

The Facebook logo, consisting of the word "facebook" in a white, lowercase, sans-serif font, is centered within a dark blue rectangular box.

facebook®

# Creating & Maintaining a Personal Facebook Page

---

---

A circular logo with a white background and a dark blue border, containing the letters "TG" in a bold, dark blue, sans-serif font.

TG

TITLE GUARANTY  
HAWAII

# Why Should I Have a Facebook Page?

- Social media is not a fad. It is not going to go away.
- Facebook has more than 800 million active users.
- It is a great tool for keeping up with friends and family.
- Facebook helps you to connect with potential clients and build strong business relationships.
- If you become comfortable with Facebook, other social media mediums will be easier to figure out.



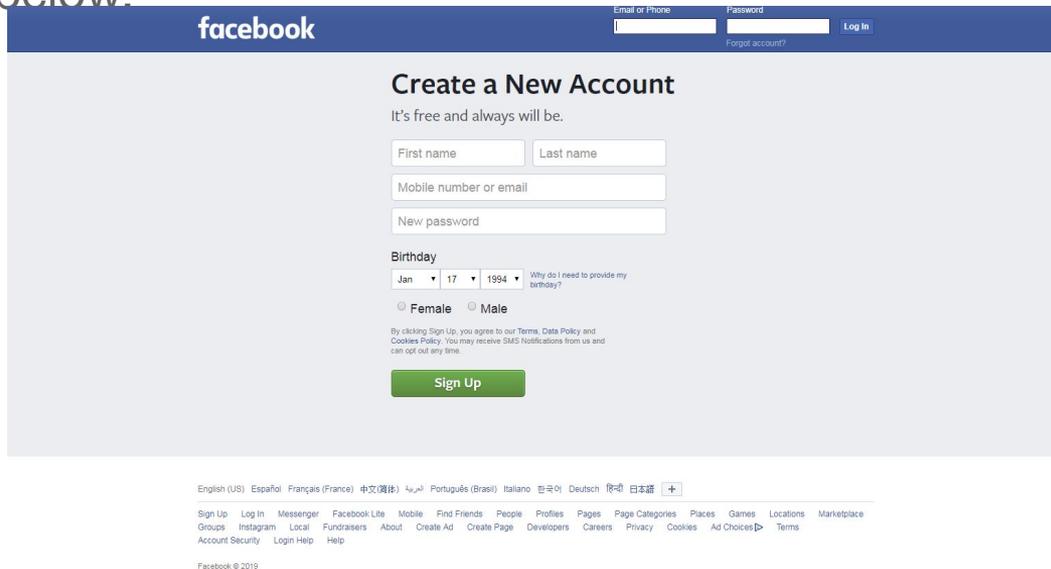
# Types of Facebook Pages

- Personal: For individuals. Everyone needs a personal page to be on Facebook. **TG Account Managers and Escrow Officers will only be creating personal pages.**
- Business: For businesses (Like TG's own Facebook page fall into this).
- Groups: For like-minded or similar situation groups to come together in a more private setting such as planning a high school reunion.



# Let's Create a Personal Facebook Page!

1. Visit <https://www.facebook.com/r.php>
2. Fill out the fields below 'Create a new account' and click the green 'sign up' button below.



