

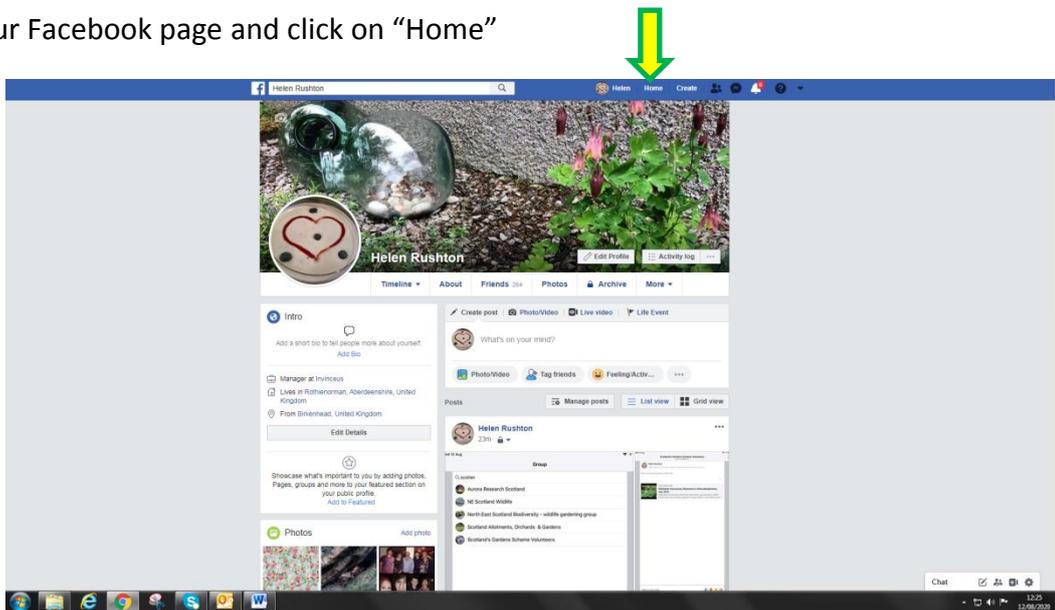
# Sharing posts from a Facebook Page to Facebook groups

Before you begin to share posts from the Scotland's Gardens Scheme area Facebook pages to Facebook Groups, there are a couple of things you need to do in preparation.

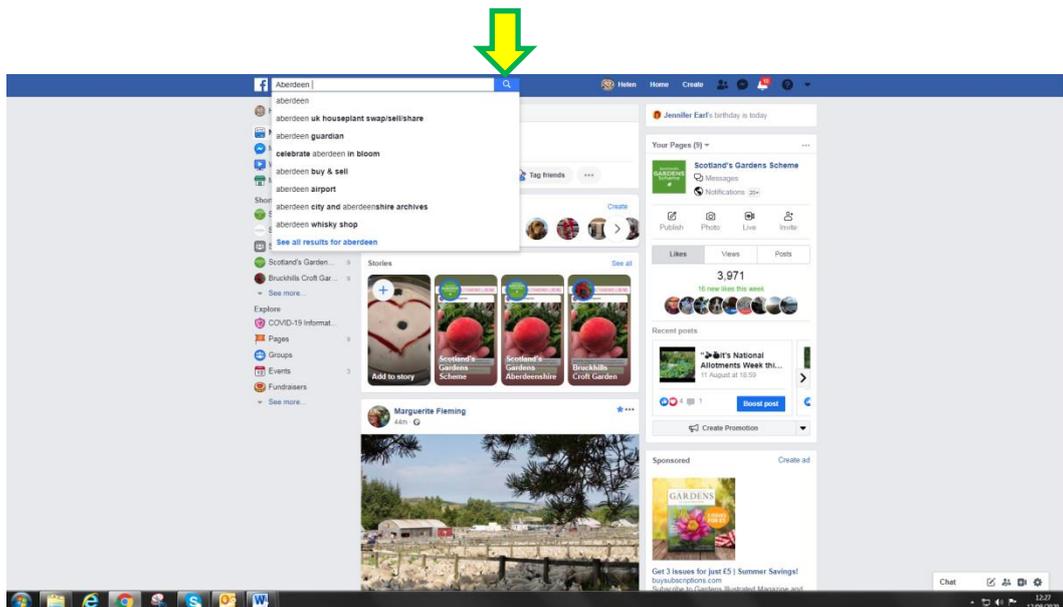
1. Have your own personal Facebook page. This can be as private or public as you feel comfortable with. A Facebook page can have zero information about you if you prefer. This is done through your Privacy Settings. The only details that would be visible would be your name (a minimum Facebook requirement) and so that local Community Groups do not think you are a fake account you would need a profile picture. This does not have to be one of you; a common one used is a photo of a pet, or perhaps a flower.
2. Join some local Community Facebook Groups and Gardening Groups

