

Guidelines for opening a Sisters on the Fly Facebook page

In order to use the Trademarked name, Sisters on the Fly, when creating a Facebook Group, please use the following format**:

TITLE of the group page: (please do not use the abbreviation SOTF)

Example: Mountain Climbing Sisters on the Fly, not SOTF Mountain Climbing or Mountain Climbing SOTF

In Facebook, open it as a “GROUP” (NOT a Page)

Make the page: “PRIVATE”

Hide Group: Choices are “VISIBLE” or Hidden (Choose VISIBLE). Visible, allows anyone to search for group page, but they cannot see who is on the group page or any comments, till the approval process is completed.

Once a Group page is created, please go through the steps laid out in Facebook to complete the process (make sure the following items are included):

Set-up the following questions before accepting members to the group page:

1. This group is for current SOTF members only, what is your SOTF membership number?
2. Is your SOTF membership name different from your Facebook name, if so, what is it?
3. What is your city and state?

Write a brief description of the group: (example): A place for Crafters & Sewers to gather

DO NOT set up the “AUTOMATIC” approval process. You must approve them by crosschecking their SOTF membership number, to see if they are a current member, and they must answer all 3 questions. Once confirmed, they can be added

(Currently if your state does not have a state Facebook page, please contact your wrangler to see what options are available for opening one).

Please add, as an admin, Kris Brown, SOTF Communication Coordinator. This ensures a consistent, Sisters on the Fly presence. (It is not required when opening a one time, specific event page).

** If opening a specific event page (example; a hostess is opening a page called, Floating on the River, keep the page PRIVATE and HIDDEN. This page is for attendees, of this specific event only).

These group pages are to help our members locate and participate in SOTF activities. If you have any questions, please contact Kris Brown or your National/State/Regional Wrangler.