



ProVol Digital

Step by Step Guide

Facebook
fan page



ProVol Digital

Professional volunteer management
and training through digitalisation



Step by step

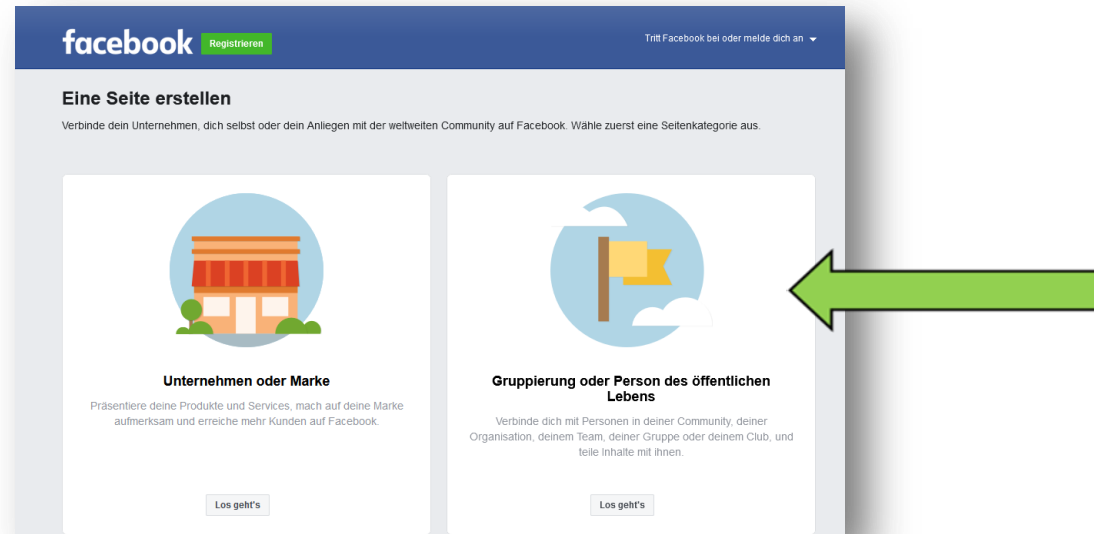
Step 1: Create Page

Step 2: Upload cover and profile pictures

Step 3: Add information

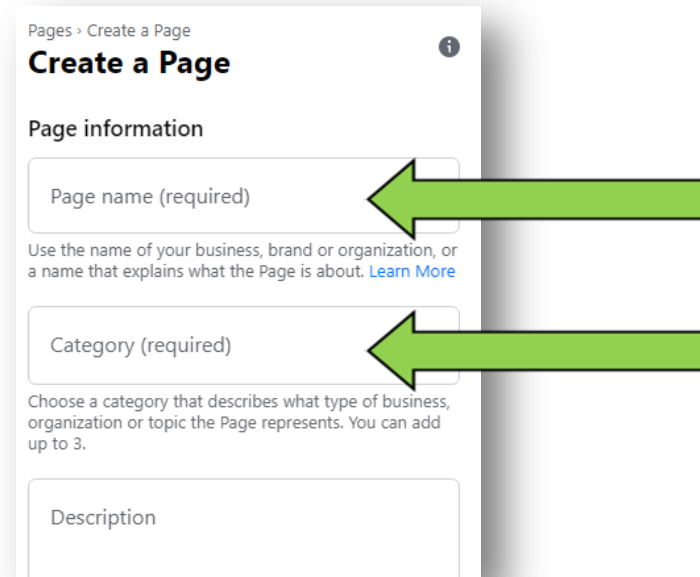
Create a page

- Go to www.facebook.com/pages/create
- Click "Get Started " under the "Community or Public Figure" heading
- Log in to your Facebook account



Create a page

- Enter a page name into the "Page Name" text box on the left side.
- Select a category.
- Add a description (optional).
- Click "Create page".



Pages > Create a Page i

Create a Page

Page information

Page name (required) ←

Use the name of your business, brand or organization, or a name that explains what the Page is about. [Learn More](#)

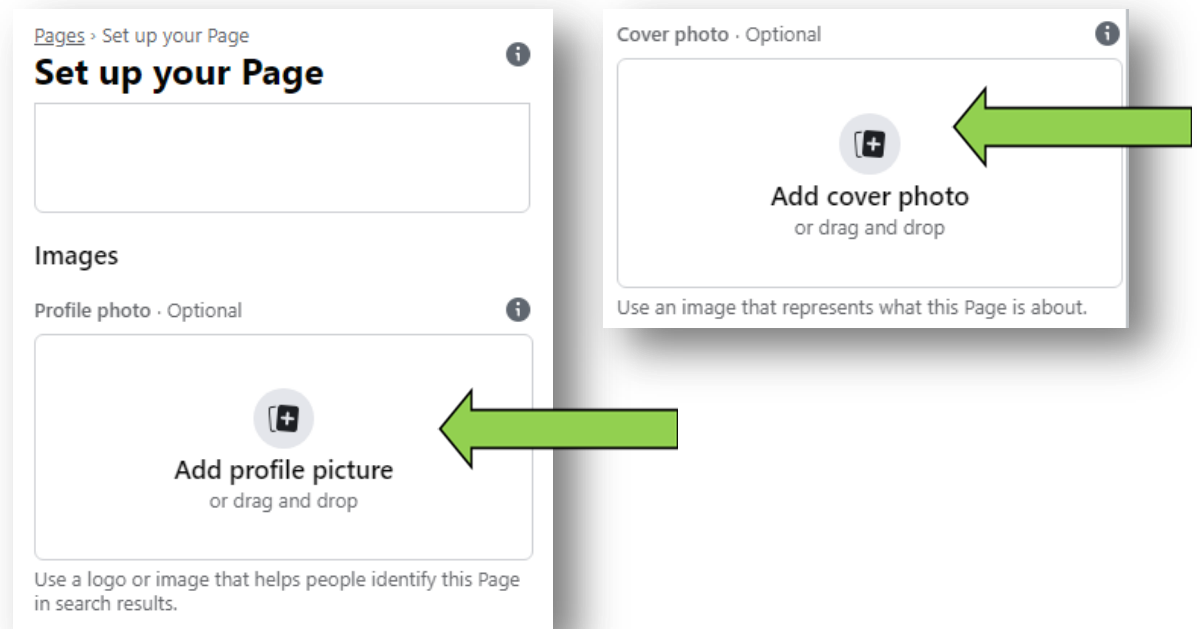
Category (required) ←

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

Description

Profile pictures

- Click on the boxes "add profile picture" and "add cover photo" to upload photos.
- Click "Save".



Add information

- Now you can share posts on your Facebook page.
- To add and edit more information, click "Edit Page Info".