## How to join a Facebook Group

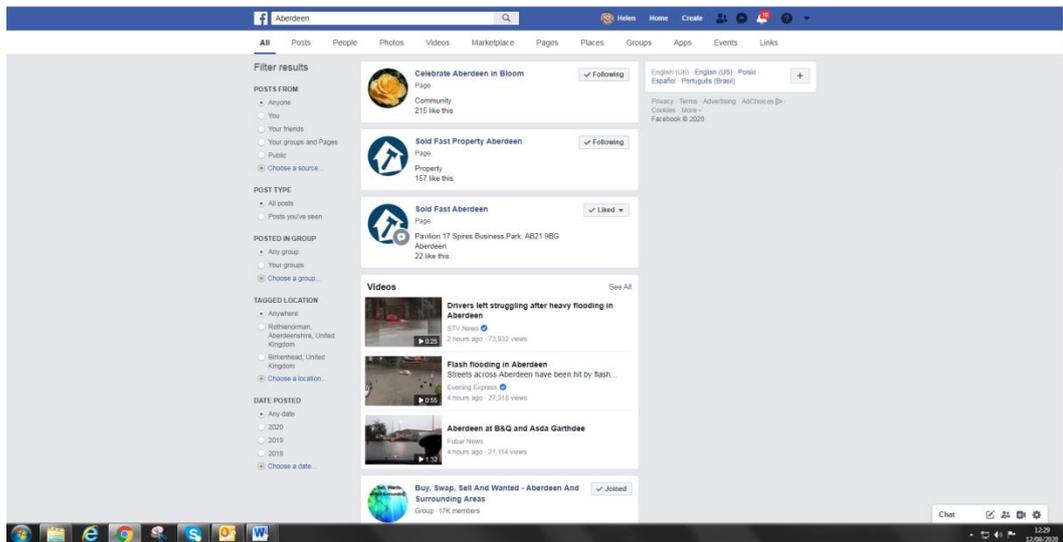
1. Go to your Facebook page and click on "Home"



2. On your Home screen, go to the search bar and type the name of a local village or town and click search.



3. You will get a range of things related to that search; we need to narrow this down to Groups.



4. Click on “Groups” at the top and you will get lots of results.

5. You can have a look at the group by clicking on its name to make sure it is suitable. Be careful that they are in your area. There are lots of towns in Canada in particular that have the same name as Scottish towns.

6. Click on “Join” alongside any you think you would like to join that would be useful for sharing your events and posts.



