



Rotary
District 9810



SERVE TO CHANGE LIVES

5 minutes with
the TechComm
Team

ON



Rotary
District 9810



SERVE TO CHANGE LIVES



How to change who can post on Facebook

Main Issues

- Facebook currently does not have a way of blocking all visitor comments on your page only posts can be blocked

Easiest solution is

1. Block/disable visitors making posts to your page
2. Have a team of admins who can moderate any comments made by visitors and delete or allow as quickly as possible

It is extremely important comments to your page are deleted as quickly as possible – make sure you have **multiple admins** on your page to spread the load



Blocking posts from visitors

A post may include text, videos or photos (or a combination) whereas a comment is a response to a post

1. Log into your club Facebook page
2. Find the setting tab on the left
3. Click to open settings

The image shows a screenshot of the Facebook page for the Rotary Club of Box Hill Burwood. On the left side, there is a navigation menu with the following items: Home, News Feed (8 new), Business Apps, Events, Resources & Tools, Manage Jobs, Notifications (38 new), Insights, Ad Center, Page Quality, Edit Page Info, and Settings (1 new). A blue arrow points from the 'Settings' option in the menu to the 'Settings' option in the list of instructions. The main content area of the page shows the club's profile picture, name, and location. Below the profile information, there are several promotional banners: 'Add Chat to your Website', 'Manage your Page and Instagram account together with Business Suite', and 'Your Memories'.

4. Click on Visitor posts

Visitor Posts

Anyone can publish to the Page.
Anyone can add photos and videos to the Page.
Post moderation is turned on

5. Clicking on the Visitor Posts box will open the following box

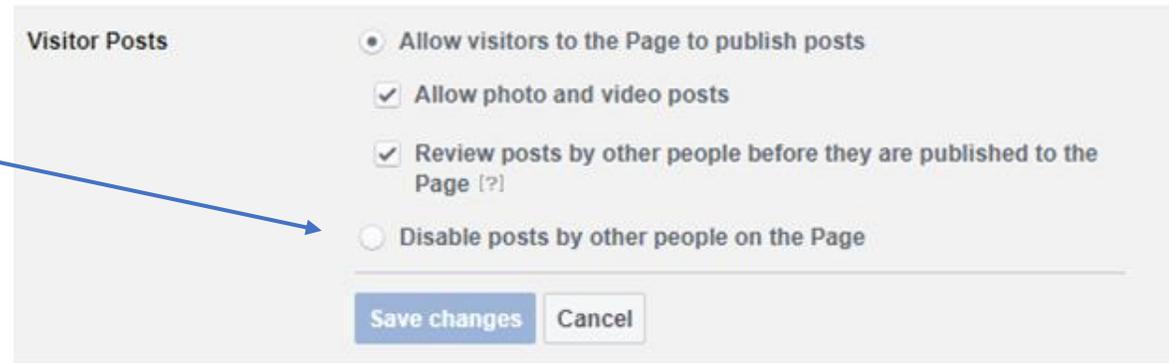
Visitor Posts

- Allow visitors to the Page to publish posts
 - Allow photo and video posts
 - Review posts by other people before they are published to the Page [?]
- Disable posts by other people on the Page

[Save changes](#) [Cancel](#)

The screenshot shows the Facebook Page Settings interface. The left sidebar lists various settings categories, with 'General' selected. The main content area displays the 'Page Visibility' and 'Visitor Posts' settings. The 'Visitor Posts' setting is highlighted with a blue arrow pointing from the text '4. Click on Visitor posts'. Below the 'Visitor Posts' setting, there is a blue box containing the text '5. Clicking on the Visitor Posts box will open the following box', which points to a detailed configuration box for 'Visitor Posts' shown in the previous block. The 'Visitor Posts' setting in the screenshot shows: 'Anyone can publish to the Page. Anyone can add photos and videos to the Page. Post moderation is turned on'. The bottom of the page shows navigation links like 'About', 'Create Ad', 'Create Page', 'Developers', 'Careers', 'Privacy', 'Cookies', 'Ad Choices', 'Terms', and 'Help', along with a language selection menu.

