



AAMA Leaders Facebook Group Sign-Up Guide

Instruction Manual for the Facebook Group “AAMA Leaders”

Overview

This document offers a guide to future and current members of the AAMA Facebook group “AAMA Leaders.”

How Do I Join the AAMA Leaders Facebook Group?

Membership to the AAMA Leaders Facebook group is by invitation only. The following describes how to join the Facebook group with the understanding that you are a current AAMA leader.

Step 1: Look for the invite e-blast

The AAMA sends out an e-blast to all AAMA officers to invite them to the AAMA Leaders Facebook group each July through December. The e-blast (titled “You’re Invited!”) provides instructions, including a URL for the AAMA Leaders Facebook group through which you can click “Join Group.”

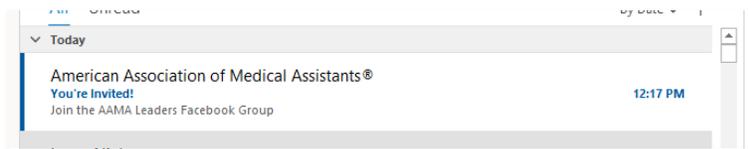


Figure 1: Invite e-blast in inbox example

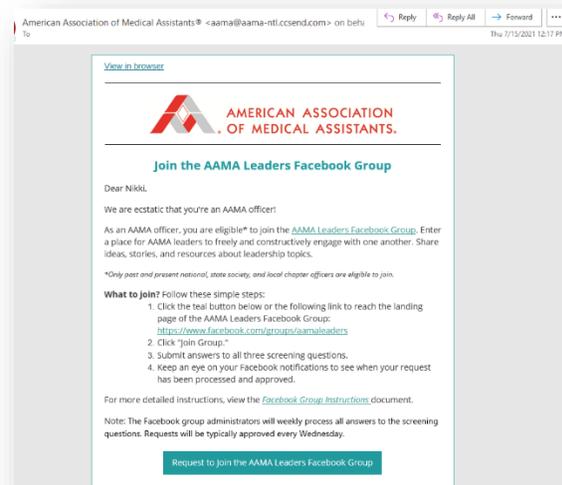


Figure 2: Invite e-blast preview

Step 2: Request to join the group

Once you receive the invite e-blast, follow these steps to complete the request-to-join process:

1. Click the AAMA Leaders Facebook group URL or the “Request to Join the AAMA Leaders Facebook group” button (Figure 3)—only one click is necessary.

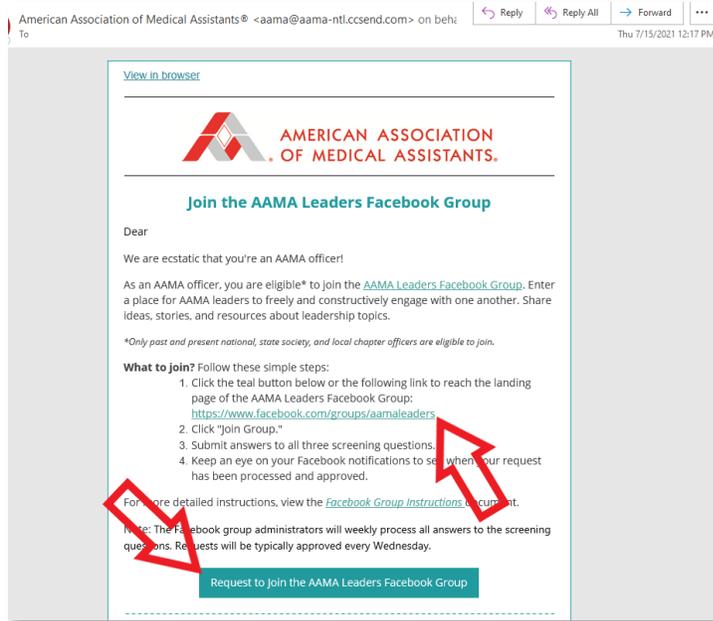


Figure 3: Invite e-blast preview of how to reach the Facebook group's landing page

2. You'll be taken to a Facebook landing page (sign in to Facebook if you aren't already). Click “Join Group” (Figure 4).