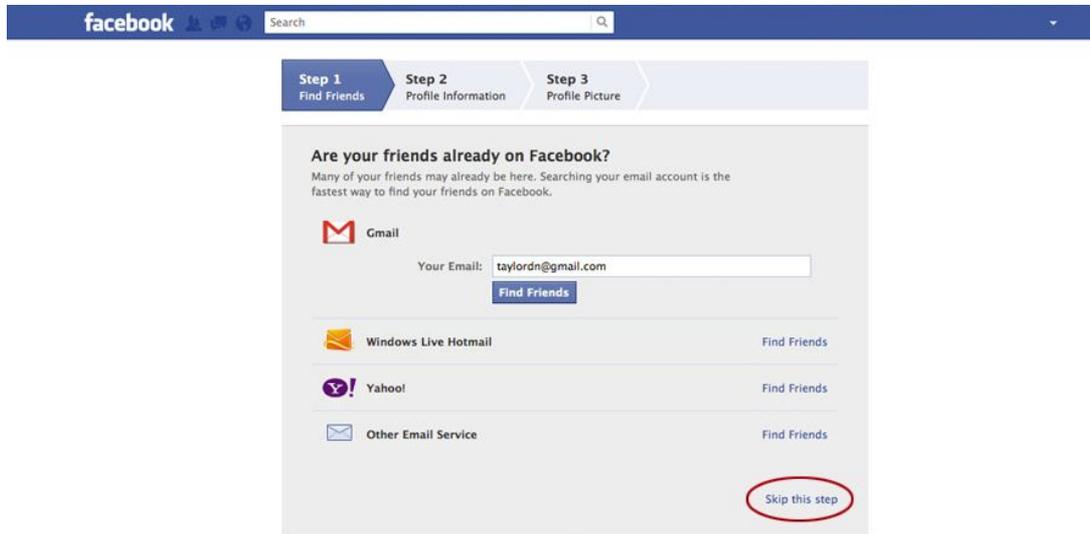
The screenshot shows the Facebook 'Create a New Account' page. At the top, there is a blue navigation bar with the Facebook logo on the left and input fields for 'Email or Phone' and 'Password' on the right, along with a 'Log In' button and a 'Forgot account?' link. Below the navigation bar, the main heading is 'Create a New Account' with the subtext 'It's free and always will be.' The form contains several input fields: 'First name' and 'Last name' (two separate boxes), 'Mobile number or email', and 'New password'. Below these is a 'Birthday' section with dropdown menus for month (Jan), day (17), and year (1994), and a small text link 'Why do I need to provide my birthday?'. There are radio buttons for 'Female' and 'Male'. A small disclaimer states: 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookies Policy. You may receive SMS Notifications from us and can opt out any time.' At the bottom of the form is a green 'Sign Up' button. At the very bottom of the page, there is a language selection bar with 'English (US)' selected, and a footer with various links like 'Sign Up', 'Log In', 'Messenger', 'Facebook Lite', 'Mobile', 'Find Friends', 'People', 'Profiles', 'Pages', 'Page Categories', 'Places', 'Games', 'Locations', 'Marketplace', 'Groups', 'Instagram', 'Local', 'Fundraisers', 'About', 'Create Ad', 'Create Page', 'Developers', 'Careers', 'Privacy', 'Cookies', 'Ad Choices', 'Terms', 'Account Security', 'Login Help', and 'Help'. The copyright notice 'Facebook © 2019' is also present.



