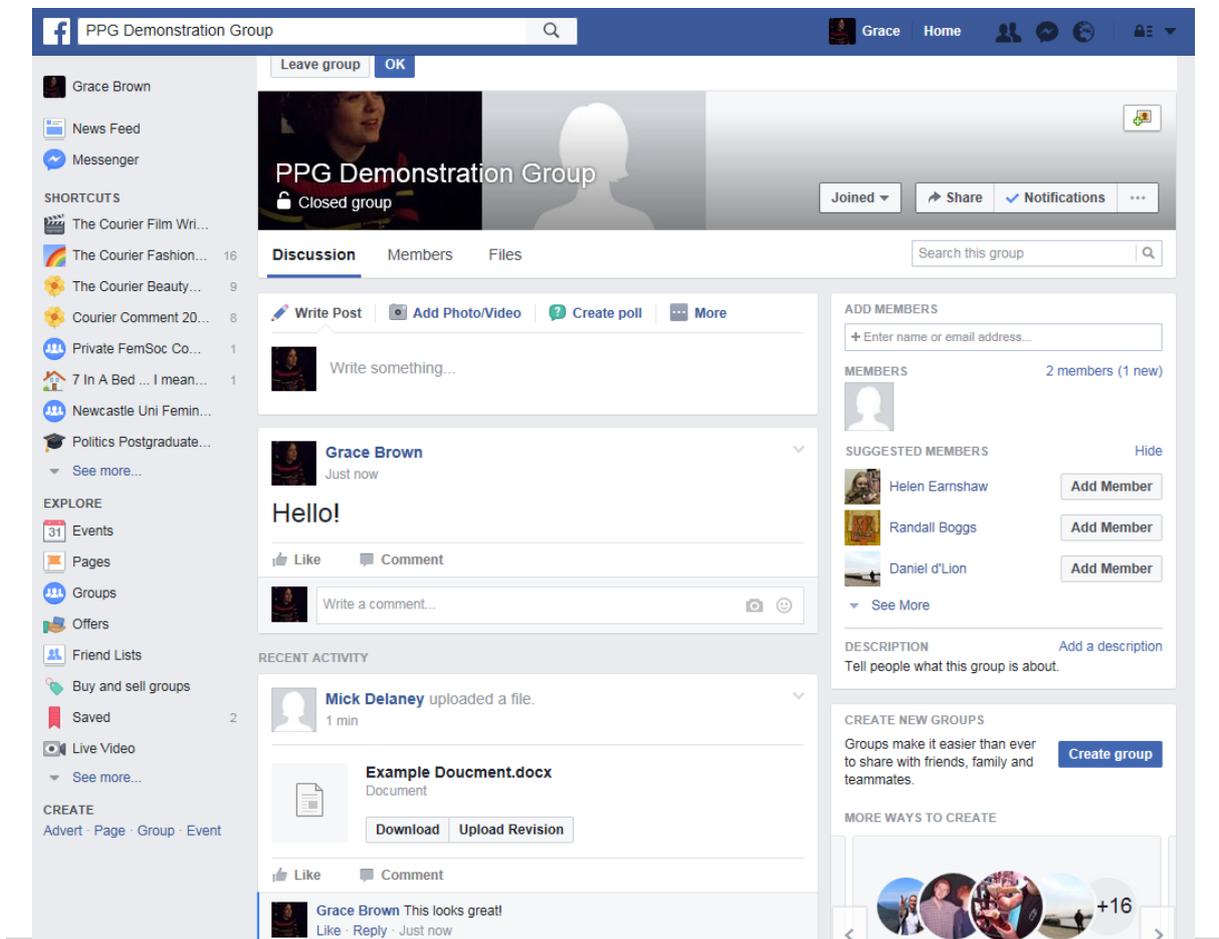


To upload documents to your group, for example minutes from meetings, your group's constitution or any other relevant files you click on the More tab.

You can also create events – for example the next meeting date or any health events you have planned with the group – within the group by clicking the More tab.



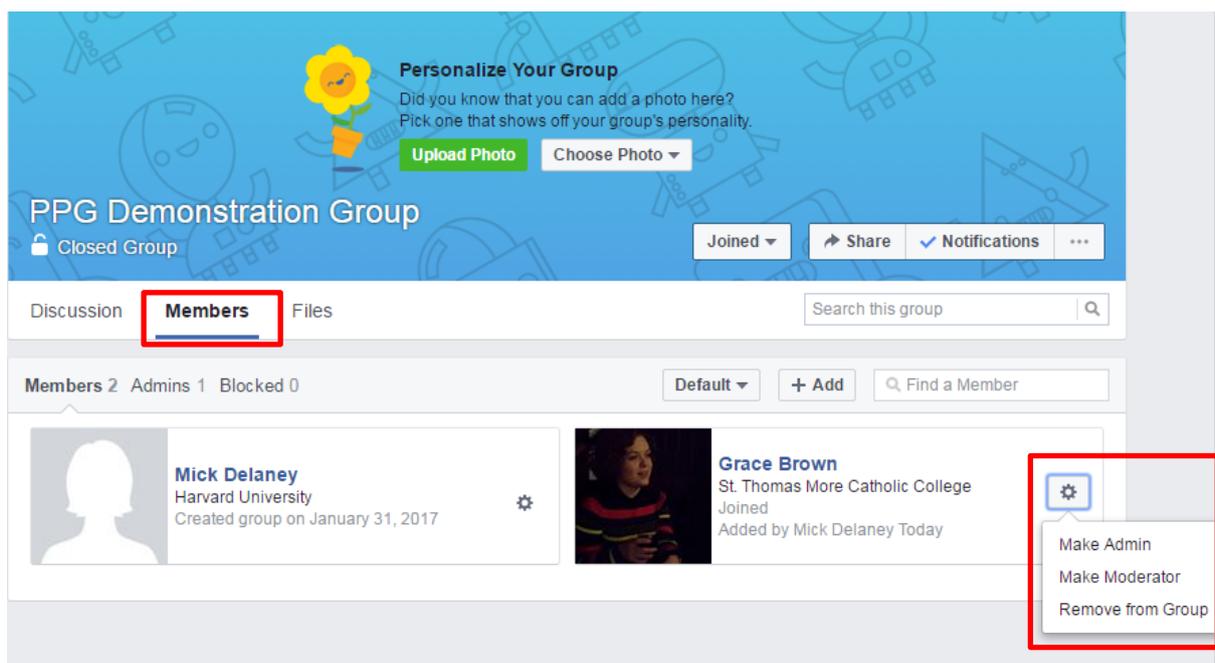
Members can post their own messages and comment on any other posts in the group creating on-going conversations and a way to involve people in your group who may not be able to make physical meetings.



When a new member requests to join the group you have the option to accept them or reject them:



You can also edit membership by clicking the Members tab and clicking the bolt icon next to existing members' pictures:



By making other members Admin or Moderators you can share responsibility for the group.

Admins can edit group settings, remove members and give other members admin status. They can also review and delete posts and comments in the group.

Moderators are like admins but with less control – they can manage membership, and review and delete posts and comments in the group but cannot edit group settings.