

Setting up a Facebook Page

(such as to publicize *Discover! Parks Event*)



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Our event is held annually (third Saturday in May), in a Kent County Park (usually at the Hansen Nature Trail in Millennium Park), in Michigan's Kent County. This file describes how to run Facebook Pages in general, and the Page for our event in particular. It may also describe docent station **Invasive Plants**. For date this file last updated, please see page footer. For information about the event itself or other docent stations, please see our [Facebook Page](#).

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1 Introduction

Until we get our own website, we have a **Facebook page** <https://facebook.com/DiscoverParksEvent>.

This home page controls and has:

- a Cover Photo, and
- a Profile Picture.

Other info is spattered over other pages.

As of 2018-01-06, https://facebook.com/DiscoverParksEvent/settings/?tab=admin_roles says our Facebook page is currently controlled by:

- **Martha MacCleery** and **Eric Piehl**, who are **Admins** who "can manage all aspects of the Page including sending messages and posting as the Page, creating ads, seeing which admin created a post or comment, viewing insights and assigning Page roles."
- **Karin Maupin**, who is an **Editors** who "can edit the Page, send messages and post as the Page, create ads, see which admin created a post or comment, and view insights."
- No **Moderators** who can "respond to and delete comments on the Page, send messages as the Page, see which admin created a post or comment, create ads, and view insights."
- No **Advertisers** who can "see which admin created a post or comment, create ads and view insights."
- No **Analysts** who can "see which admin created a post or comment and view insights."

To add **Ginny Sines** of **KCP**, we can add her account. <https://facebook.com/ginny.sines> ?

One-time, we must review or do items shown below **in green**.

Every year, we must tailor items shown below **in yellow**, and do each step in section [Each year](#).

Current step shown below **in magenta**.

Need to add other publicity info to this doc?

2 About

<https://facebook.com/DiscoverParksEvent/info> has:

- Category="Other : Community"
- Name="Discover Parks Event"
- Topics=[do not set until we choose three words to describe our Page, such as "family education outside"]
- Facebook Web Address="www.facebook.com/DiscoverParksEvent"
- Start Date="Founded in 2010"
- Address="1700 Butterworth St SW, Grand Rapids, Michigan 49534" [KCP]
- Short Description="Discover! Millennium Park Saturday, May 19, 2018"
- Impressum=[do not set]
- Long Description=[Listed immediately below between tags <LongDescription> and </LongDescription>.]
- Phone="616-632-7842" [Ginny Sines at KCP]
- Email="park.volunteers@kentcountymi.gov"
- Website=[do not set until we get one]
- Official Page=[do not set until we get one]
- Facebook Page ID="1460557937490022" [we do not control]
- Understand that we are NOT using Ginny Sines':
 - name
 - title
 - organization
 - cell number
 - fax number

<LongDescription>

Mark your calendars for the 3rd Saturday in May [or] Saturday May 19, 2018, for a fun and FREE discovery program. Pull on your comfortable walking shoes, gather the family, and make your way to one of Kent County Park's hidden gems--the Hansen Nature Trail at Millennium Park! Get here by bus--and FREE TROLLEY, by-bike or by car--details below [or] in our Facebook Events!

This experiential family event for kids of ALL ages runs from 10 am to 3 pm. It includes a 'discovery' trail walk, to learn about this truly interesting ecosystem, including:

- The birds, mammals, reptiles and amphibians that make their home along the Hansen Nature Trail.
- The variety of native and non-native trees, plants and wildflowers around the park.
- The unique ponds, and why they were created.
- The history of the area.
- A scavenger hunt: kids get a trail guide, stamped at each station, and entered into a drawing for a free 'Discover! Millennium Park' t-shirt!

Discover! events have been held since 2010, at Pickerel Lake Preserve, Palmer Park and Millennium Park. They have the following Objectives:

1. Increase residents using Kent County Parks, by exposing people to them.
2. Increase the value residents place on Kent County Parks.
3. Enhance the awareness and appreciation of natural ecosystems.
4. Challenge attendees of the interpretive program to use their new knowledge to change practices in their own backyard.
5. As a byproduct of the above, increase awareness of the Kent County Parks endowment.