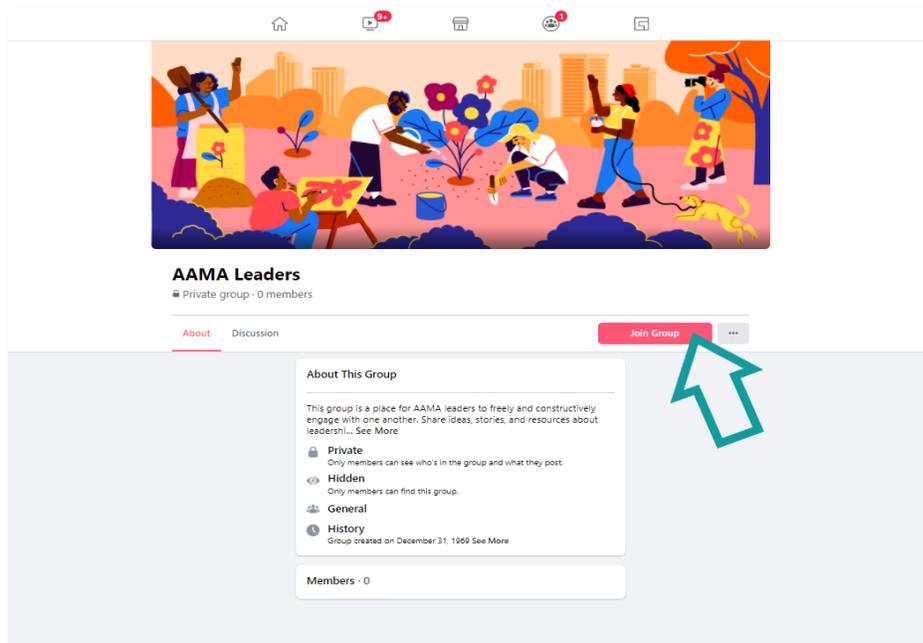


Figure 4: Facebook group landing page

3. Answer the three screening questions (Figure 5) so that AAMA staff (i.e., AAMA Leaders Facebook group administrators) can verify that you're an AAMA officer. You'll be asked to supply the following three pieces of information:
 - Your name as it appears in the AAMA database
 - Your AAMA Member ID
 - The email through which you received the invite e-blast

Answer Questions

AAMA Leaders
Private group · 230 members

Your membership is pending approval
Answer these questions from the group admins to help them review your request to join. Only the admins and moderators will see your answers.

What's your name as it appears in the AAMA database? ...

Write an answer...

What's your AAMA Member ID? ...

Write an answer...

Do not enter your password or other sensitive information here, even if you're asked to by the AAMA Leaders admins.

Cancel Submit

Figure 5: Top-of-the-page view of the AAMA Leaders Facebook group screening questions

Once you submit the screening questions, you'll see a message that says "Your membership is pending" (Figure 6).

Your membership is pending
You'll be notified if your request to join is approved.

About Discussion

Cancel Request ...

Figure 6: Preview of a pending membership request

Step 3: Keep an eye on your Facebook notifications

The Facebook group administrators will weekly process all answers to the screening questions. Requests will be typically approved every Wednesday. You'll receive a Facebook notification when you've been accepted to the AAMA Leaders Facebook group, both as a pop-up if you're on Facebook at the time of acceptance (Figure 7) and in your notifications list (Figure 8).

