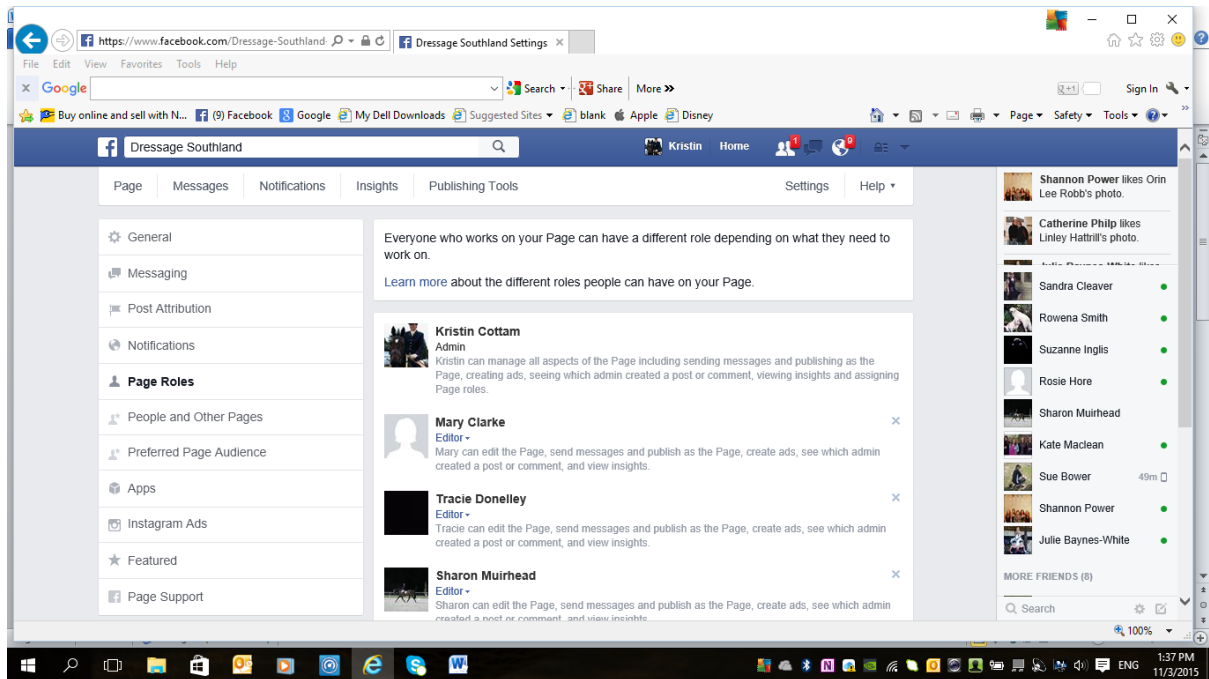


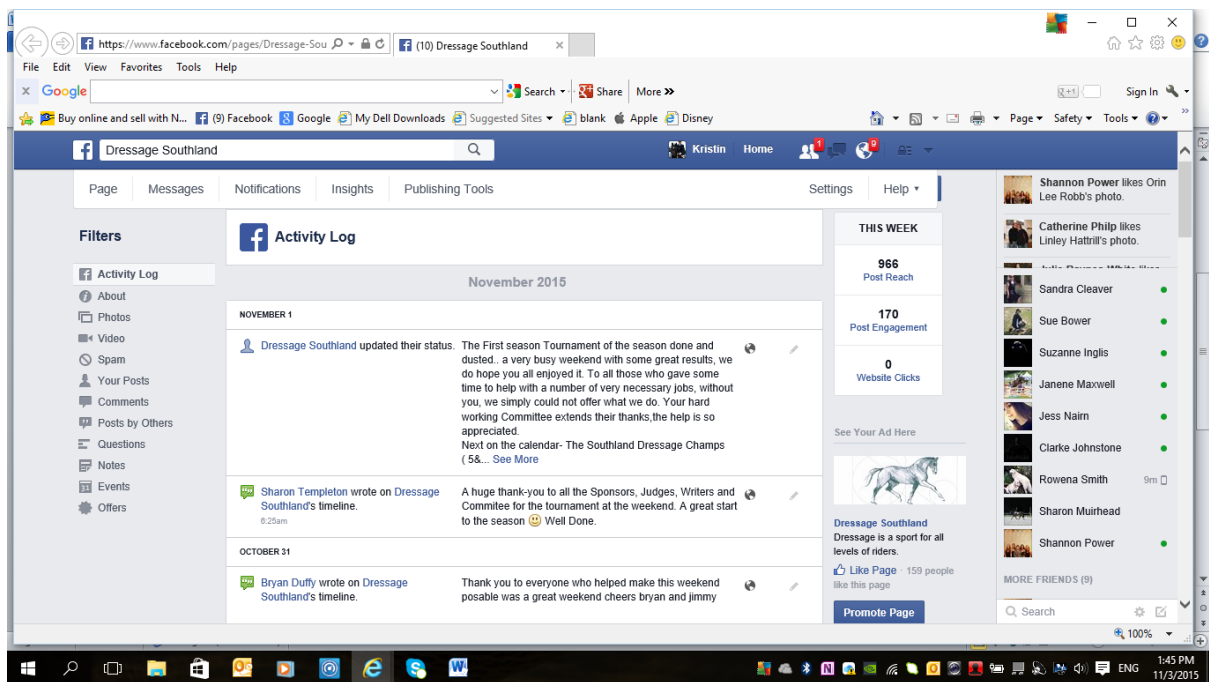
## FaceBook Co-Ordinators Role

As the co-ordinator of the groups FB page the first thing you will need to do is get the outgoing co-ordinator to set you up as the “Admin” of the page as this allows you to have full control over the settings/applications.

Once you are set up as the admin you will then need to go through and add/delete/change the newly elected office bearers as “editors” as this enable them to post on the DS timeline as “Dressage Southland”. Currently we have as “editor” the President, Competition Secretary and Sponsorship co-ordinator. These can be changed as the group see fits but currently it gets across those whom need to publish to the timeline regularly.



From here you will need to keep an eye on the “Notifications” as shown below, this is where general people post and as co-ordinator you will need to approve these posts so they will get published to the side bar on the FB page. To do this you go into the Activity Log and to the right of the post you will find two icons... click on the right hand icon if you are comfortable having the comment published to the timeline. If you are not happy with the comment going onto the timeline then delete it and as common courtesy I suggest you PM the poster and let them know that you have deleted the post and if you feel necessary provide the reasons. DS wishes to remain impartial so we don’t approve any posts that may advertise services etc but do direct to the website co-ordinator. Any derogatory posts are deleted as well for obvious reasons.



From time to time you will also be private messaged with queries and this is your responsibility to reply to in a timely fashion and if you can't answer the question then point them in the right direction.

The page has been set up to not be able to upload documents to the timeline, this was done so we can direct traffic to our website so when schedules, draws, items are uploaded to the website the website co-ordinator will let you know and then you can post on the timeline the details and direct followers to the website for more information.

You can also share items from other pages Dressage Southland e.g updates from Dressage NZ but be careful to only share items that are relevant to Dressage and our competitors. The main aim of the FB page is to keep our followers up to date with what's going on in Dressage Southland as well as relevant National news e.g officials/accumulators etc.

Lastly Dressage Southland has no desire to advertise any general sale items on behalf of our competitors the website is the place for that as is advertising for instructors etc.

Our FB page is designed to be impartial and at no time do we wish to be seen to be offering any opinions etc on behalf of the group.

Any further queries direct to outgoing FB Co-Ordinator 😊