For details on our event, please see our Events [or] The event is at Millennium Park, on the Hansen Nature Trail, NOT by the beach. Get here by:

• BUS! Take The Rapid bus 12, 18, or 50 to John Ball Zoo, get off at Fulton and Lane or Garfield (www.ridetherapid.org/ride/routes/12). Walk a block or so to John Ball Zoo's south parking lot. Catch the FREE TROLLEY to Hansen Nature Trail and back. Be there between 9:45 am and 1:45 pm—the trolley will cycle back and forth until 3 pm. Many thanks to our anonymous donor!

• BIKE! Ride the Fred Meijer Millennium or Kent Trail to <https://google.com/maps/place/Butterworth+St+SW+%26+Riverbend+Dr+SW,+Grand+Rapids+MI> > Bicycling > Bicycling.

• CAR! Park on mowed grass at Butterworth St SW and Riverbend Dr SW, Grand Rapids MI 49534, or alongside Riverbend Dr. Map

<https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>, and <https://google.com/maps/place/3780+Riverbend+Dr+SW+Grand+Rapids+MI> > Directions.

- WALK! Park in Millennium Park's big parking lot by the beach. If you park at the far end of the lot by the boathouse, walk West about 2/3 mile (1 km). If you park by the playgrounds and picnic shelters, the event will be a full mile away.

Location <https://facebook.com/pages/Hansen-Nature-Trail/435569709789464>, within <https://facebook.com/pages/Millennium-Park-Grand-Rapids/116643178383890>
Map

<https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>

Thank you to our sponsors: Kent County Parks <https://facebook.com/KentCountyParks>, Kent County Parks Foundation <https://facebook.com/kcpfoundation>, Kent Garden Club <https://facebook.com/KentGardenClub>, Michigan DNR <https://facebook.com/michigandnr>, ~~Dean Transpiration~~ <https://facebook.com/deantransportation> and Tri-Beta <https://facebook.com/groups/137016429643243/>.

Dress for weather, this event goes on rain or shine. See you there!
</LongDescription>

3 Each year

3.1 Each year: the event's timeline-calendar-cycle-rhythm

- Create the new Facebook Profile Picture. Here are two ways to do it:
 - If you are Eric Piehl,
 - launch folder <file:///C:/Users/Eric/Documents/envMN/DiscoverKCP>.
 - Otherwise,
 - probably look in your **Dropbox** folder "**Discover!ParksEvent**".
 - If you have the GNU Image Manipulation Program **GIMP**,
 - launch the GIMP project file [DiscoverMillenniumParkLogoSquare.xcf](#), change the date to (right-justified, color about #0278C1, bold, 28-font) "**Hansen Nature Trail <newline> Saturday May 19, 2018 <newline> 10am-3pm**", and Export to file [2018_DiscoverMillenniumParkLogoSquareDateTime.png](#). Save.
 - Otherwise,
 - clone base Profile Picture [DiscoverMillenniumParkLogoSquare.jpg](#) to [2018_DiscoverMillenniumParkLogoSquareDateTime.jpg](#), add new date "**Hansen Nature Trail <newline> Saturday May 19, 2018 <newline> 10am-3pm**" (the third Saturday) and "**10am-3pm**" (I used the color picker to find its color is about #0278C1 or #0A75BB, the font is unknown but seems to a bold **Sans Serif** like **Arial**, near size 28).
 - **Post** this photo to Facebook <https://facebook.com/DiscoverParksEvent> > Photos > Add photo > the image file you made in previous step > Create Album **2018** > Upload "**Preparing for next year's event!**" > Post.
 - Make this the **Profile Picture**, by in that Photos Album page > hover over your new pic > click the little icon that looks like a pencil > click Profile Picture (the little square one) > Change Picture > select the one you just posted > click "Make Profile Picture for Page" > resize as needed > add description = "**Preparing for next year's event!**" > **Save**.
- Update page **About** > Edit Short Description to "Discover! Millennium Park, Hansen Nature Trail, Saturday, **May 19, 2018**, 10am-3pm".
- **Update the long part, too**, > button **Publish**.
- Create [Event en Español](#).
- Create [Event in English](#), except replace "otros Evento" with a link to [Event en Español](#).
- In [Event en Español](#), replace "other Event" with a link to [Event in English](#).
- **Facebook** > Invite your friends. **←Current location on this list!**
- Email your colleagues on the project.
- Make a mashup pic of our sponsors' logos (we did with MS Word > insert each logo > size and arrange > capture with WinLogo > "**Snip**"ping Tool > **Enter** > **New** > draw rectangle around the logos > **File** > **Save As** > [something.png](#)), and post it to <https://facebook.com/DiscoverParksEvent> > Photos.
- Check everything in <https://facebook.com/DiscoverParksEvent/settings>.
- Update anything else that needs it.
- Make a list of "cool things" you can say about the event.
- **NEW** Have our **sister organizations** (KCP, KCPF, MNA, WMCN, Blandford, Wittenbach/Wege, John Ball Zoo, RCWO, Native Plant Guild, ICSN, Plaster Creek Stewards, ...) cross-post our Event. Options:
 - If another group **Likes** our Page (Event link "10 Going · 13 Interested"?), we can **Invite** them to our event.
 - **Post** something on *our* Page referring to the other Group, and they can Share our Post, which then appears on their Page under "Posts". [*Confirmed, 2017-05-15/16 with MNA and Race for Michigan Nature.*]
 - Post our **Events** on their **Timeline** (formerly-called Wall). Depending on their Settings [*which one?*], this Post will (A) go online right away on [their Timeline \(formerly-called Wall, mostly-formerly-called Profile\) \(which then perhaps goes from there to your and others' News Feed/Homepage\)](#), or (B) the Post will go to their **Notifications**, and we will have to ask them to go their Page > top navigation bar "Notifications" > and Approve it. [*No need to try in 2017.*]

