Step-by- Step Guide for Signing up on Facebook

1. Open your browser to www.facebook.com.

2. On the front page fill out the pertinent information.

   a. First Name, Last Name, Email Address (and re-enter your email address), Create a password, Identify your gender, Provide your date of birth.

      1) Facebook requires all users to provide their real date of birth to encourage authenticity and provide only age-appropriate access to content. You will be able to hide this information from your profile if you wish, and its use is governed by the Facebook Privacy Policy.

   b. Press the "Sign Up" Button.

3. Fill in the security words in the box provided.

4. Facebook may recognize your email provider. This next sstep you can allow Facebook to look for friends through your email account. Or, you can skip this step.

   a. If you allow Facebook to search for friends for you, you will get to choose which ones you wish to add by clicking the "Add Friend" button.

5. Facebook will try to find friends through personal information. You can fill this information out, and Face book will do a friend search for you. Or, you can skip this step.

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6. One of the main identifiers is your profile picture on Facebook. You can upload a picture. Or, you can skip this step.

7. You can now explore Facebook. Fill out information about yourself, your likes, your hobbies, find friends, your family, find things you like and participate in the world of social networking.

8. You will also receive an email from Facebook stating that you have created an account and providing you with a confirmation number. You may have to confirm your account by following the provided link, and enter the confirmation number. Not all accounts will need to be confirmed.

9. OH, THE MOST IMPORTANT STEP!!!! Go to www.facebook.com/parliamentarians (or in the search box in the top of the screen enter National Association of Parliamentarians) and press the "Like" button at the top of the page.

Privacy & Frequency

1. YOU get to decide what and how much information you wish to share and with whom; you can even make yourself private where only you can find other people.

2. YOU get to decide the level of collaboration and interaction you want to have with Facebook.

3. To manage both click on the "Account" tab in the right hand top corner of the main page. Here you can manage your account and adjust your privacy settings.

How to Post onto NAP's Facebook Wall:

1. In the box under the tabs, you can write your posts. This can be a random thought, a question, a request, a bit of information, whatever you want.

   a. You can even attach a link to another website, a photo, or even a video by pressing the appropriate button below the text box.

2. Once you have your content ready to go, hit the "Share" button.

3. Your post is now on the wall of the NAP Facebook page.

How to reply to a Post on NAP's Facebook Wall:

1. At the end of the post, click on the box that contains the language, "Write a comment." Leave your comment and hit the "Comment" button.

2. When you comment on a wall post it will notify the original author and other people who have also commented. When someone comments on your wall post, or one that you have commented on, Facebook will notify you.

How to engage in a discussion topic:

1. Click on the "Discussion" tab at the top of the page. This page will show the discussions that are currently underway, identified by a title. It will tell you when it was created, by whom, how many posts, and when the latest post was made and by whom.

2. Click on one of the discussion topics; at the end of the posts is a text box where you will be able to type your reply.

3. Click the post reply button.

How to start a new discussion topic:

1. On the main discussion page, click the button in the right hand corner "Start a New Topic."

2. Insert the title of the discussion in the "Topic" box.

3. Type your post in the "Post" box.

4. Click the "Post new topic" button. You just created your discussion topic.