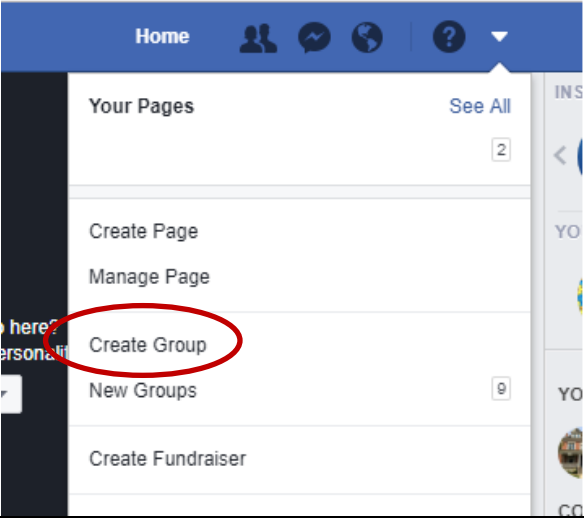
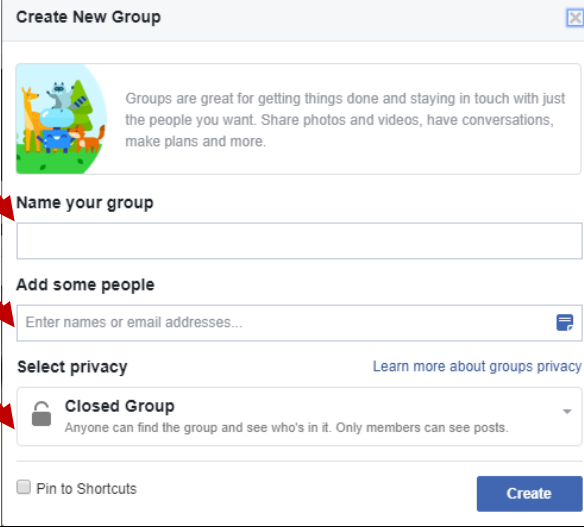



Thinking about starting a Facebook Study Group?

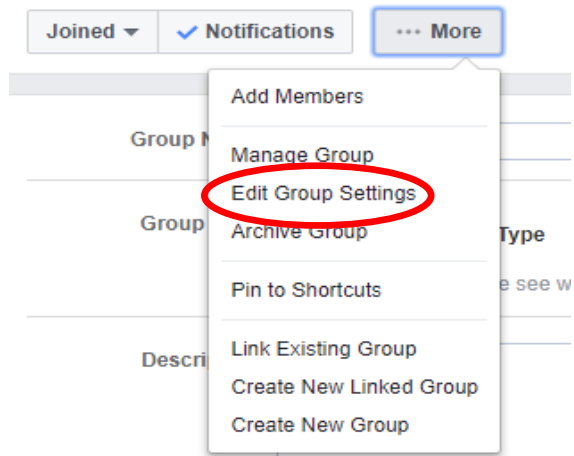
While SNA does not have an official study group, social media can help centralize the collective knowledge of other School Nutrition Professionals preparing for the SNS exam. This collaborative study approach can save time and effort while you share resources and ask questions. There are many social media platforms that you could utilize for your study group. To get you started, we are providing a Facebook group “how to” on the following pages. This is one way to reach out to other candidates preparing for the exam and create a social network to help you prepare.

Getting Started	
1. Go to Facebook.com, and login to your account.	
2. Click ▼ in the top right corner of your Facebook Home Page and select Create Group .	 A screenshot of the Facebook Home page. At the top right, there is a blue navigation bar with icons for Home, Friends, Messages, and a question mark. Below this, a dropdown menu is open, showing options: 'Your Pages', 'Create Page', 'Manage Page', 'Create Group' (circled in red), 'New Groups', and 'Create Fundraiser'. The 'Create Group' option is highlighted with a red circle.
3. Enter your group name, add group members email addresses and then choose the privacy setting for your group.	 A screenshot of the 'Create New Group' form on Facebook. The form has a title 'Create New Group' and a close button. Below the title is a section with a cartoon illustration of animals and the text: 'Groups are great for getting things done and staying in touch with just the people you want. Share photos and videos, have conversations, make plans and more.' There are three red arrows pointing to specific fields: the first points to the 'Name your group' text input field; the second points to the 'Add some people' section, which includes a text input field for 'Enter names or email addresses...'; the third points to the 'Select privacy' section, which shows 'Closed Group' selected as the privacy setting.
4. Click Create .	 A large blue rectangular button with the word 'Create' written in white text in the center.

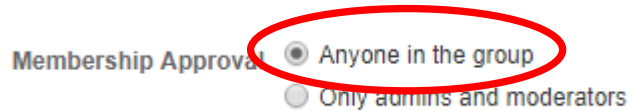
5. Once you create your group, you can personalize it by uploading a cover photo and adding a description. You are now the group admin. Whoever sets up the group is the group administrator, who can add members.



6. If you would like to make it so that other members can also add new members. Click *** in the top right of your group and select **Edit Group Settings**.

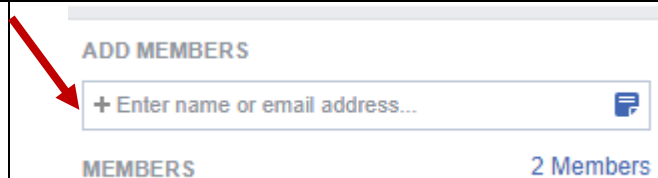


7. Click the radio button that says, "Anyone in the group". Review the other permissions while you are on this page.

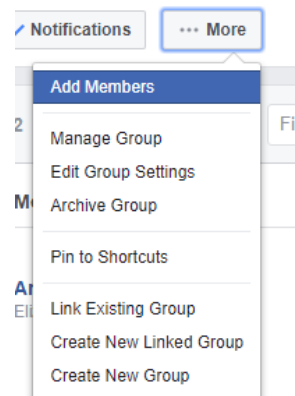


Adding New Members to the Group

1. Go to the group home page. Add the email address of the person you would like to add.

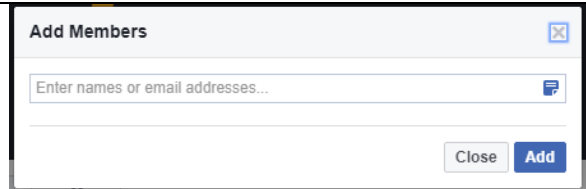


2. Or click **Add Members** below the group photo.



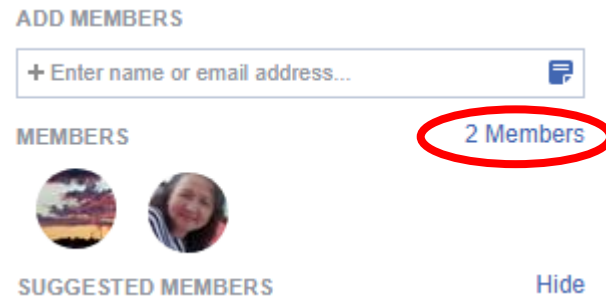
Adding New Members to the Group

3. Enter the names of the people you want to add and then click **Add**.



Make someone else an admin or moderator of my group

1. Go to your group and click **Members**.



2. Click **...** next to the person you want to make an admin or moderator.



3. Select **Make Admin** or **Make Moderator**.

Keep in mind that once you make someone an admin, they'll be able to remove members or admins, add new admins and edit the group description and settings.