- o Email or phone or Facebook message our sister groups, asking them to:
 - Go to our regular Facebook Page at <https://facebook.com/DiscoverParksEvent>, and click button "Share" > share on your own timeline or in a group or on a Page you manage.
 - OR-
 - Go to our Facebook Event pages <https://facebook.com/events/2009222669358582> and/or <https://facebook.com/events/2091746737703558> and click button "Share" > "Share in News Feed" or "Invite Friends".
- o Post on <https://facebook.com/pages/Hansen-Nature-Trail/435569709789464> ?
- For our favorite Facebook Post(s), can Boost--even \$5.
- Need to Post on [GRKids](#).
- Need to talk to **Leon Hendricks**, black newscaster on **Channel 8 evening news**.
- Need to talk to **Louis at Maggie's Kitchen** on Bridge St, connected with/leader of Hispanics.
- Need to talk to school admins, about newsletters.
- Need to do interview with **Fox 17 News**. For contact info, see Eric's Contact.
- In the last **8 days** before the event, each day:
 - o Post one of the "cool things" you wrote two major bulletpoints above.
 - o Make sure the Timeline's top entry is good--if bad, find a good post and click its "V" menu > "Pin to Top".
 - o Keep track of Views with <https://facebook.com/DiscoverParksEvent/insights>.
- **Participate** in the event.
- Add photos, to Album=[2018](#).
- Add photos, to Album=[2017](#).
- Add photos, to Album=[2016](#).
- Add photos, to Album=[2015](#).
- Hold **Lessons Learned** (post-mortem) **meeting** with committee.
- Prep for next year: go back to [beginning of this section](#).

3.2 Each year: Mark old events as old

If Facebook lets you, in the previous year's events, Edit them to include at the top:

<Details>

This event is from a PAST YEAR. Please see THIS YEAR's event, at <https://facebook.com/DiscoverParksEvent/events> . Thank you!

...
</Details>

-AND-

<Details>

Este evento es de un año anterior. Por favor, vea el evento de este año que <https://facebook.com/DiscoverParksEvent/events> . Gracias!

...
</Details>

3.3 Each year: Event in English

In <https://facebook.com/DiscoverParksEvent/events>, > set upper-right dropdown "Use Facebook as"="Discover Parks Event" > **Create Event** >:

- Event Name="Discover! Millennium Park – Free"
- Where="Millennium Park Hansen Nature Trail, 3780 Riverbend Dr SW, Grand Rapids MI" > Just Use.
- Frequency="Occurs Once".
- When="Saturday, May [19, 2018](#), 10am-3pm **EDT**"

- Category="Community : Family" or Networking? Education? Outdoors?
- Description=[Listed immediately below between tags <Details> and </Details>.]
- Keywords =[I don't know]
- **Check** checkboxes "Kid Friendly" and "Free Admission".
- Tickets=[do not set]
- Co-hosts=[do not set]
- **Set** Posting to "Anyone can post (reported posts must be approved)" or "Anyone can post (all posts must be approved)".
- Click button "**Publish**".
- Make sure date got created OK: that it is a single date (3rd Saturday), and that the time is 10am-3pm EDT.
- Record event URL here (you will need it later): "<https://www.facebook.com/events/2009222669358582/>".

