How To Create a 40-Day Prayer Challenge Facebook Group



- 1. Click in the top right of Facebook and select Create Group
- 2. Select your group preferences, enter your group name, add group members and then choose the privacy setting for your group

| | Public | Closed | Secret |
|--|--|--|---|
| Who can join? | Anyone can join or be added or invited by a member | Anyone can ask to join or be added or invited by a member | Anyone, but they have to be added or invited by a member |
| Who can see the group's name? | Anyone | Anyone | Current and former members |
| Who can see who's in the group? | Anyone | Anyone | Only current members |
| Who can see the group description? | Anyone | Anyone | Current and former members |
| Who can see the group tags? | Anyone | Anyone | Current and former members |
| Who can see what members post in the group? | Anyone | Only current members | Only current members |
| Who can find the group in search? | Anyone | Anyone | Current and former members |
| Who can see stories about the group on Facebook (ex: News Feed and search)? | Anyone | Only current members | Only current members |

3. Click Create

- 4. Once you create your group, you **personalize it** by uploading a cover photo and adding a description. To upload <u>a cover photo</u> for the first time:
 - A. Click **Upload Photo** to upload a photo from your computer or click **Choose Photo** to choose from your Facebook photos or your group's photos
 - B. Click Save Changes
- 5. Add Members To add new members to a group:
 - A. Go to the group you want to add members to
 - B. Click **Members** below the group photo
 - C. Click Add
 - D. Enter the people you want to add and then click their names to add them to the group

You can also add people by entering their name or email address below **Add Members** in the top right of the group page. For all types of groups—Public, Closed and Secret—group members can add anyone who's a friend of someone in the group.

6. To make someone an admin or moderator of your group:

- A. Go to your group and click **Members**
- B. Click * next to the person you want to make an admin or moderator
- C. Select Make Admin or Make Moderator

Keep in mind that once you make someone an admin, they'll be able to remove members or admins, add new admins and edit the group description and settings.

For more Frequently Asked Questions about Facebook Groups, go to <u>http://www.facebook.com/help/1629740080681586</u>