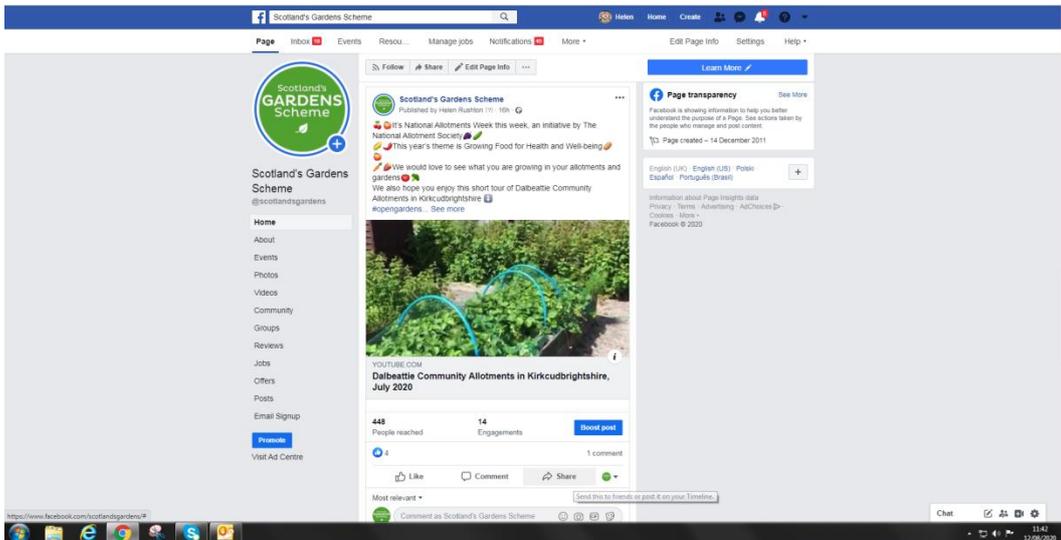
7. If you are comfortable and would like to spread your advertising wider, there are lots of Gardening Groups on Facebook – one you may consider is called “My Scottish Garden”

8. Depending on the admin structure within a group, some may ask a couple of questions to verify that you are a real person. Most groups will allow you to post in them within 24 hours.

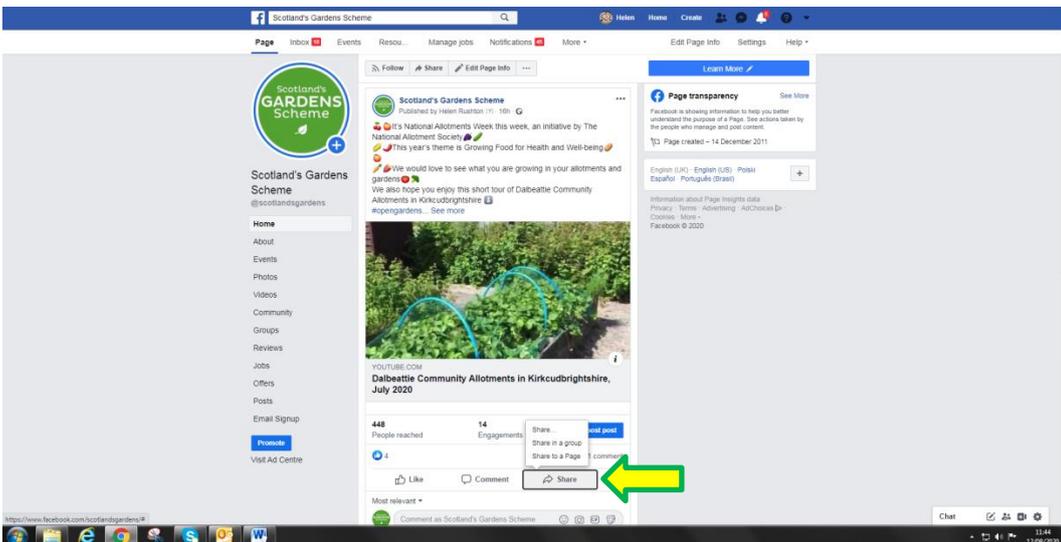
9. Some Groups will not allow you to post “links” so any posts including a link to the SGS website or the SGS YouTube channel may be removed. This is most common with sharing from iPads (I will show you why later in the instructions). If you have created an Event, and want to share that rather than a post, these are usually unaffected.

