

# Impact Circle Facebook Group

## Intro & Helpful How-Tos

Welcome to your online Impact Circle community! This Facebook group is a private space for us to connect, share, ask, help, and inspire.

This space is held for you to share about your business, to ask for help at any time, and to offer help to others as well. We encourage you to participate fully – to both ask for help and give it, to seek support and to be supportive of others.

This is your opportunity to make a BIG positive impact on your own business and clients, and to help others do the same. You will get back what you put into this group.

We'll have dedicated threads for certain topics to help facilitate discussions and make sure everything is covered, but feel free to post a new thread in the group at any time as well.

Please note that selling is not allowed in this group. If you would like help spreading the word about an offering or event of yours, this group is a great place to ask for that help and support.

### **Featured Members**

While you can ask for help in the group at any time, being a featured member gives you a chance to ask for something BIG, like help spreading the word on an event you have coming up or requesting a substantial review of something you've created, for example. To be featured, please complete this [brief application](#).

***Below are a few instructions to help you find your way around the Facebook group and to use some of the features available. \*If you have your own Facebook group, these are great things to understand and be able to explain to your members as well!***

### **Locating posts/threads**

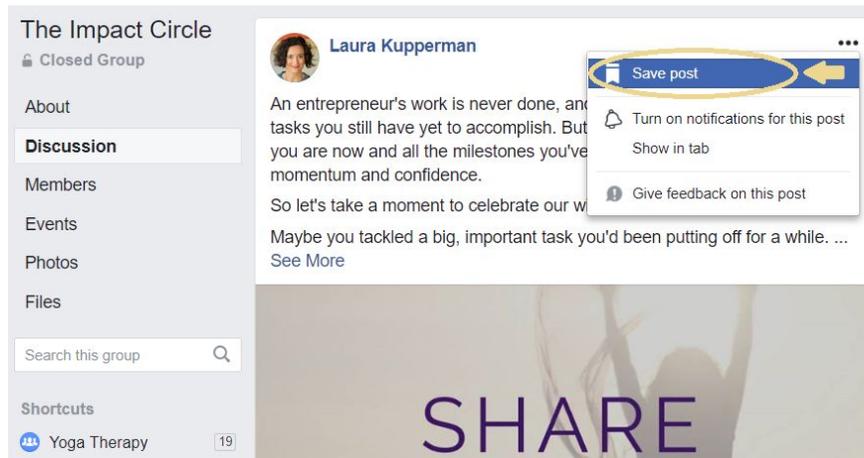
There are 3 ways to locate content within the Facebook group:

1. **Scrolling:** Simply scroll through the [Discussion section](#) of the Facebook group to find what you're looking for.
2. **Photos:** Locate existing posts by finding their corresponding photo in the [Photos section](#) of the group.
3. **Search:** Use the search function by typing in a member name or a keyword that was used in the post or discussion thread you're looking for.

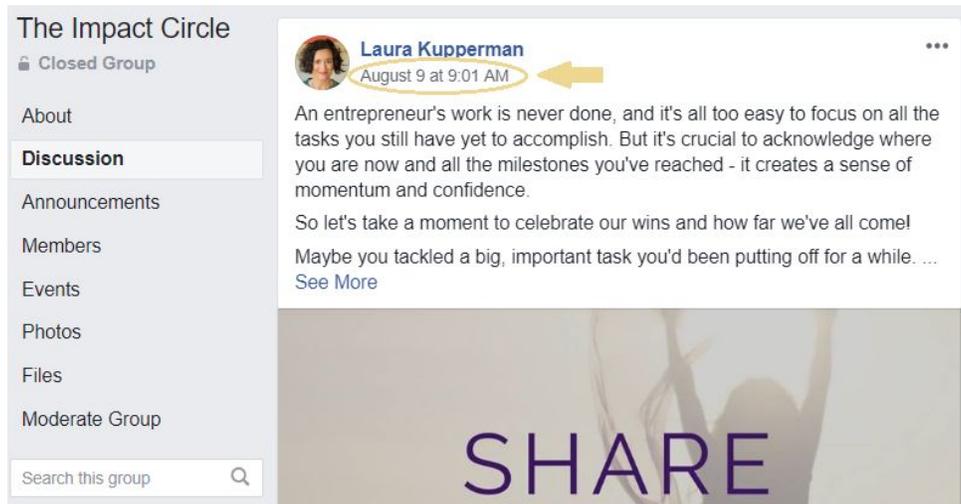


## Saving posts/threads

To save a post to revisit later, click the 3 dots in the upper right hand corner of the post and select **Save post**.



To get the unique URL for a post (to save the post to Evernote or another medium), click the date/time stamp and the post will open in its own tab where you can copy the URL.

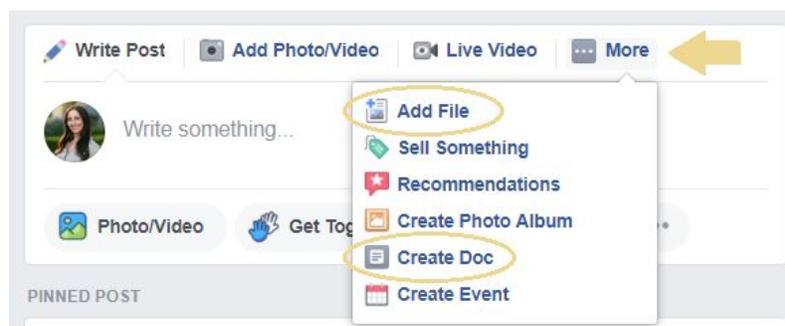


## **Creating a Document/ Uploading a File**

You can create documents and upload files in the Facebook group.