<Details>

(En Español, por favor ver <https://facebook.com/events/2091746737703558.>)

Mark your calendars for Saturday, May 19, 2018, for a fun and FREE discovery program. Pull on your comfortable walking shoes, gather the family, and make your way to one of Kent County Park's hidden gems--the Hansen Nature Trail at Millennium Park! Get here by bus and FREE TROLLEY, by bike or by car--details below!

This experiential family event for kids of ALL ages runs from 10 am to 3 pm. It includes a 'discovery' trail walk, to learn about this truly interesting ecosystem, including:

- The birds, mammals, reptiles and amphibians that make their home along the Hansen Nature Trail.
- The variety of native and non-native trees, plants and wildflowers around the park.
- The unique ponds, and why they were created.
- The history of the area.
- A scavenger hunt: kids get a trail guide, stamped at each station, and entered into a drawing for a free 'Discover! Millennium Park' t-shirt!

The event is at Millennium Park, on the Hansen Nature Trail, NOT by the beach. Get here by:

- **BUS!** Take The Rapid bus 12, 18, or 50 to John Ball Zoo, get off at Fulton and Lane or Garfield (www.ridetherapid.org/ride/routes/12). Walk a block or so to John Ball Zoo's south parking lot. **Catch the FREE TROLLEY to Hansen Nature Trail and back. Be there between 9:45 am and 1:45 pm—the trolley will cycle back and forth until 3 pm. Many thanks to our anonymous donor!**
- **BIKE!** Ride the Fred Meijer Millennium or Kent Trail to <https://google.com/maps/place/Butterworth+St+SW+%26+Riverbend+Dr+SW,+Grand+Rapids+MI> > Bicycling > Bicycling.
- **CAR!** Park on mowed grass at Butterworth St SW and Riverbend Dr SW, Grand Rapids MI 49534, or alongside Riverbend Dr. Map <https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>, and <https://google.com/maps/place/3780+Riverbend+Dr+SW+Grand+Rapids+MI> > Directions.
- **WALK!** Park in Millennium Park's big parking lot by the beach. If you park at the far end of the lot by the boathouse, walk West about 2/3 mile (1 km). If you park by the playgrounds and picnic shelters, the event will be a full mile away.

Location <https://facebook.com/pages/Hansen-Nature-Trail/435569709789464>, within

<https://facebook.com/pages/Millennium-Park-Grand-Rapids/116643178383890>

Map

<https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>

Thank you to our sponsors: Kent County Parks <https://facebook.com/KentCountyParks>, Kent County Parks Foundation <https://facebook.com/kcpfoundation>, Kent Garden Club <https://facebook.com/KentGardenClub>, Michigan DNR <https://facebook.com/michigandnr>, Dean Transpiration <https://facebook.com/deantransportation> and Tri-Beta <https://facebook.com/groups/137016429643243/>.

Dress for weather, this event goes on rain or shine. See you there!

(For background on this Event, please see <https://facebook.com/DiscoverParksEvent/info.>)

</Details>

3.4 Each year: Evento en Español

In <https://facebook.com/DiscoverParksEvent/events> > set upper-right dropdown "Use Facebook as"="Discover Parks Event" > **Create Event** >:

- Event Name="Descubra! Millennium Park – Gratis"
- Where="Parque del Milenio Sendero natural Hansen, 3780 Riverbend Dr SW, Grand Rapids MI" > Just Use.
- Frequency="Occurs Once".
- When="Saturday, May 19, 2018, 10am-3pm **EDT**"
- Category="Community + Family" **or Networking? Education? Outdoors?**
- Description=[Listed immediately below between tags <Details> and </Details>.]
- Keywords =[I don't know]
- Check** checkboxes "Kid Friendly" and "Free Admission".
- Tickets=[do not set]
- Co-hosts=[do not set]
- Set** Posting to "Anyone can post (reported posts must be approved)" or "Anyone can post (all posts must be approved)".
- Click button "**Publish**".
- Make sure date got created OK: that it is a single date (3rd Saturday), and that the time is 10am-3pm **EDT**.
- Record event URL here (you will need it later): "<https://www.facebook.com/events/2091746737703558/>".