# Let's share a post to a Group – using a desktop or laptop computer.

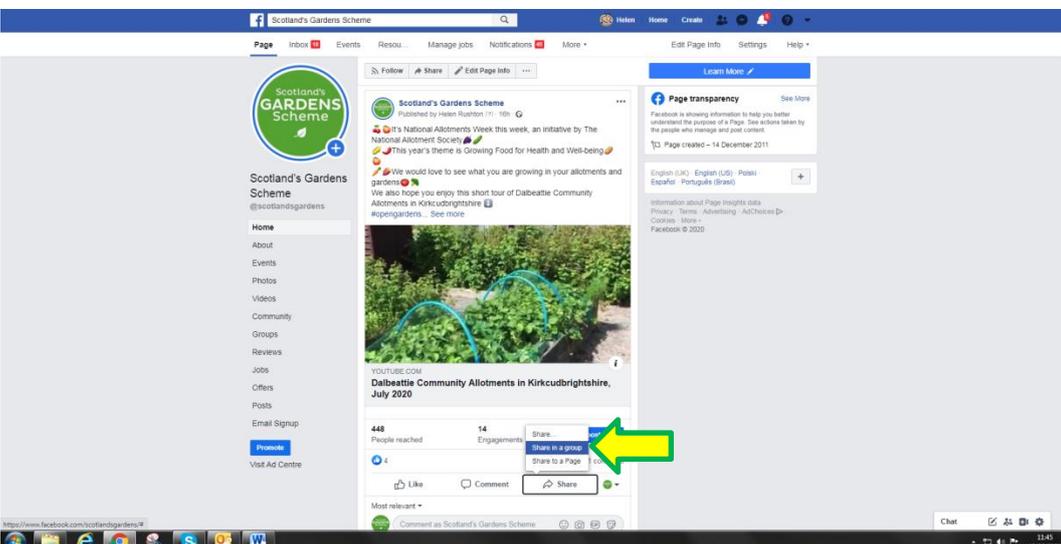
10. Go to the post you wish to share.



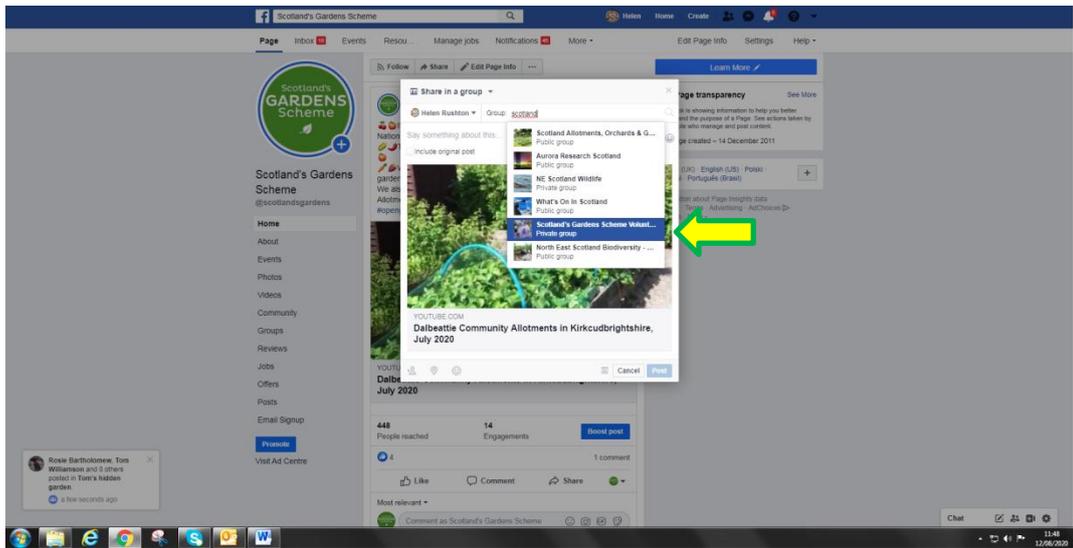
11. Hover over "Share"



