

# How to create a Visitor Post on the Halcombe Community Facebook page

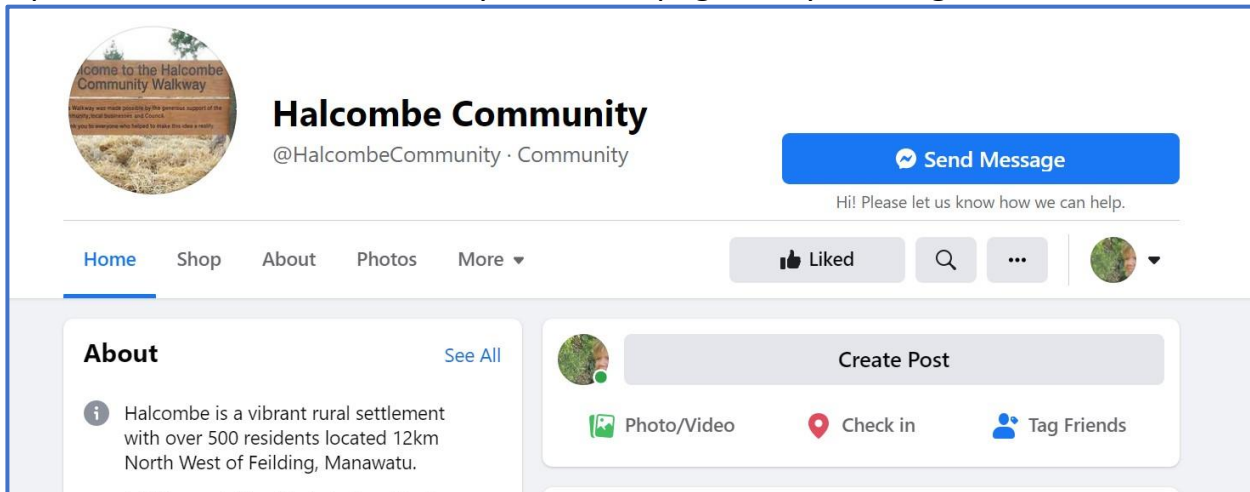
*These instructions are for when you are using a computer with a browser eg. Safari or Chrome.*

*These are not for when you are using a mobile device such as a tablet or phone.*

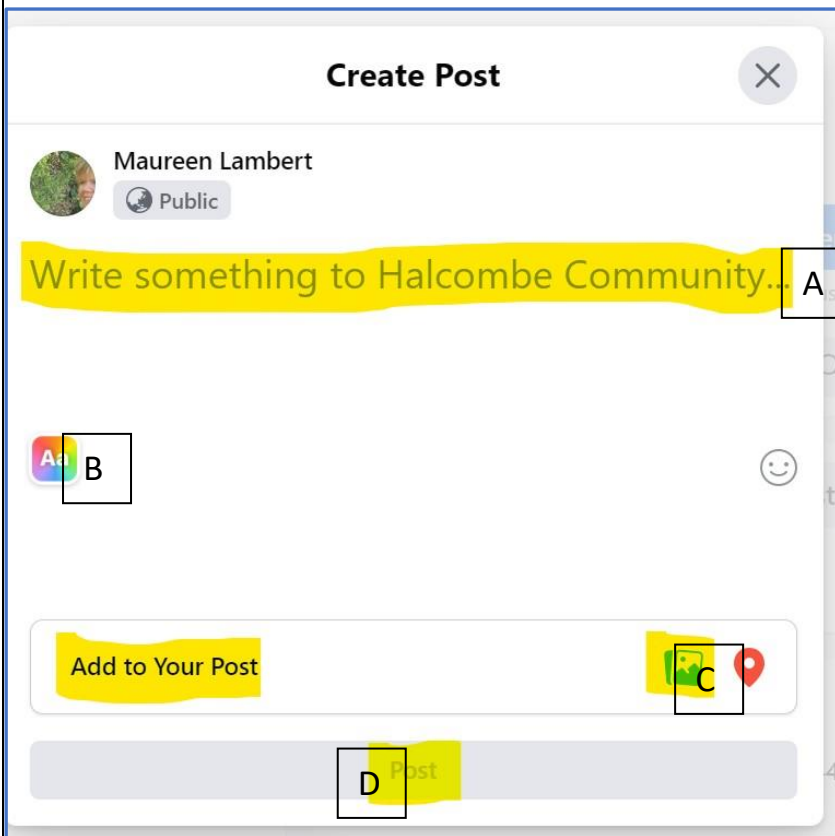
Please note: Halcombe Community Facebook administrators reserve the right to remove any posts or comments deemed not suitable to be on our community page.

## How to create a Visitor, or Community Post, using a computer.

1. Open the Halcombe Community Facebook page and you will get this screen:



2. Click on **Create Post** and you will get this pop-up window:



A. Write your **post** here

B. Add a coloured background (optional)

C. Click on the **photo icon** to add a photo (optional)

D. When you have proofed what you have written, click **Post** (very important!)

3. Your post will now be in the *Visitor Post* section of the Halcombe Community Facebook. Refresh your page if you cannot see it.