6. Click 'Disable posts by other people on the Page'

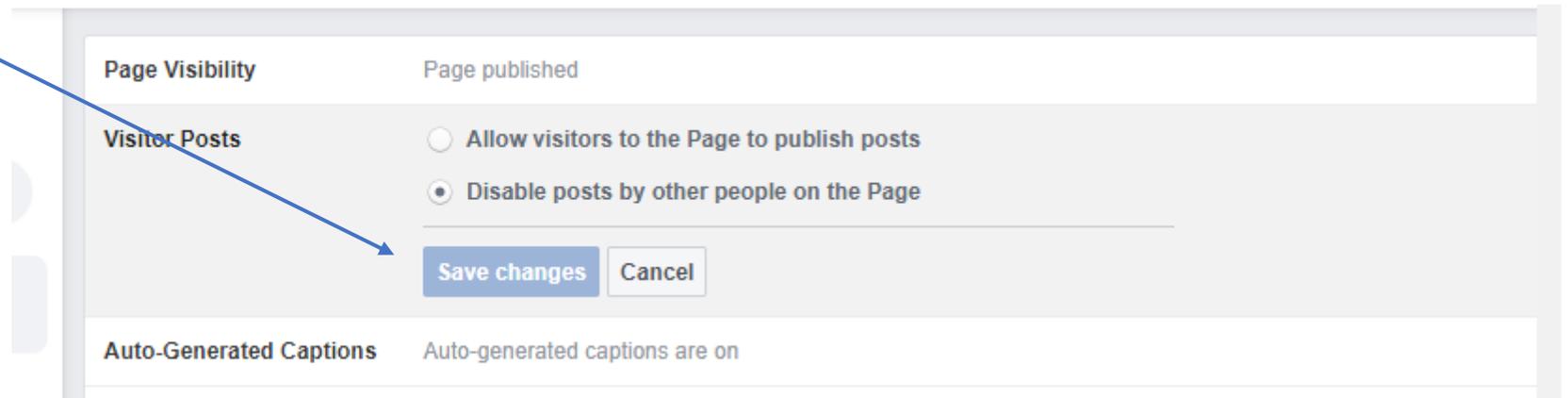


Visitor Posts

- Allow visitors to the Page to publish posts
- Allow photo and video posts
- Review posts by other people before they are published to the Page [?]
- Disable posts by other people on the Page

Save changes Cancel

7. Ensure you save changes



Page Visibility Page published

Visitor Posts

- Allow visitors to the Page to publish posts
- Disable posts by other people on the Page

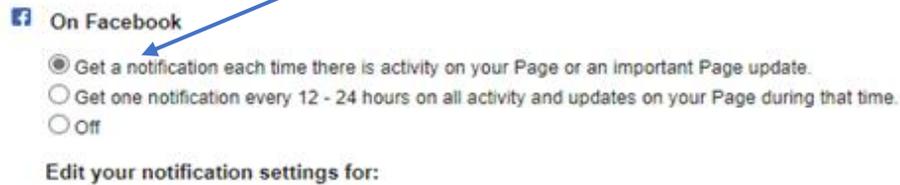
Save changes Cancel

Auto-Generated Captions Auto-generated captions are on



Getting notifications when a visitor comments

1. Open main settings tab (see slide 2)
2. Click on Notifications
3. Ensure 'get a notification each time there is activity on your page is selected



