

Sisters on the Fly 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, so always keep in mind they represent Sisters on the Fly and our members. Sisters on the Fly 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:

The **TITLE** of the group page must start with “**SOTF**”, then your subject, and then Sisters on the Fly.

Examples:

SOTF Kayakers Sisters on the Fly

SOTF Stitching Biddies Sisters on the Fly

SOTF Farm Sisters on the Fly

INSTRUCTIONS ON CREATING A SOTF SPECIALTY “GROUP”:

In Facebook, open it as a “**GROUP**”, **NOT** a **Page** (Facebook pages are predominantly public. They are visible to everyone on the platform. A Facebook “**GROUP**” however can be both “**PUBLIC**” and “**PRIVATE**”).

Make the page: “**PRIVATE**”

Hide Group: Choices are **VISIBLE** or **Hidden** (Choose **VISIBLE**). Visible, allows anyone to search for the 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 and Sewers to gather.

DO NOT set up the “**AUTOMATIC**” approval process. You must approve them by cross-checking 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 to the group.

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 expired memberships.

Sisters on the Fly will add the Facebook group to the Sister on the Fly website list and announce the new Facebook Group Page on the Official SOTF Facebook page (these actions can take up to 3 weeks).

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