TITLE GUARANTY  
HAWAII

# Let's Create a Personal Facebook Page!

3. You can use your email to find friends now, but if you want to set up your account first, click 'skip this step'.

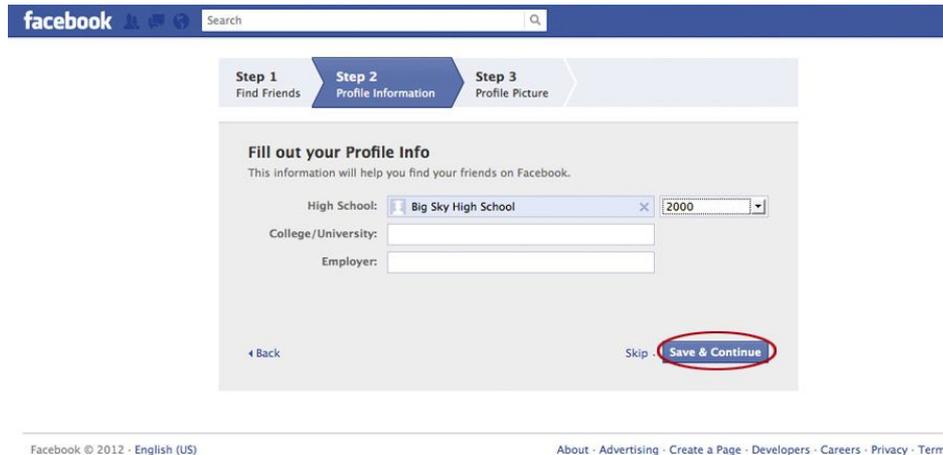


The screenshot shows the Facebook account creation interface. At the top, there is a blue navigation bar with the Facebook logo, a search bar, and a dropdown arrow. Below this is a progress indicator with three steps: Step 1 (Find Friends), Step 2 (Profile Information), and Step 3 (Profile Picture). The main content area is titled "Are your friends already on Facebook?" and includes a sub-header: "Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook." There are four options for finding friends: Gmail, Windows Live Hotmail, Yahoo!, and Other Email Service. Each option has a "Find Friends" button. A red circle highlights a "Skip this step" button at the bottom right of the main content area.



# Let's Create a Personal Facebook Page!

4. Fill out your profile info. Facebook will ask you for your high school, college/university, and employer (all fields are optional for this step). Knowing this information helps Facebook to connect you with people from these specific groups. When completed, click the Save & Continue button pictured down below.

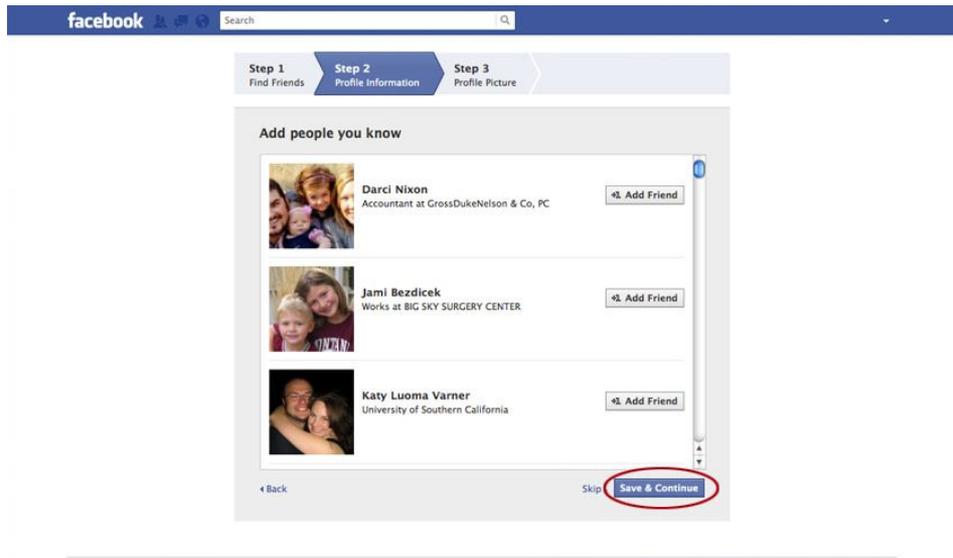


The screenshot shows the Facebook profile creation interface. At the top is the Facebook logo and a search bar. Below that is a progress bar with three steps: Step 1 (Find Friends), Step 2 (Profile Information), and Step 3 (Profile Picture). Step 2 is currently active. The main content area is titled 'Fill out your Profile Info' and includes the instruction: 'This information will help you find your friends on Facebook.' There are three input fields: 'High School' (with a dropdown menu showing 'Big Sky High School' and a year dropdown set to '2000'), 'College/University', and 'Employer'. At the bottom left is a 'Back' button, and at the bottom right is a 'Skip' button followed by a 'Save & Continue' button, which is circled in red.



