

# Facebook Event: 8 Step Set-Up

## First Step:

Access your personal Facebook page. Click on **EVENTS > Create Event** and then complete the details as follows

## Second Step:

**Event Photo** - Upload a Cover Photo. You will find a variety of these in the Stylist Lounge. You can use an app or site like canva.com to add text over that image and include details on the cover photo, such your name, date and time and your AYM and FIE URL's.

## Third Step:

**Event Name** - Include your name (with) Families in Education LIVE Presentation on the date and time.

## Fourth Step:

**Location** - On Facebook (Right Here! is used by many so your audience will know to login as well)

## Fifth Step:

**Time:** 8:00 p.m. - 8:30 p.m. is the best time. Set end time for two weeks later. Facebook's maximum time is two weeks. This keeps your event open so you can reach the highest follow-up potential.

## Sixth Step:

**Description** – “Would you like to make a difference in children’s lives? Learn how you can help either your child or other children, through digital learning! Log on (right here!) THIS (day) to see how! This private presentation, just for Host(ess) Name, friends and family will be full of exciting information, and one lucky person will receive a 1 year subscription! Would you like a sneak peek of the program? Click here to browse the program: (Unique AYM link) and click here to learn how you can become an Ambassador as well: (Unique Ambassador Link)

## Seventh Step:

**Click** - “let guests invite friends”.

## Eighth Step:

Once the event is created, invite your Host(ess) as the first guest, click on “edit” and then make them an event co-host. They will get a notification so that they can now add guests.

