

# Nick Watson Agency Facebook Creation Tutorial

In order for you to have administrative rights and control over your facebook page, you will need to have a facebook account to access the page. Luckily, the process of signing up for a personal/business Facebook account is very simple. Follow these steps, and you should have a profile set up within a minute.

Once completed, be sure to notify the Nick Watson Agency with your account information so we may add as an admin for your business page.

## 1. Go to Facebook



The image shows a screenshot of the Facebook homepage. At the top, there is a blue navigation bar with the Facebook logo on the left and login fields for Email and Password on the right. Below the navigation bar, there is a promotional banner for Facebook Mobile with a smartphone icon and the text "Heading out? Stay connected. Visit facebook.com on your mobile phone." and a "Get Facebook Mobile" button. In the center, there is a large red text overlay that says "ENTER YOUR INFORMATION HERE". On the right side, there is a "Sign Up" form with a red border. The form includes fields for First Name, Last Name, Your Email, Re-enter Email, and New Password. It also has a "Select Sex" dropdown menu and a "Birthday" section with dropdowns for Month, Day, and Year. Below the birthday section, there is a link "Why do I need to provide my birthday?" and a green "Sign Up" button. At the bottom of the form, there is a link "Create a Page for a celebrity, band or business." The footer of the page contains various language options and a list of links including Mobile, Find Friends, Badges, People, Pages, About, Advertising, Create a Page, Developers, Careers, Privacy, Terms, and Help.

Head over to <http://www.facebook.com/>. If your computer doesn't have anyone already logged into Facebook, you should see the Facebook homepage like pictured above. Enter your information in the Sign Up box on the right of the screen. Click the green "Sign Up" button.

## 2. Verification Code

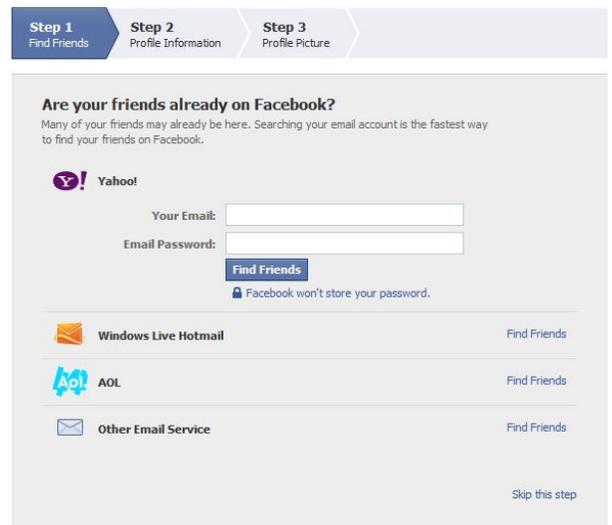
Enter the combination of letters provided on the next screen. This security check is enabled during sign up to ensure that there are no automated spamming tools attempting to create accounts. Simply enter the letters in the text box provided and click the green “Sign up” button.



The image shows a Facebook sign-up security check screen. At the top, it says "Sign Up" and "It's free and always will be." Below this is a "Security Check" section with a box containing the letters "dYeh". Underneath the box, it asks "Can't read the text above?" and offers the option to "Try another text; or an audio captcha". There is a text input field labeled "Text in the box:" and a "What's this?" link. At the bottom, there are "Back" and "Sign Up" buttons. A small disclaimer at the very bottom states: "By clicking Sign Up, you are indicating that you have read and agree to the Terms of Use and Privacy Policy."

## 3. Find Friends

In this step, you have the option to add ‘friends’ via your various email accounts. Unless you know anyone in particular, we recommend simply selecting ‘Skip this Step’ located on the bottom right of the screen.



The image shows the "Find Friends" step of the Facebook sign-up process. At the top, there is a progress bar with three steps: "Step 1 Find Friends", "Step 2 Profile Information", and "Step 3 Profile Picture". The main heading is "Are your friends already on Facebook?" followed by the text: "Many of your friends may already be here. Searching your email account is the fastest way to find your friends on Facebook." Below this, there are three email service options: "Yahoo!", "Windows Live Hotmail", and "AOL". Each option has a "Find Friends" button. There is also an "Other Email Service" option with a "Find Friends" button. At the bottom right, there is a "Skip this step" link. A small note below the "Find Friends" button for Yahoo! says "Facebook won't store your password."

## 4. Profile Information

In this step, you can select some basic information about your educational/work experience. This is helpful if you plan on using your profile for personal reasons. If not, simply select “Save and Continue” to move the next step.

The screenshot shows a three-step progress bar at the top: Step 1 (Find Friends), Step 2 (Profile Information, which is highlighted), and Step 3 (Profile Picture). Below the progress bar, the main heading is "Fill out your Profile Info" with a subtext: "This information will help you find your friends on Facebook." There are three input fields: "High School:", "College/University:", and "Employer:". At the bottom left is a "Back" link, and at the bottom right are "Skip" and "Save & Continue" buttons.

## 5. Profile Picture

If you'd like to use your profile for other uses than just administering your account, we recommend adding a picture to make your account more personable. Either a picture of yourself or your business is perfectly fine. Either skip this step or hit save a continue.

The screenshot shows a three-step progress bar at the top: Step 1 (Find Friends), Step 2 (Profile Information), and Step 3 (Profile Picture, which is highlighted). Below the progress bar, the main heading is "Set your profile picture". On the left is a placeholder image of a person's silhouette. On the right, there are two options: "Upload a Photo" (From your computer) and "Take a Photo" (With your webcam), separated by "OR". At the bottom left is a "Back" link, and at the bottom right are "Skip" and "Save & Continue" buttons.

## 6. Profile Created

Your profile should now be complete. You should be seeing your dashboard, which gives you control over your Facebook profile.

Please note that you **must check the email you registered with** in order to complete the set up. Facebook will provide you with a confirmation link via email that you must click on in order to permanently be set up.

Upon completion of your facebook profile, please be sure to contact us with your login or contact information, so that we may add you as an administrator for your insurance page.