# Let's Create a Personal Facebook Page!

5. Add people that you might know. Start with your strong TG supporting agents! Friends on Facebook can message with each other, post on each other's pages, and see updates that you post. It's recommended that you only add people that you know.

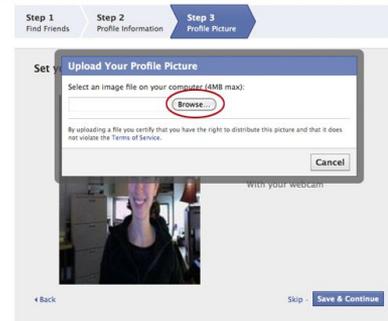


TITLE GUARANTY  
HAWAII

# Let's Create a Personal Facebook Page!

6. Time for a Profile Picture! Either option pictured below works for adding a photo to your profile, but we are going to walk through the first option.

7. Click 'Upload a Photo', Select 'Browse', then find a photo that you want on your computer as your profile photo. Profile photos help others to identify you but also communicate your 'brand', so it's recommended that you upload a high resolution photo. After you're finished, click 'Save & Continue'.



TITLE GUARANTY  
HAWAII

# Let's Create a Personal Facebook Page!

7. If all of your information is correct, you will be sent a verification email to the address you provided. (Note: if you need your TG headshot please save the image from our website or call Randy Soriano)
8. To finish creating your account, you need to [confirm your email or mobile phone number](#), so check your email and click the verification link (The email may take a few minutes to send).



# Congratulations! You Have a Facebook Page!

You are now officially a Facebook user! You can interact with others by messaging them, sharing posts and articles, and write messages or post pictures on your personal page for others to see. We'll now go over how to flesh out your profile and get the most out of your Facebook experience.



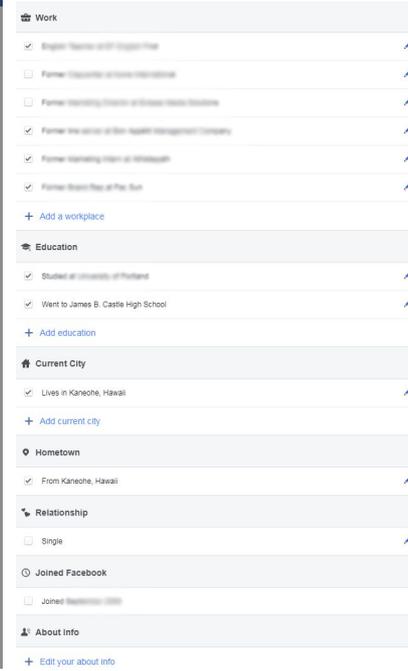
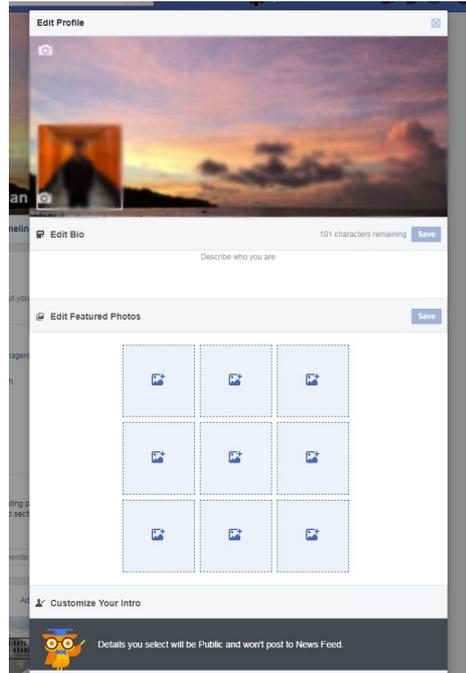
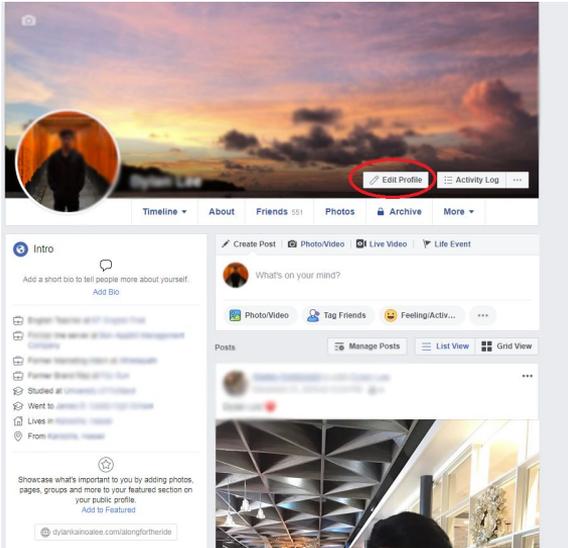
TITLE GUARANTY  
HAWAII