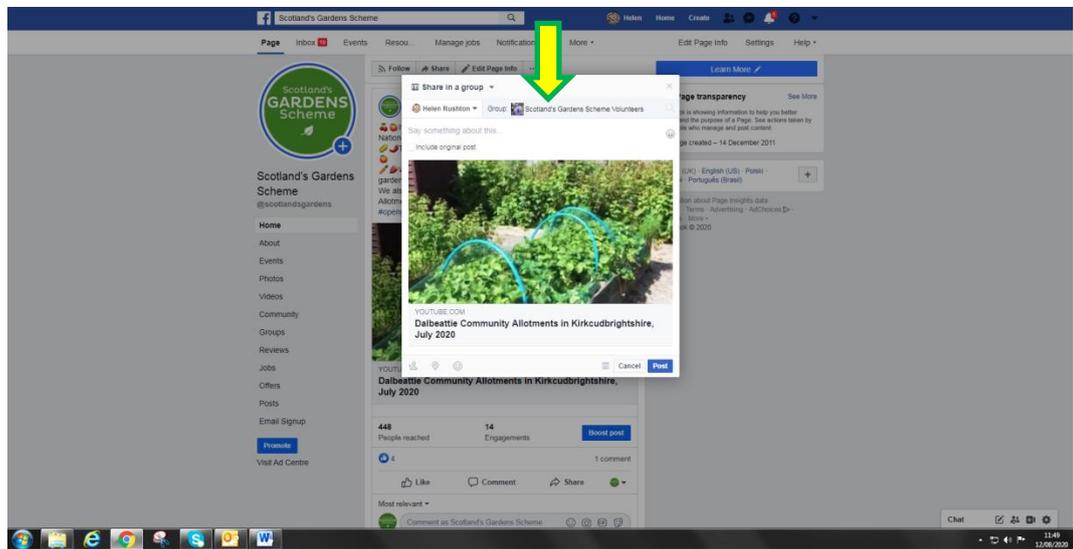
12. Click on "Share in a Group"



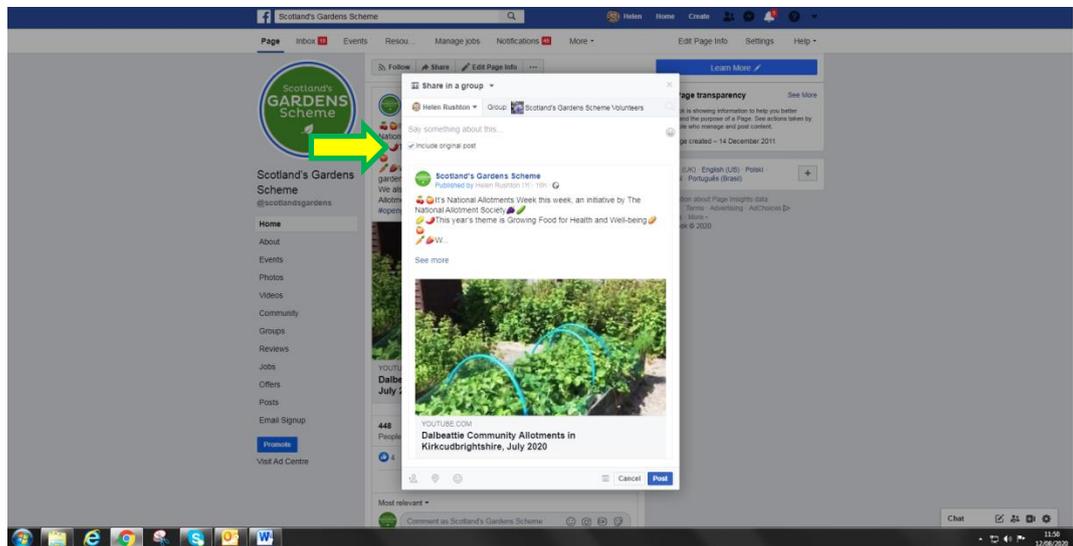
13. A list of your Groups will pop up, click on the one you want to use.