<Details>

(For English, please see <https://facebook.com/events/2009222669358582.>)

El programa de Kent County Parks patrocina un libre y programa de descubrimiento de diversión para los niños de todas las edades! Únete a nosotros en Hansen Sendero Natural del Parque del Milenio entre las 10 am y 3 pm el sábado 19 de mayo, 2018.

Las familias podrán disfrutar de una experiencia de la naturaleza juntos -- aprendizaje sobre Millennium Park y su historia mientras camina el Hansen Trail con estaciones con personal docent y guiadas.

El evento es en el Millennium Park, en el sendero natural de Hansen, NO por la playa. Consigue aquí:

- **AUTOBUS!** Tome The Rapid 12, 18, o 50 a John Ball Zoo, bajar en Fulton y Lane o Garfield (www.ridetherapid.org/ride/routes/12). Caminar una manzana o así de estacionamiento sur de John Ball Zoo. **Coger el tranvía gratis a Hansen Nature Trail y la espalda. Sé que hay entre las 9:45 am y 1:45 pm — el cielo voluntad carro de ida y vuelta hasta las 3 pm. Muchas gracias a nuestro donante anónimo!**
- **BICICLETA!** Viaja en el Fred Meijer Milenio o Kent Trail a <https://google.com/maps/place/Butterworth+St+SW+%26+Riverbend+Dr+SW,+Grand+Rapids+MI> > Bicicleta > Bicicleta.
- **COCHE!** Aparcar en la hierba segada en Butterworth St SW y Riverbend Dr SW, Grand Rapids MI 49534, o al lado de Riverbend Dr. Mapa <https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>, y <https://google.com/maps/place/3780+Riverbend+Dr+SW+Grand+Rapids+MI> > Direcciones.
- **CAMINAR!** Aparcar en el gran aparcamiento del Parque del Milenio en la playa. Si se estaciona en el otro extremo de la parcela por la casa de botes, caminar West aproximadamente 2/3 milla (1 km). Si se estaciona por los parques infantiles y áreas de picnic, el evento será una milla de distancia completa.

Ubicación <https://facebook.com/pages/Hansen-Nature-Trail/435569709789464>, dentro de

<https://facebook.com/pages/Millennium-Park-Grand-Rapids/116643178383890>

Mapa

<https://facebook.com/DiscoverParksEvent/photos/a.1651895765022904.1073741844.1460557937490022/1655919007953913/>

Gracias a nuestros patrocinadores: Kent County Parks <https://facebook.com/KentCountyParks>, Kent County Parks Foundation <https://facebook.com/kcpfoundation>, Kent Garden Club <https://facebook.com/KentGardenClub>, Michigan DNR <https://facebook.com/michigandnr>, Dean Transportation <https://facebook.com/deantransportation> y Tri-Beta <https://facebook.com/groups/137016429643243/>.

Vestido para el tiempo, este evento continúa llueva o haga sol. Te veré allí!

(Para información sobre este Evento, por favor vea <https://facebook.com/DiscoverParksEvent/info>.)
</Details>

4 Support: Shared Working Folder

In support of our distributed workgroup collaboration, we have a **shared working folder** on Dropbox. We can access it:

- **Online** at <https://www.dropbox.com/home/Discover!ParksEvent>.
- **Offline** at each of our individual local harddrives, in **Dropbox** folder "**Discover!ParksEvent**".

In Dropbox, **Owners** can:

- view, edit, add, rename and delete **files**,
- add or remove **Editors** and other **Owners**, and
- delete the **site**.

As of **2018-01-06**, the **Owner** is **Martha MacCleery**.

In Dropbox, **Editors** can:

- view, edit, add, rename and delete **files**,

As of **2018-01-06**, the **Editors** are **Eric Piehl**, **Barb Hoogeboom**, **Fred Bryant**, **Karin Maupin**, **Lea Sevigny** and **Kim Bradley-Davidson**.

In Dropbox, we *could* have users who can:

- **view** files only,

if we were upgrade to the pay version. So far, I have not been motivated to upgrade to the pay version.

If you need/desire access to this shared folder, please contact the **Owner** listed above.

If you cannot or will not use Dropbox, please say which distributed workgroup collaboration tool do you prefer/like/tolerate/refuse. I have heard of:

- **Dropbox** (Basic plan FREE),
- **Box**,
- Microsoft **OneDrive**,
- Apple **iCloud**,
- Google **Drive**,
- more-secure **sync.com** or **SpiderOak**,
- whatever.

-End.- [send comments to the librarian](#)