# Editing Your Profile

1. When viewing your profile, click 'Edit Profile', located on the upper right section of your screen.
2. Once there, you'll be able to enter as much information as you want, including about info, work, education, and current city. This information will help people find your profile and add you as a Facebook friend.
3. When you are finished inputting photos and info, you can click the 'Save' button on the top of the menu.



# Editing Your Profile



TITLE GUARANTY  
HAWAII

# Guidelines for Maintaining Your Personal Page

- It is important for EOs to maintain a personal page that can also serve as a point of contact for potential and current clients.
- Your page is like a personal brand; you should manage your page in a way that best represents yourself as an individual, but also in a way that represents yourself as a FIERCE TG team member.

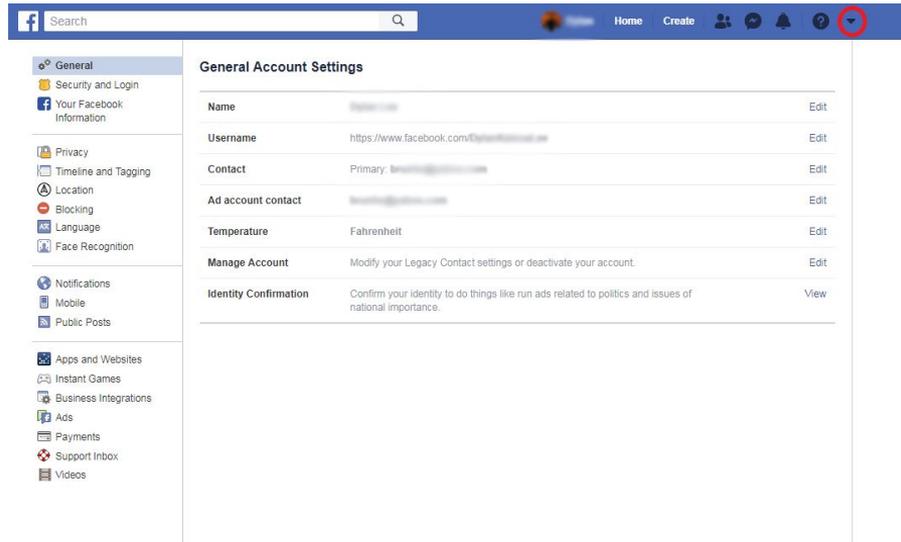
Now, we'll go over managing account and privacy settings so that you can control what information you want to display on your profile.



TITLE GUARANTY  
HAWAII

# Guidelines for Maintaining Your Personal Page

Access your account editing by clicking on the small triangle in the upper right (red circle in picture below). This will be accessible from any page in Facebook. From there, you can adjust the settings for privacy, notifications, and other services on Facebook. Simply browse the left tab to adjust what you need to.