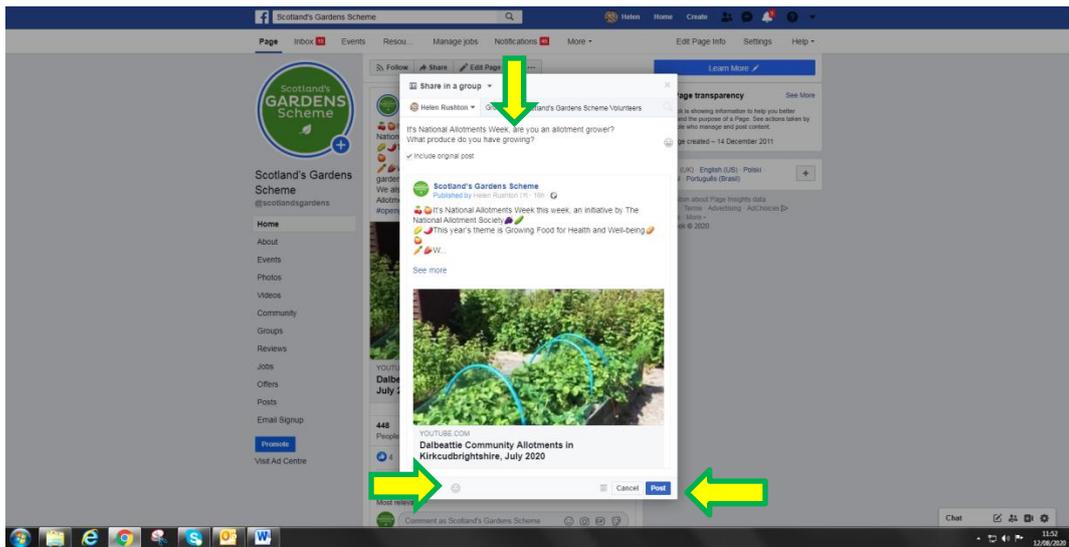
14. The name of the Group will be populated at the top of the post.



15. Tick the box to include the "Original Post". If your post involves a link to the SGS website or YouTube channel and you do not tick this box, all you will do is share the link, and some Groups do not allow the sharing of links (see note 9)



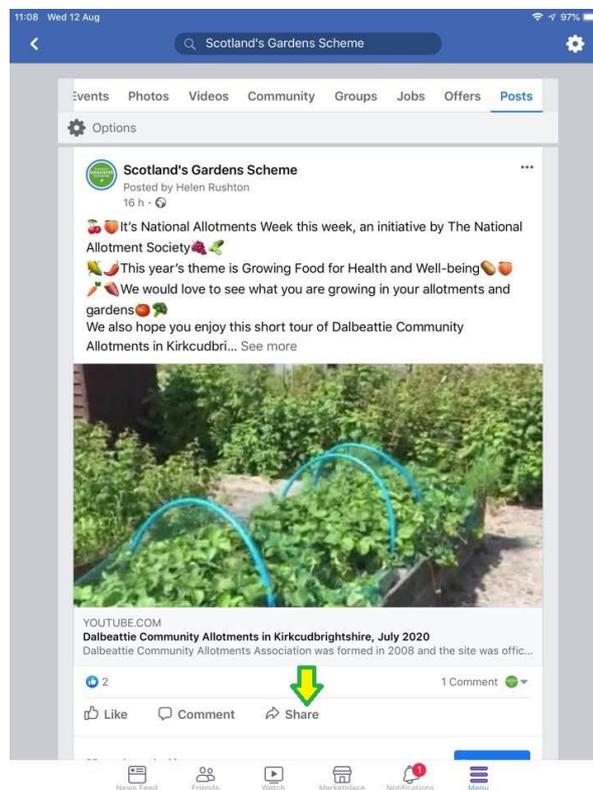
16. You can now add some wording of your own if you want to. Think of it as an open invitation e.g. “please come along and see the fabulous garden at ....., raising funds for ....., delicious tea and cakes” – if you like, add some emoji’s (cake, flowers, teacup)