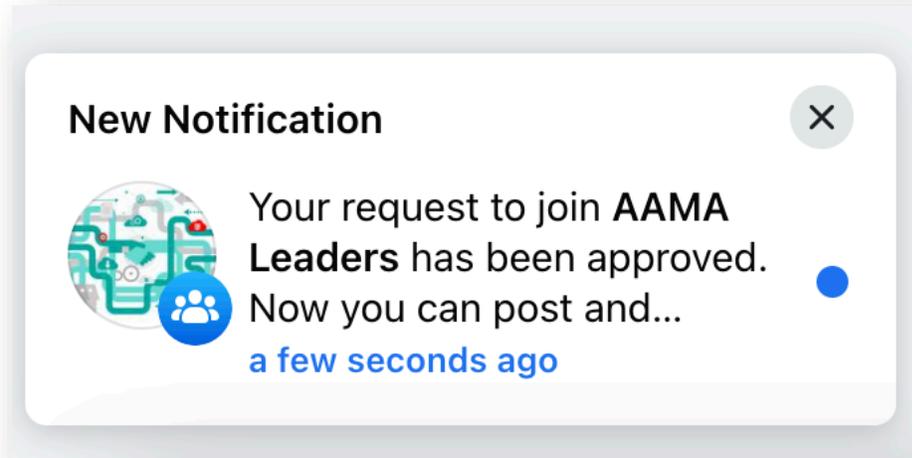


Figure 7: Example pop-up notification of approval

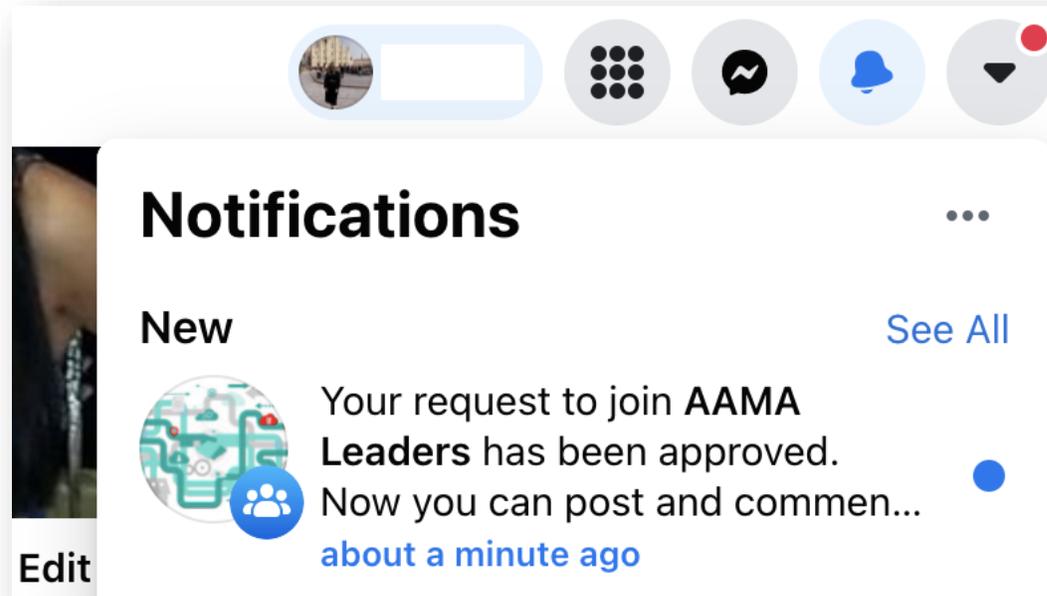


Figure 8: Example notification of approval in "Notifications" drop-down list

You're in! Welcome to the AAMA Leaders Facebook group!

How Do I Invite Others to the AAMA Leaders Facebook Group?

You may share the URL to the AAMA Leaders Facebook group landing page with others who are current or past AAMA officers. Then they must follow the steps through the screening process beginning with “Step 2: Request to join the group” forward.

Navigation Tips

Accessing the group

1. Go to the AAMA Facebook Page: <https://www.facebook.com/aamaorg/>
2. Click “Groups” on the top drop-down menu under the “More” tab (Figure 9).

