How To Create A Facebook Group – Step By Step Instructions

To create a group:
1. Click **Create** in the top right of Facebook and select **Group**.
2. Enter your group name, add group members and then choose the privacy option for your group.
3. Click **Create**.

Once you create your group, you personalize it by uploading a cover photo and adding a description. **Note:** *We recommend that group admins share any commercial or business affiliations in the group, as well as updating the group if affiliations change. You can update the group by changing the group description and making an announcement.*

To make your group private Group admins can choose to make their groups public or private.
- **Public**: anyone can see who's in the group and what they post.
- **Private**: only members can see who's in the group and what they post.

To change the privacy of a Facebook group you administer:
1. From your News Feed, click **Groups** in the left menu and select your group.
2. Click **More** then select **Edit Group Settings**.
3. Scroll down to **Privacy** and click **Change Privacy Setting**.
4. Select **Private** and then click **Confirm**.
5. Scroll down and click **Save**.

How to create verification questions to join your Private Group - *If you're an admin, you can require people who request to join your group to answer up to 3 questions. Questions are limited to 200 characters.*

To add or edit questions:
1. From your News Feed, click **Groups** in the left menu and select your group.
2. Click M**ore** below the cover photo and select **Edit Group Settings**.
3. Next to **Membership Requests** click **Ask Questions**.
4. Click **Add Question** to add a new question or click then click **Edit** to edit an existing question.
5. Choose a question type: **Multiple Choice**, **Checkboxes** or **Written Answer**.
6. Enter the question and click **Save**.

When someone goes to your group and clicks **Join**, they'll see a form that includes the questions you've set. If someone's invited to join your group, they'll receive a notification to answer the questions. Clicking the notifications will take them to the form.

Keep in mind that:
- Prospective members can respond to only one question or all questions, responding is not mandatory.
- If a prospective member exits without answering the questions, their request will still go through.
- If they did not answer the questions, members will receive 4 automatic notifications (after 3 hours and after 1, 2 and 3 days). Notifications will stop after 3 days.

Group Rules Description Active Members Only
- You must have a current, active membership to be in this group.
- You will want to check all member requests against your enrolled billing list, and set a time each week to go through each group member and check that they are still on a paid membership.