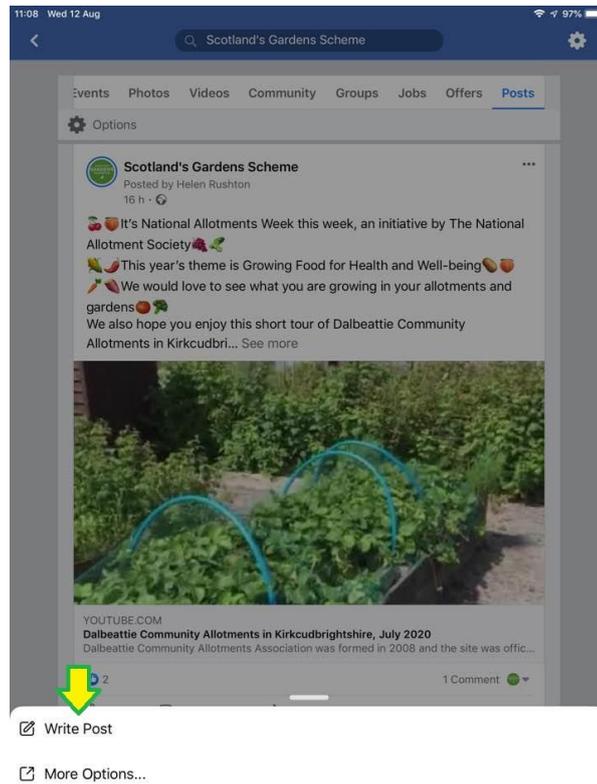
17. Click Post

## Let's share a post to a Group – using an iPad.

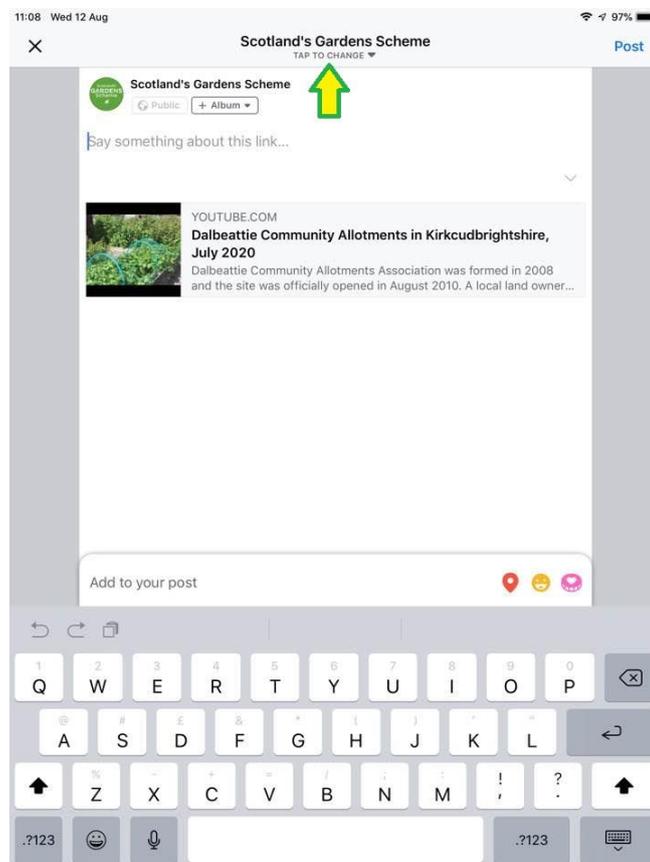
18. Go to the post you want to share and click on “Share”



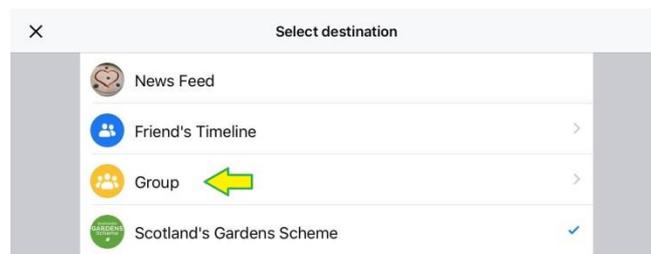
19. There is no option to include the original post, so click on “Write Post”



