

How to sign up and write a Facebook (FB) Tip: Revised 2-5-2023

1. Navigate to www.GPMGA.org
2. Click **About us & more** on the top navigation bar.
3. Select **Members Only** from the drop-down menu. (PW **2748Dogtown**)
4. Click **Facebook Weekly TIPS**
5. Click **2. Sign-up in Facebook Weekly Tip Spreadsheet.** (Fig #1 below)
 - a. Select an available date and enter the relevant information in the subsequent columns: Topic, your name, whether you'll submit a photo.
 - b. Pay attention to Due Date column. Your tip is due to the editors ONE WEEK BEFORE publication. Your tip will be posted on the date in the second column.
6. Close the spreadsheet and open **3. Enter Tip in Facebook Weekly Tip form.** (Fig #2 below). Fill in the requested information.
 - a. Due date (one week before publication).
 - b. Date the tip will be posted.
 - c. Your first and last name
 - d. Your email address
 - e. Subject or title of your tip
 - f. Text of your tip. **Tips should be between 50 and 250 words long.**
 - g. Include two or three research-based references and/or websites for further information. If you have more references, you may submit them as comments to the post after it is up on the GPMGA Facebook page.
 - h. If you have specific formatting in mind, email a copy of the formatted topic to kittywilliams.potter@gmail.com for consideration.
 - i. Upload or drag-and-drop an optional picture in the indicated space. Only .jpg, .png or .pdf files permitted. Additional images or images in other formats can be emailed to the address above.
7. Click the red **Submit** button. This will send an email to you (the writer), and to co-editors **Martie Parch and Kitty Williams**.
8. If you need to update your tip, click the green Open Form link at the top of the confirmation email to access the database record, make the changes, and alert one of the editors. A revised email will not be generated. (Keep your confirmation email until after the tip is posted.)

A teal rectangular button with the text "Open Form" in white.



Thank you!

Martie Parch and Kitty Williams

Fig #1 – Example **Facebook Tips Sign-up sheet**


Sign up Sheet to write a Facebook Weekly Tip						
	<u>Due date to send article to Kitty</u>	<u>Date to be posted on FB</u>	<u>monthly topics</u>	<u>Name</u>	<u>subject of tip</u>	<u>photo y/n</u>
April						
"						
"						
"						
May						
"						
"						
"						
June						
"						
"						
"						

Fig #2 – Example **FB Tip Form**

GPMGA Weekly Facebook Tips

Due date to send Article to Kitty *



Date to be Posted on Facebook



Name *

First
 Last

Email *

Subject of tip *

Enter TIP here *

Enter complete tip here " between 50 and 250 words, including links/citations".

Optional Picture upload

or drag files here.

You can upload one 15 MG size picture file.
 (File Types allowed => jpg, png, pdf)