## HOW TO:



## Post Kim's Pre-Recorded Videos to your private Facebook Group



1. Once you receive the email with a link to Kim's prerecorded videos, click on that link.

Brielle Lowry to me 👻
Hello Certified Shop!
Thank you for scheduling a Virtual Day at the Fair Event! Here is a link to the pre-recorded instruction videos by Kim.
Day at the Fair Instruction Videos
Please download these to your computer and upload each video as a post to your event's private Facebook Group when you're ready.
Thank you,

2. From Dropbox you can download each video directly to your computer.





- When you are ready to share the link with your customers the day of your event, go to your private Facebook group.
- 4. Click on Photo/Video



- 5. Click Upload Photos/Videos and select your downloaded video.
- 6. NOTE: It may take a while for the video to upload depending on the internet connection in your area. \*see important note at the end of this document\*
- 7. Add a caption. Consider adding the title of the project, remind them to post pictures of themselves working on their projects, remind them to come back to the page at a certain time, or announce a promotion.
- 8. Click Post



+	
Add post topic: Select a topi	c to describe this post.
Photo/Video	Watch Party
🎤 Tag friends	Ask for recommendations
O Check in	GIF GIF
1 Poll	I Get together
📑 Tag Event	😉 Feeling/Activity
Support charity	





9. Once you click "post" this message will appear. This may also take a while depending on your internet connection.



9. When your video posts, you'll see this notification at the bottom of the page.



K/MBERBELL

Start Watch Party

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C Comment

Watch this video with this group

Write a comment

1 Like

Brielle Booth updated the group cover photo

10. Refresh your page, and then you'll be able to see your posted video.