The screenshot shows the Facebook interface. At the top, there is a search bar and navigation icons for Home, Create, and a menu icon (a small triangle) which is circled in red. Below the navigation bar, the left sidebar contains various settings categories: General, Security and Login, Your Facebook Information, Privacy, Timeline and Tagging, Location, Blocking, Language, Face Recognition, Notifications, Mobile, Public Posts, Apps and Websites, Instant Games, Business Integrations, Ads, Payments, Support Inbox, and Videos. The main content area is titled 'General Account Settings' and contains a table of settings.

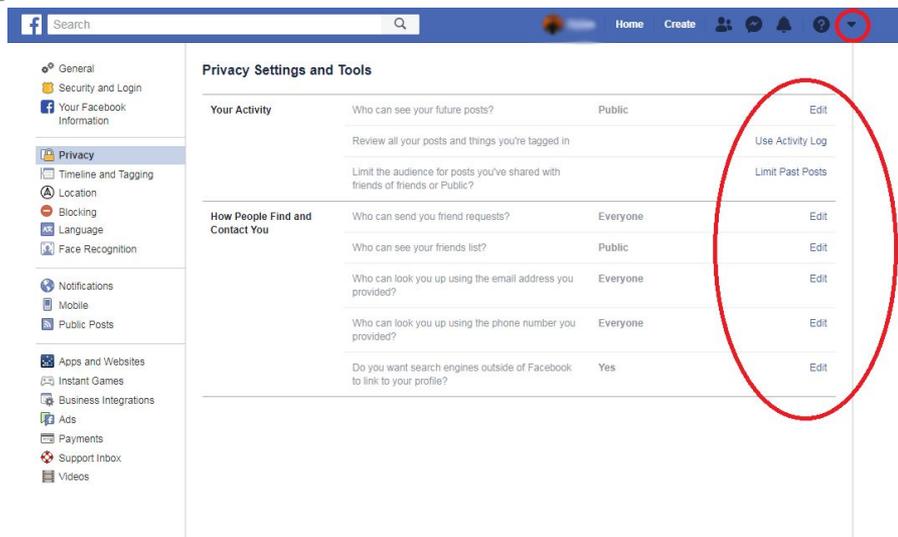
Setting	Value	Action
Name	[Redacted]	Edit
Username	https://www.facebook.com/[Redacted]	Edit
Contact	Primary: [Redacted]	Edit
Ad account contact	[Redacted]	Edit
Temperature	Fahrenheit	Edit
Manage Account	Modify your Legacy Contact settings or deactivate your account.	Edit
Identity Confirmation	Confirm your identity to do things like run ads related to politics and issues of national importance.	View



TITLE GUARANTY  
HAWAII

# Guidelines for Maintaining Your Personal Page

It's important to protect your privacy on Facebook! Just because Facebook allows you to share everything about you doesn't mean you want everyone being able to see it. On this page, you can change who sees your posts, profile information, friends list, and who can search for you online.



The screenshot shows the Facebook Privacy Settings and Tools page. The left sidebar contains various settings categories, with 'Privacy' selected. The main content area is titled 'Privacy Settings and Tools' and contains a table of settings. A red circle highlights the 'Edit' links for several settings.

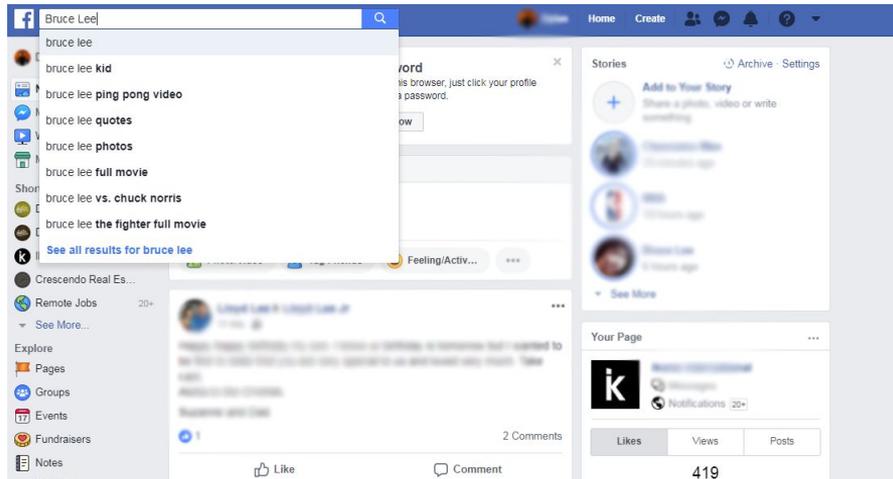
Section	Setting	Current Value	Action
Your Activity	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
How People Find and Contact You	Who can send you friend requests?	Everyone	Edit
	Who can see your friends list?	Public	Edit
	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your profile?	Yes	Edit