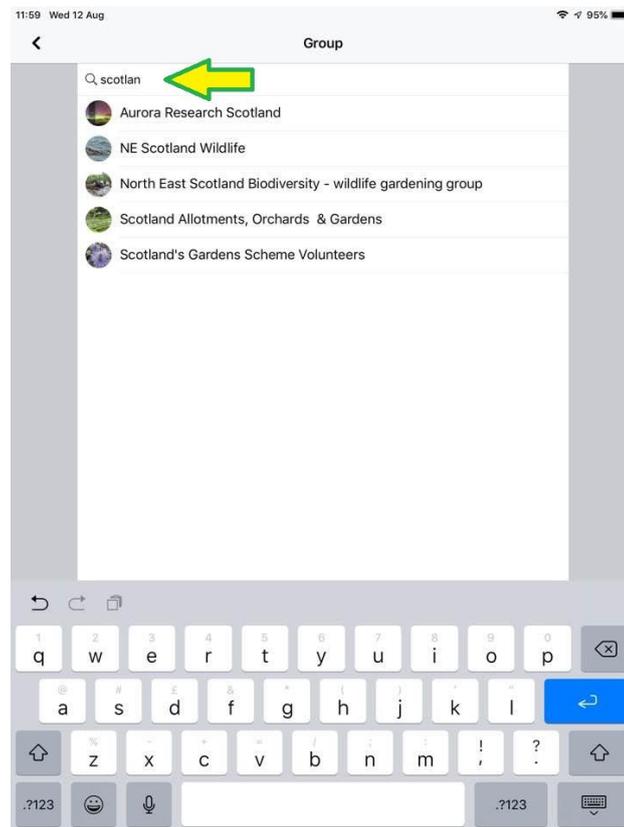
20. You need to change the destination for your post from the page you are on to a Group, so tap on the top bar and it will give you options of where to post to.



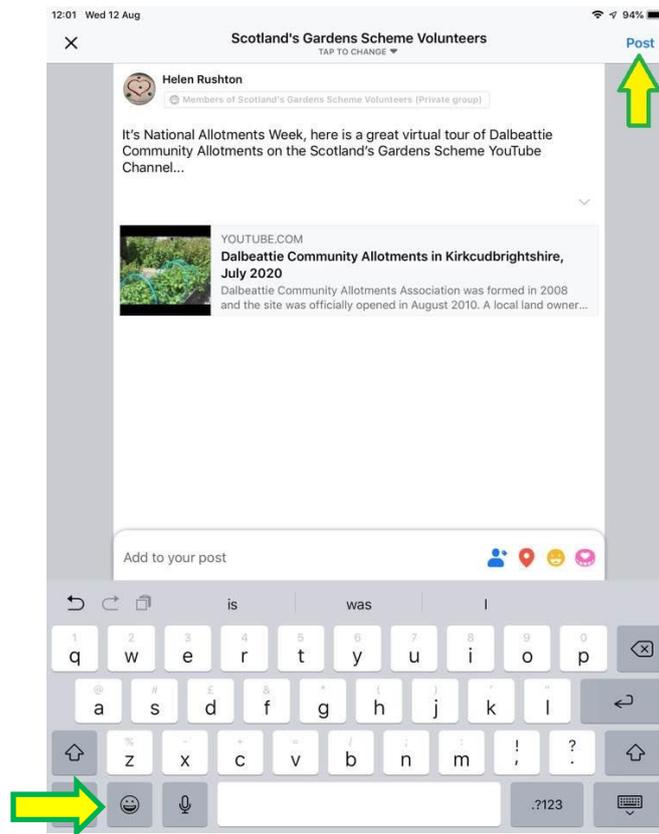
## 21. Select "Group"



22. You get a list of all the groups you have joined, you can scroll through till you reach the one you want, or you can start typing the name in the search bar till it pops up.



23. Write a short introduction for your post. If it is for an open garden taking place soon, it is good to write an invite e.g. "Open Garden this coming Sunday at ....., raising funds for local charities, come along and enjoy the delicious homemade cakes!" Feel free to add some emoji's.



24. Post.