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ILKLEY HARRIERS

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Setting up a Facebook profile

A Step-by-step guide to getting started in Facebook

What is Facebook, and how do I register?

With around 800 million users around the world, Facebook is a free-access social networking website that allows users to interact with other people and to join networks organised by city, workplace, school, and region.

You can also add friends and send them messages, and update your personal profile to notify friends about yourself.

Why is the Harriers committee keen for members to register?

The committee are always looking for new ways to communicate with the diverse membership that we have but in doing so we need to think about which media offers the greatest bang for the effort put in.

Facebook has been a global phenomenon for social networking and most companies and clubs have a Facebook site because of its speed, ease and interactive nature.

Facebook has its own app and you can be notified of updates in many different ways including; SMS text message; email; and app push messages. These are all options that are tailored to you and how you want to interact with Facebook.

The committee are keen to see the Ilkley Harriers Facebook site become even more popular amongst the membership so that our run leaders can more easily organise race events; training runs and socials. In addition and very importantly we would like people to share their race/training experiences with photos, videos and commentary, it's a great way to celebrate the brilliant things that our members do.

How to join Facebook

To join Facebook visit its home page (www.facebook.com) and register, which means choosing a user name and entering a valid email address. Your Facebook registration is complete once you click a link sent by Facebook to your email.

You'll now be invited to find friends. Most of Facebook's features depend on the idea that there are people with whom you'd like to stay in touch and that there are others you'd like to track down, with a number of different ways created to find friends easily.

Finding friends on Facebook

The secret to building a network of Facebook contacts is the **Find Friends** feature. This can be found in **Friends**, in the main menu bar across the top of all Facebook pages.

Invite friends

You will be invited to locate friends on Facebook by entering a webmail address and password. Facebook searches your webmail database for names that appear in your webmail account, then searches Facebook for the same names.

Most of the popular webmail services are supported, including Gmail, Hotmail and AOL – read the Which? reviews of webmail providers to see which free webmail account performed best in their tests.

Contact file

Find Friends also lets you locate people via the email application you use on your computer, such as Outlook Express or Apple Mail.

To do this, click **Upload Contact File** and then click the **Choose File** button. If you're unsure how to locate a contact file for the email application you use, click **How to create a contact file**. This lists 11 of the leading email applications.

Clicking the name of the application you use will bring up a step-by-step guide on how to upload contacts from that application.

College, school and university friends on Facebook

In **Find Friends** you can also search for old college friends or former co-workers. In the **Friends** panel at the foot of the page, click **Find people you know**, and you'll be invited to search for former classmates and co-workers. Searching for classmates is an easy way to find good friends that you may have lost touch with. Click the link to search for classmates and then search by school or college name.

To narrow down your results, choose a class year when searching. You can find a search link for work colleagues – **Co-workers Search** – next to the **Classmates Search**.

In the Co-worker Search page, enter a company name and hit search.

Searching through the results...

No matter how you search for friends – by email or through old schools or workplaces – the results you get will need some sifting through, as not everyone will be an old friend.

In your search results, whether based on email, schools or workplaces, you can search for people by name by typing names into the search box at the top of the page.

Adding friends

It's also worth trawling through search results manually for names or faces you may have forgotten. When you come across someone who you'd like to be a friend, click the **Add as Friend** link next to his or her name.

Remember, on Facebook, friends need to be confirmed by both people before they become 'official', and appear on your friend list.

Guide to Facebook's new features

Get the most from Facebook's new design

Edit your profile

Once you have located enough Facebook friends to get up and running, you should start to edit your profile.

Your profile expresses who you are, with sections including 'Personal Information', 'Contact Information' and 'Education and Work'.

Filling these in will make it easier for other people to find you on Facebook. Click **Profile** in the menu bar and then the **Edit my Profile** link.

Adding a profile picture

Having a profile picture also makes it easier for friends to identify you as the real you, especially if you have a common name.

To add a profile picture click on **Profile** in the menu bar. Now mouse over the profile picture box and click **Change Picture > Upload a Picture**.

Facebook's main interface

Facebook revised its interface in early 2009, changing the way your interactions with friends are presented.

Now, friends' posts are 'streamed' in real-time, and you have more control over what you see. This constantly updating stream allows you to see what your friends are up to.

Write something...

You can publish your status, photos, notes and more into the stream using the 'publisher' feature. This comes in the form of a text box at the top of your page, below your name, just above the 'stream.'

Clicking inside the text box displays other types of content you can share, such as web links, photos, or video.

Once you've added content, click **Share** to publish it to Facebook. Your posts show up both in your stream and on your friends' home pages.

You have two streams – one called your **Wall**, which is in your profile area (**Menu Bar > Profile**), and another on your home page (**Menu Bar > Home**). These represent the ongoing, flowing conversations between you and your friends.

Filtering content

On the left-hand side of your home page is a panel of 'filters', which allow you to determine what kind of content you see in your two streams at any given time.

The options include Public Profiles, Photos, Links and Videos. Clicking a filter also brings up options for publishing that sort of content yourself.

For example, clicking on **Photos** would mean that you'd see all the photos recently posted by your friends, but not videos or links.

Highlights

The right-hand side of your home page, meanwhile, is home to the **Highlights** panel.

This is a digest of photos, events and notes that Facebook thinks will be of interest to you, based on your interests, posts and what your friends have been up to.

Privacy settings

Privacy is a long standing concern for people using Facebook but in reality you have full control of all your information and how it is shared including what you choose to put on Facebook.

The information in your profile can be shared amongst a wider group, to individuals or no one at all. When you click on your name in the top right of the page you can then go to edit profile. This brings up all your "personal" information that is stored on Facebook.

To the right of each line item you can then choose how this information is shared;

Public – Everyone on facebook will see this

Friends – Only people who are your friends can this

Only me – No one but you sees the information

Custom – You can choose which friends can see the information and which ones cannot.

This principle is found throughout Facebook. So if you want to update your status or add a photo in the bottom right of the box is the same tab determining who you will share it with.

There is balance between having all your personal information for the world to see and not having any at all, given the purpose of Facebook is about social networking you may want to at least have the town you live in as available to the public to see. Your name will be very popular no matter what you are called so knowing that Mr John Smith lives in Ilkley will at least cut down your search when looking for friends or they are looking for you.

You should note that if you choose to "like" a page such as Coca Cola that you are allowing that company to tell the world that you like them. Some people find this as an invasion of privacy and others have no issue with it at all as you are telling friends and family all day everyday what you like.

Usually this manifests itself by Facebook letting you know that a friend of yours likes Coca Cola, you can choose to like it as well or just ignore it.

Joining the Ilkley Harriers Facebook group

Ilkley Harriers has its own Facebook group page, this is a place for members to share their experiences, ask questions and upload photos.

Simply search for Ilkley Harriers in the search bar at the top of the page, or click on any of the various links on the Ilkley harriers web site. When you click on the logo you will be taken to the Ilkley Harriers Facebook group page.

The Ilkley Harriers Facebook Group is an 'Open' group. **ANY** Facebook user can see its content, in line with the open policy of the Ilkley Harriers web site and forums. But only **members of the Facebook group** can add content. Membership is **not** restricted to Ilkley Harriers (but some sort of control is needed to stop inappropriate content being created).

You can request to be a member by clicking on the button in the top right of the page. Once a IH group administrator has approved you will be able to post.

The Facebook page can be used to ask questions about what runs people are doing, organising race events, social events and then to feedback how they have gone.

Remember: anything you write as an update or upload as a photo when you are on the Ilkley Harriers page will be visible to **ANY** Facebook user, not just members of the Ilkley Harriers Facebook Group.