TITLE GUARANTY  
HAWAII

# Find Friends

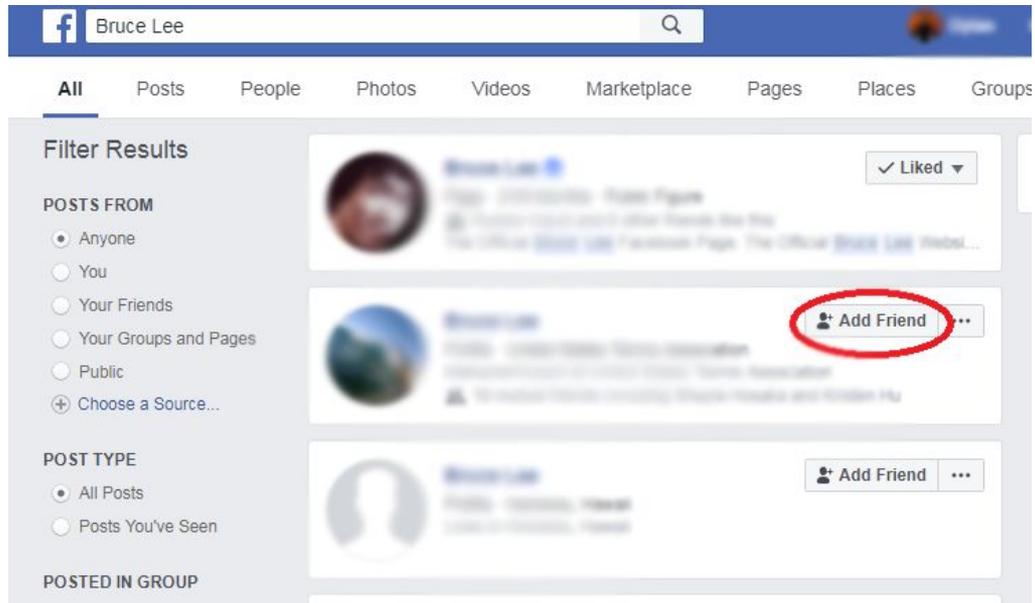
Facebook allows you to find people, places, groups, and brands of all shapes and sizes. Simply click on the search bar on the top of your Facebook page and type in what you're looking for, whether it be a business, person's name, interest group, or place! If you're finding a friend, it's possible that multiple people will have the same name. Make sure he/she's the one by looking at their location, profile picture, or job title to confirm!



TITLE GUARANTY  
HAWAII

# Add Friends

Found the person you're looking for? Next, you'll want to find and click on the 'Add Friend' button. If they accept, then you'll be able to see their posts and updates on your Facebook Home Page!



