HOW TO:



Create a Private Facebook Group for a Temporary Virtual Kimberbell Event





- 4. A new menu will pop up
- 5. In the section "Name your group" type in the following name (insert your shop's information where highlighted in yellow) <mark>"Your Shop Name</mark> Kimberbell's Day at the Fair Virtual Event <mark>Event date"</mark>
- 6. You can add attendees to the group NOW by entering in the email address they used to create their Facebook account, or you can do it later. You may want to consider inviting everyone later, so if you want to test anything in your group first, you can. For instance, Kim's pre-recorded videos may take 15-30 minutes to post depending on your internet connection. We suggest you test this first, so you know when you need to post them the day of your event.
- 7. Select Privacy-Select "Private"
- 8. Hide group-Select "Hidden"
- 9. You can click on "Pin to Shortcuts" to make the group faster to get to when you log in to your account.
- 10. Click "Create"





f "Your Shop Name" Kimi	perbell's Day at the Fair Virtual Even Q 🔞 Brielle Home Find Fr	riends Create 🔉 🗭 🗳 👬 😨 👻
"Your Shop Name" Kimberbell's Day at the Fair Virtual Event "Event Date"	Personalise your gr Did you know that you can add a photo or Choose one that shows off your group Upload Photo Choose Pho	oup illustration here? ys personality. to
Search this group Q Shortcuts Tyour Shop Name" Kim	Write post Photo/Video Itive Video More Write something	CATEGORISE POSTS + Create Topic × Add topics to posts to help group members find the information that they're interested in.
 Kimberbell Academy 1 Kimberbell Academy M 	🛜 Photo/Video 🙀 Watch Party 🔉 Tag friends 🚥	INVITE MEMBERS
 Kimberbell Certified 2 Kimberbell Academy 1 	Recommended groups Hide	Ask your friends to join the group and add to the discussion.

- 11. Here you can upload the Cover Photo provided by Kimberbell
- 12. Here you can write a post to all your attendees in anticipation for the event. This is also where you will post the links to Kimberbell's instructions videos your customers can follow along with at home. You can advertise sales going on during the event. Your attendees can also make posts and share pictures of their projects.
- 13. Here you can start a live video anytime before, during, or after your event.
- 14. Here you can finish inviting all your attendees to the group

Members 1	Find a member		HVITE MEMBERS	P
Admins and moderators 1			INVITE FRIENDS Ask your friends to join the group an discussion.	nd add to the
Brielle Booth			Ginger McLeod	Invite Invite
All members		Default 🕶		Invite
Brielle Booth		•••		Invite
Created group on 8 Apr	1 2020			Invite