Make Life Easier Telling Your Rotary Story

Before you start you should do and/or know:

- Instagram is for a tablet or phone.

- It will help if you have a picture for your profile and one to post on your device as you are setting up the accounts.

-Create a gmail email account for your Club if you don’t have one.

**FACEBOOK**

Create a Facebook Page for your Rotary Club.

 Your club’s Facebook page will be set up off someone’s personal page. To create a Club page, go to settings on your Facebook page. Click on create page and follow the directions.

 It doesn’t go away as long as you have multiple Administrators. Any Administrator can add or delete other Administrators.

 INSTAGRAM

Download the Instagram app and create an account by following the directions. If you have an Instagram account create another account .

-Note that in setting up your Club’s Instagram account it is like it is a personal account. This will be changed later.

-Be sure to use your Club’s gmail email when creating your account.

-Category will be Community Organization.

-Use your cell phone number for the Profile. This can be changed at a later date.

-Once your Instagram account is created you will need to change it from personal to business.

 -touch your profile picture.

 - touch the setting logo.

- scroll down until you see “Switch to Business Profile”.

-turn on the Switch to Business Profile.

-Linking to Facebook and Twitter ( Do this step after you have your Twitter Account set up.)

 -Stay in setting and scroll down to Linked Accounts

- touch the > symbol and go through about 4 pages by touching continue until you to link to Facebook Page.

-When you choose this the Facebook pages you are an Administrator on will come up. Choose your Rotary page and now your Instagram for your Rotary Club is now linked with the Club’s Facebook page. If you have the Club’s Twitter account set up you can link the Instagram to Twitter.

Note: To change from your personal Instagram to the club’s Instagram just touch on your name at the top of the page to select the one you want.

**TWITTER**

-Download the Twitter app or if you have Twitter account you can create a new account.

- To create a new account from your Twitter account

 -Touch the bell symbol at the bottom of the Twitter page.

 -Touch your profile symbol in the to left corner of the page

 - Touch on the circle with 3 small circle across from you profile

 - Touch on Create a new account. Note add an existing account on this screen for later.

-Give your Club account a name. Touch next.

-Use a cell phone number. Touch next.

-Use your clubs gmail address for email.

-Use a birthday. (I used the date the club was formed.)

 With the Twitter account you have created with for your Rotary club, you don’t have to change it to a business account. You just need to be sure that in Instagram it is linked.

Note: For others to in your club to manage the Twitter account:

 -follow the directions under create a new account.

 -now touch add an account and enter email and password.

You can switch between the accounts by touching the profile picture.

Login in to your Instagram account. Upload a picture from your device and write your caption. Now BEFORE hitting share go to your profile the person on the bottom left. Once you are in your profile choose the settings (the little gear). You need to scroll down to find Linked Accounts. Click on the >. Choose Facebook and Twitter to link to Instagram.

Now post your pictures and captions on Instagram and they will show up on your Facebook and Twitter Account.