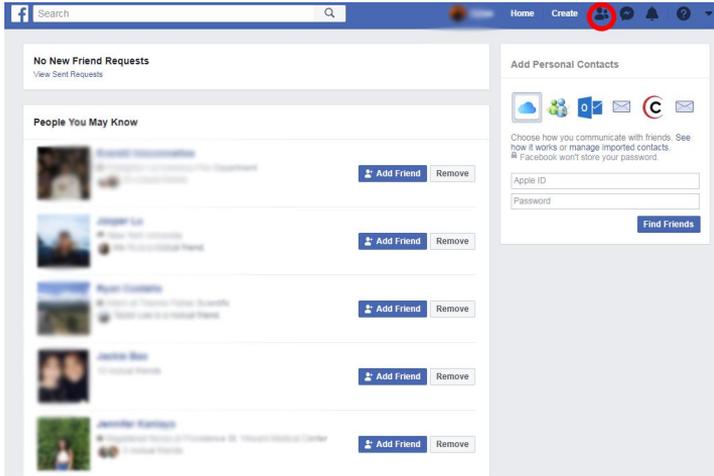
The image shows a screenshot of a Facebook search results page for the name "Bruce Lee". The search bar at the top contains the text "Bruce Lee" and a magnifying glass icon. Below the search bar, there are navigation tabs for "All", "Posts", "People", "Photos", "Videos", "Marketplace", "Pages", "Places", and "Groups". The "All" tab is selected. On the left side, there is a "Filter Results" panel with sections for "POSTS FROM" (radio buttons for "Anyone", "You", "Your Friends", "Your Groups and Pages", "Public", and "Choose a Source...") and "POST TYPE" (radio buttons for "All Posts" and "Posts You've Seen"). The main content area displays three search results. The first result is a profile for "Bruce Lee" with a "Liked" button. The second result is a profile for "Bruce Lee" with an "Add Friend" button circled in red. The third result is a profile for "Bruce Lee" with an "Add Friend" button.



TITLE GUARANTY  
HAWAII

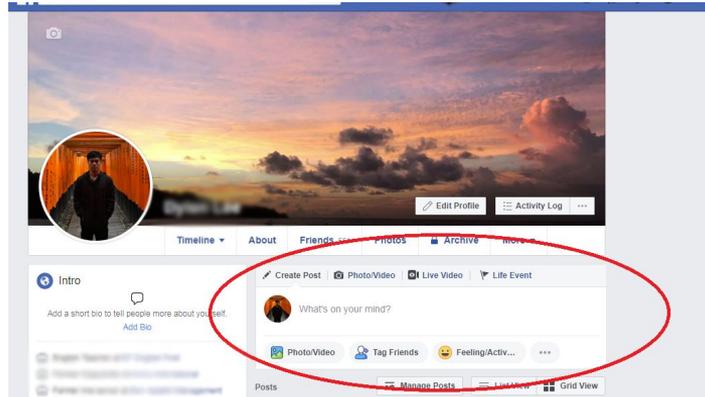
# Accept Friend Requests

If you get a friend request, you'll see a red number on the people icon (Circled in red here). If you want to accept them as a Facebook friend, simply click the blue 'confirm' button!



# Add a Status Update

The core of Facebook is the Status Update! To share text, images, videos, and more, go to your profile page (Or the top of your home page) and click the big box to create a post. There are many options for customization, including tagging (including) others, sharing life events, creating polls, or adding links. Take some time to create content that will make your friends want to click that 'like' button or comment on your post!



TITLE GUARANTY  
HAWAII

# Comment/Like/Tag!

On Facebook you can engage with other users in a variety of ways! Liking posts tell your Facebook friends how much you enjoyed their post, while commenting lets you put it into words. If you see a photo that has someone you know, you can even tag them in that post so that they'll see it on their profile too!



TITLE GUARANTY  
HAWAII

# Your Journey Begins!

You're all set! Now that you're a Fierce Facebook friend, you can explore new ways to engage with others on the Internet's biggest social network.

Feel like trying new things? With your personal Facebook page, you can also:

- Send Friends a Message
- Create/Send an Event
- Ask a Question With a Poll
- Add Games & Applications
- Timeline Profile
- Create a Business or Group Page



TITLE GUARANTY  
HAWAII