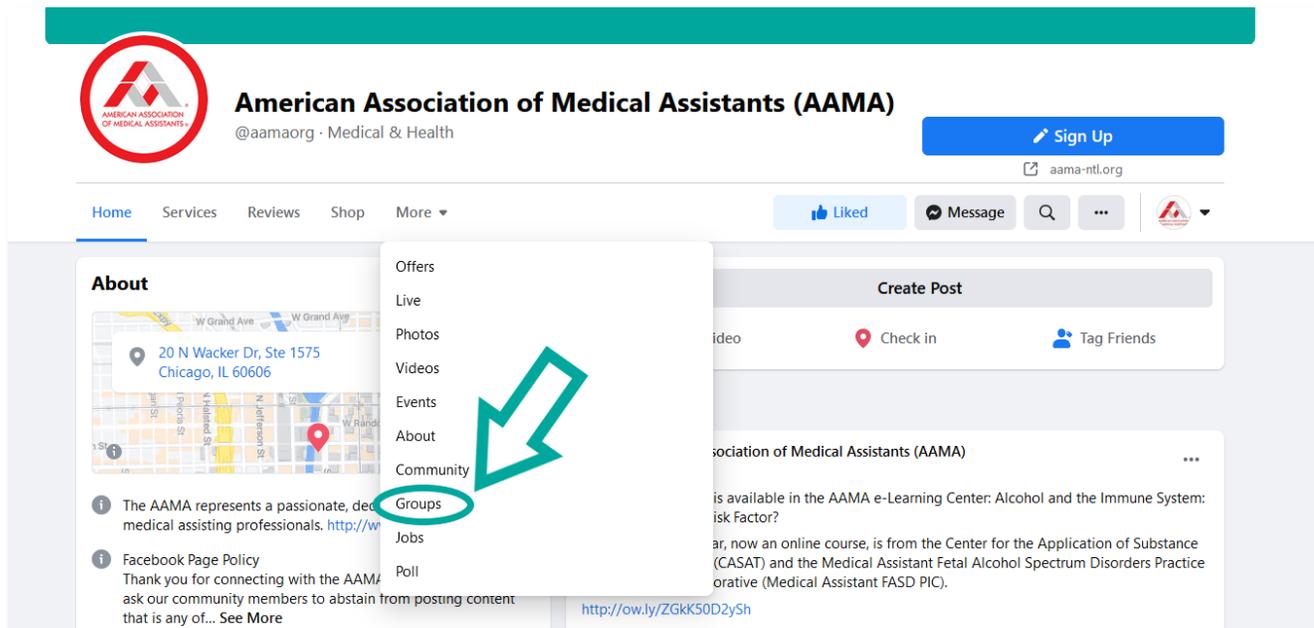


Figure 9: How to access an AAMA Facebook group example

3. Click “AAMA Leaders” under “Linked Groups” (Figure 10).

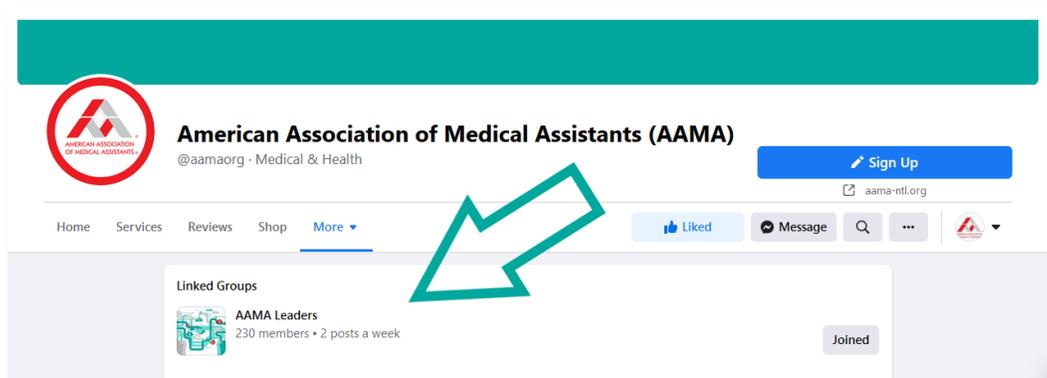


Figure 10: How to access the AAMA Leaders group example

Note: The landing page is the Discussion section of the group.

Accessing the various sections

The AAMA Leaders Facebook group has several sections that can all be accessed via the menu at the top of the page (Figure 11).

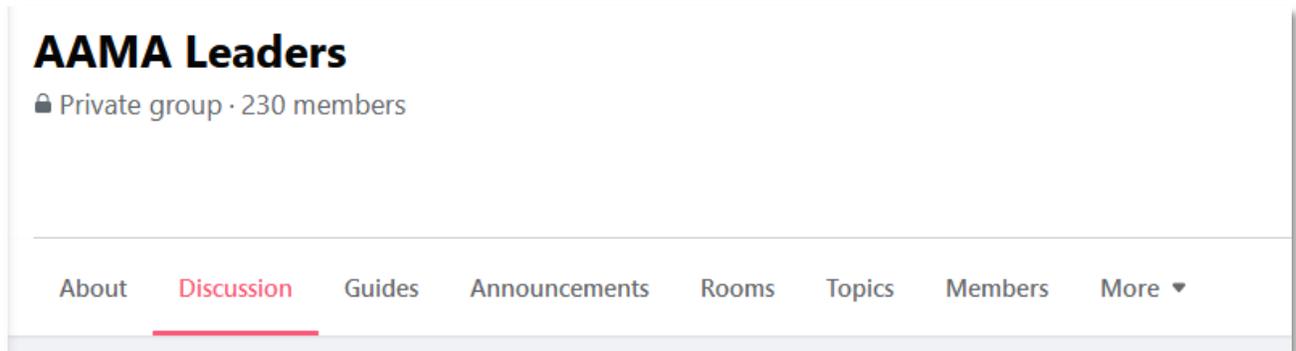


Figure 11: Facebook group sections panel

Group Section Details

About

Review the purpose of this group and see an overview of members, staff administrators (admins), and top recent posts.

Discussion

See all posts.

Guides

View resources shared by group members.

Announcements

See all posts made by staff admins.

Rooms

Create video chats with other members.

Topics

Find posts about certain topics by browsing hashtags.

Members

View a list of all members, including admins and moderators.

Events

Access events shared or created by staff admins and members.

Media

View photos, videos, and albums shared to the group.

Files

Access documents shared or created by staff admins and members.

AAMA Leaders Facebook Group Privacy Settings

The privacy setting for the AAMA Leaders Facebook group is “private.” Read the breakdown for a private group’s privacy features (Table 1).

Table 1: Private group privacy features Q&A

<i>Questions</i>	<i>Answers</i>
Who can see what members post, comment, and share?	Current members
Who can see your membership in the group?	Current members
Who can find the group in Facebook search?	Current members
Who can see admins and moderators in the group?	People on Facebook

Source: [Facebook Help Center](#)