

Guidelines for opening a Sisters on the Fly™ Facebook Group (page)

SOTF Facebook Group pages are intended to help our members locate and participate in a variety of different hobbies and adventures. These group pages can be uniquely different, always keeping in mind they represent SOTF and our members. SOTF reserves the right to modify or reject a Facebook Group Page.

(Read through the entire document first, then follow the guidelines below to open a group page)

Guidelines:

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

Example: Sisters on the Fly Mountain Climbing

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

Please add, as an admin, Kris Brown #474, SOTF Communication Coordinator. This ensures a consistent Sisters on the Fly presence. After the group page is live, Glenda Stone #62 SOTF Social Media Coordinator will be added as an admin to help monitor memberships.

SOTF will announce the new Facebook Group Page on the Official SOTF Page

If you have any questions, please contact Kris Brown #474, or your National/State/Regional Wrangler.