ProVol Digital

Step by Step Guide

Facebook

fan page

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Professional volunteer management
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# Step by step

Step 1: Create Page

Step 2: Upload cover and profile pictures

Step 3: Add information

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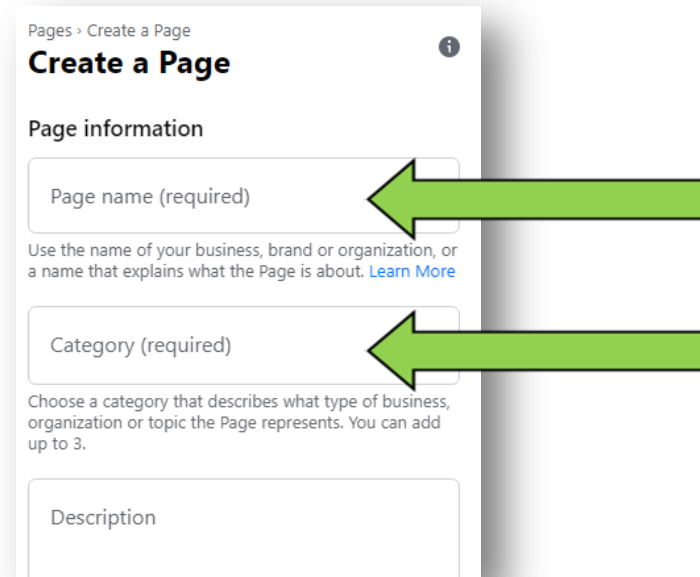and training through digitalisation

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

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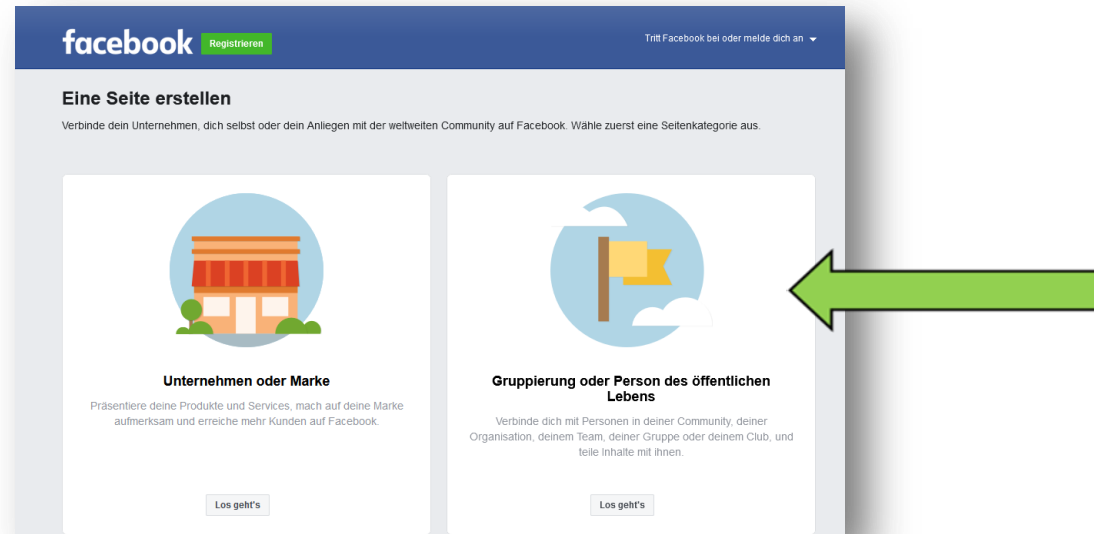
Create a page

- Enter a page name into the "Page Name" text box on the left side.

- Select a category.

- Add a description (optional).

- Click "Create page".

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Profile pictures

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

- Click "Save".

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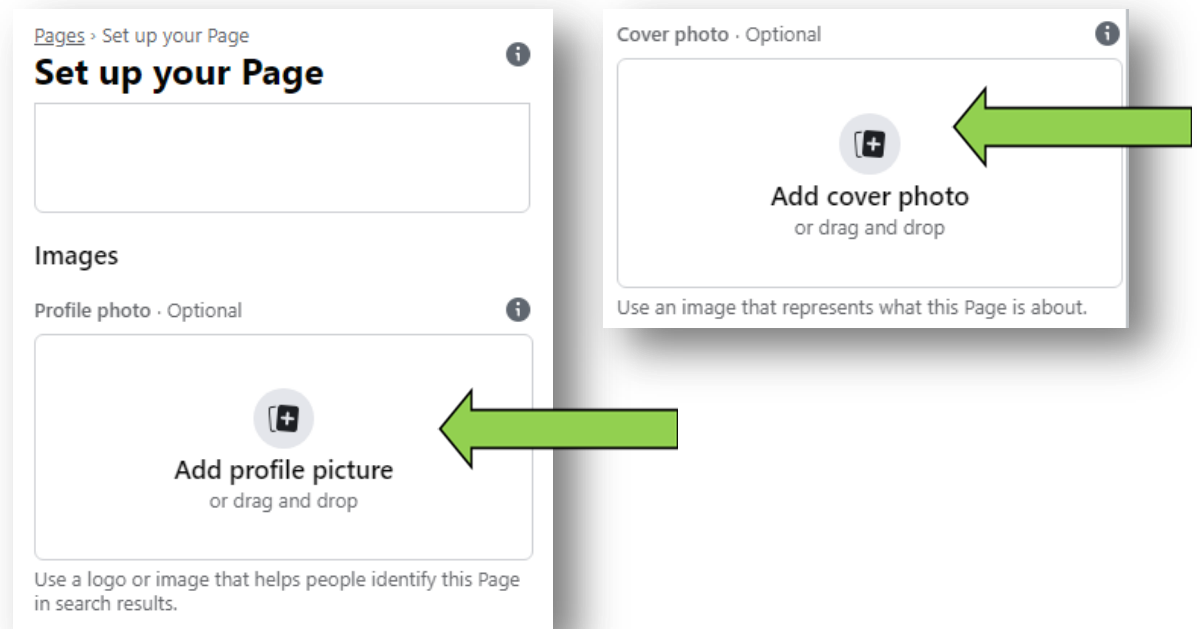
Add information

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

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