There are two ways to create documents and upload files:

- 1) From the top of the main discussion page of the Facebook group, click on **More** in the posting box and select either **Add File** or **Create Doc**



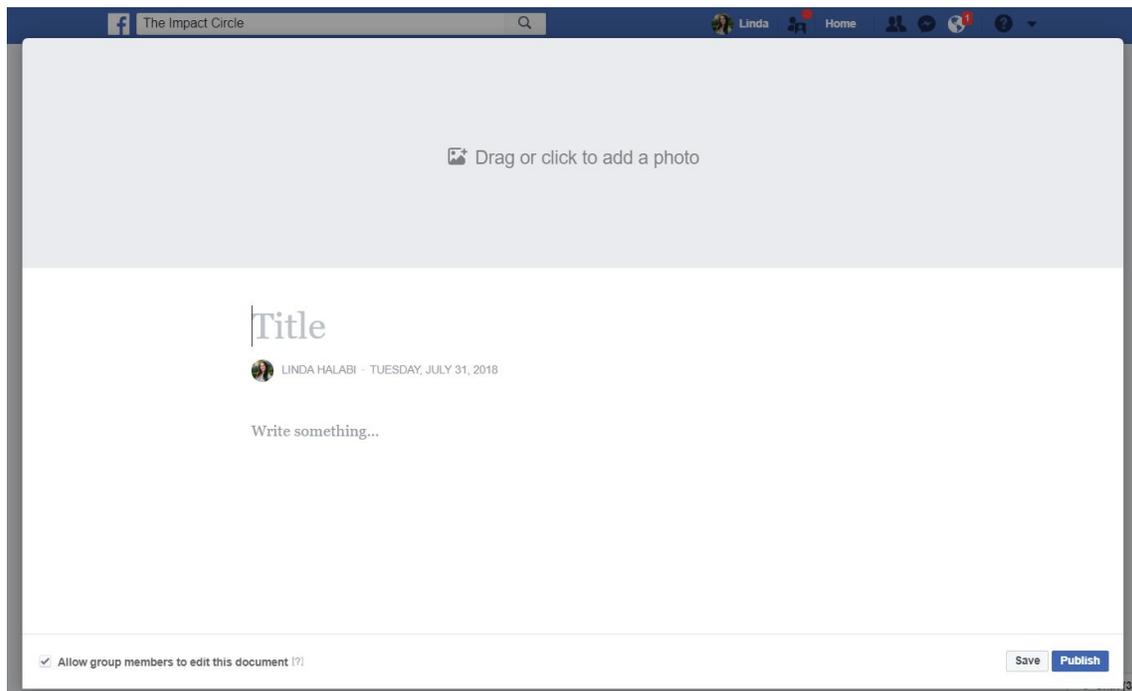
- OR 2) Navigate to the **Files section** of the group and select either **Create Doc** or **Upload File**



## Creating a Document

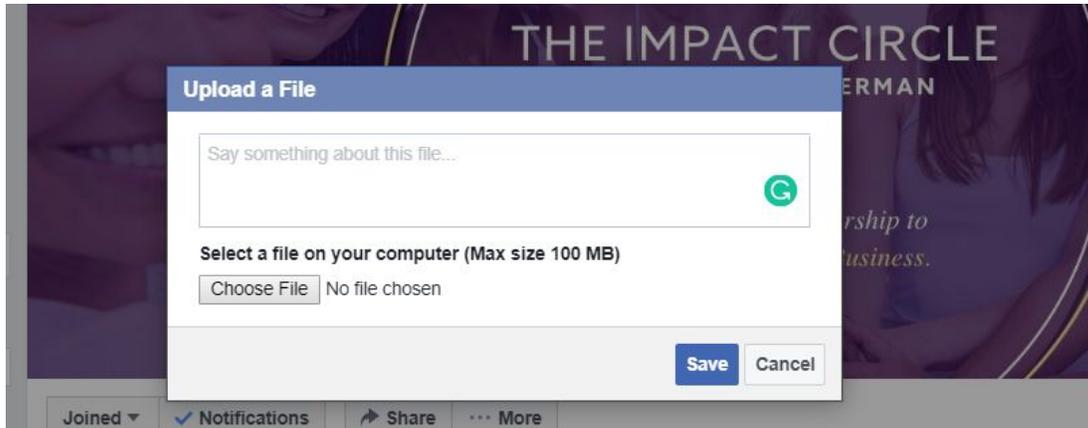
When you click **Create Doc** you will be prompted to create a new document within the group. You can copy and paste existing content into the new document (you'll likely need to do a little formatting). You can also add an image to the document by clicking in the appropriate area at the top. Save your work by clicking **Save** at the bottom of the document, then when you're ready to publish, simply click **Publish**.

Below is the screen you will see when creating a new document in the Facebook group.



## Uploading a File

To upload a file, simply click **Upload File**. You'll be prompted to select a file from your computer and will have the option to add a short description of what the file is. Click **Save** when you're done and the file will be added to the group.



## Need help?

If there is anything further that would be helpful to add here or if you need administrative help, please email [circle@laurakupperman.com](mailto:circle@laurakupperman.com)