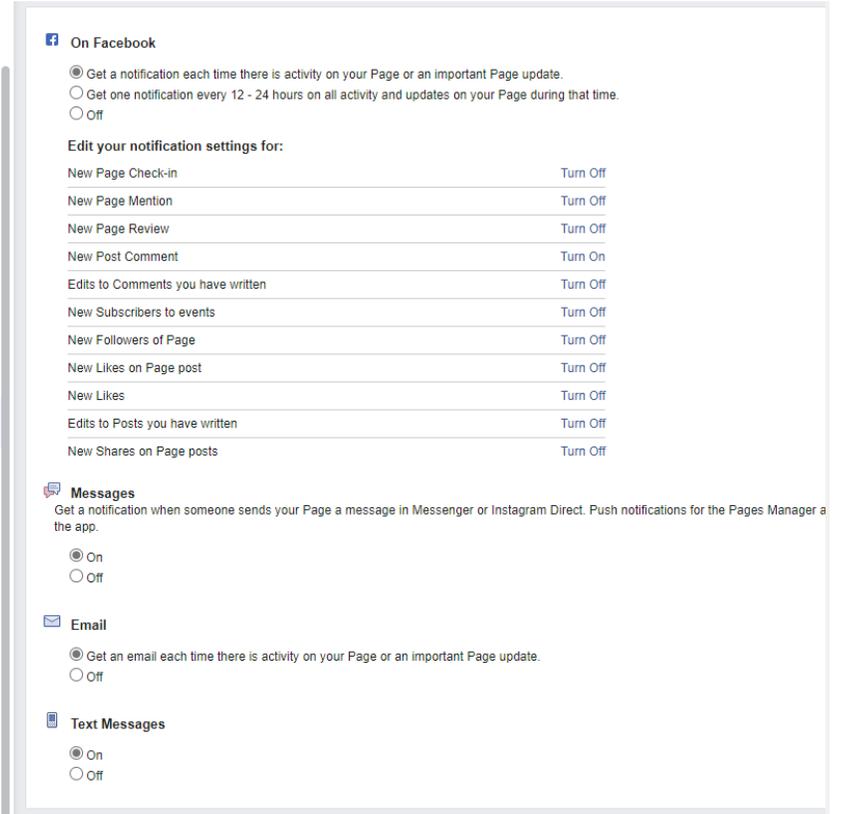
On Facebook

- Get a notification each time there is activity on your Page or an important Page update.
- Get one notification every 12 - 24 hours on all activity and updates on your Page during that time.
- Off

Edit your notification settings for:

Page Settings

- Search Page Settings
- General
- Messaging
- Page Info
- Templates and Tabs
- Event Ticketing
- Notifications**
- Advanced Messaging
- Facebook Badges
- Page Roles
- People and Other Pages
- Preferred Page Audience
- Issue, Electoral or Political Ads
- Ad Limits



On Facebook

- Get a notification each time there is activity on your Page or an important Page update.
- Get one notification every 12 - 24 hours on all activity and updates on your Page during that time.
- Off

Edit your notification settings for:

New Page Check-in	Turn Off
New Page Mention	Turn Off
New Page Review	Turn Off
New Post Comment	Turn On
Edits to Comments you have written	Turn Off
New Subscribers to events	Turn Off
New Followers of Page	Turn Off
New Likes on Page post	Turn Off
New Likes	Turn Off
Edits to Posts you have written	Turn Off
New Shares on Page posts	Turn Off

Messages

Get a notification when someone sends your Page a message in Messenger or Instagram Direct. Push notifications for the Pages Manager app.

- On
- Off

Email

- Get an email each time there is activity on your Page or an important Page update.
- Off

Text Messages

- On
- Off



Congrats!

Like · Reply · Message · 9w

Super effort from a super awesome club!!! Well done team

Like · Reply · Message · 9w

What an honour for our Club! So pleased, too, that our Super Members Marton, have been duly recognised for their exceptional Rotary service.

Like · Reply · Message · 9w · Edited

Best wishes !!

Like · Reply · Message · 18h

Write a comment...

4. Turn on notification setting for new post comment

Edit your notification settings for:

New Page Check-in	Turn Off
New Page Mention	Turn Off
New Page Review	Turn Off
New Post Comment	Turn On
Edits to Comments you have written	Turn Off
New Subscribers to events	Turn Off
New Followers of Page	Turn Off
New Likes on Page post	Turn Off
New Likes	Turn Off
Edits to Posts you have written	Turn Off
New Shares on Page posts	Turn Off

5. Make sure that all the following notifications are marked (area is located at the base of the notification settings)

a. Messages - on

Messages
Get a notification when someone sends your Page a message in Messenger or Instagram Direct. Push notifications for the Pages Manager app.

On
 Off

b. Email – on

Email

Get an email each time there is activity on your Page or an important Page update.
 Off

c. Text messages – on

Text Messages

On
 Off

6. Once admins receive a notification of activity they will need to check comment and delete or allow as necessary by clicking on the three dots alongside comment (...)

