



## How to Create a Group on FrankSocial:

Creating a group on FrankSocial is a straightforward process that allows you to connect with like-minded individuals. Follow these step-by-step instructions to set up your own group:

### 1. Account Verification:

- Please make sure your user account is verified before trying to establish a group. A magenta check mark next to your username indicates successful verification. To become a verified user, send an email to [support@franksocial.com](mailto:support@franksocial.com) "request for verification" along with a photo identification, links to other social media accounts boasting over 500 followers, and your website if applicable.

### 2. Access the GROUP Tab:

- Tap on the GROUP tab located on the app interface.

### 3. Initiate Group Creation:

- To start a new group, tap on the blue circle with a pen icon at the bottom right of your screen.

### 4. Complete Group Information:

- Fill out the Create Group screen with the following details:
  - Group Name
  - Description of your Group
  - Select the Category that best fits your Group
  - Choose Group Settings (Private or Public)

### 5. Group Visibility Settings:

- If you want your group to be private, enable the option where new members must request to join.
- Optionally, disable search visibility if you want your group to be invite-only.

### 6. Profile Image and Banner:

- Add a profile image and banner to personalize your group.

## **7. Group Rules Disclaimer:**

- Craft and display group rules for new members to agree upon joining. This can include guidelines like "Be Kind" and "Stay on Topic."

## **8. Create Questions for Screening:**

- Prevent bots by creating questions for potential members to answer. This allows you to review answers as the group owner or admin. You can create as many questions as you want, and the person joining the group must answer them before access to the Group page.

## **9. Post Content to Your Group:**

- Navigate to the My Groups tab, select the group, and tap on "What's happening?" to post photos, videos, text only posts or links.
- You can also post to a group directly from your Home Feed by selecting Name/Add To Story then selecting the Group name.

## **10. File Sharing:**

- If you're the group owner or admin, upload files by accessing the Gear Icon on your Group Profile Page, selecting Manage Files, and uploading the desired file.

## **11. Invite Members:**

- Invite others to join your group by tapping the Share Icon. You can share via text, email, or copy a direct link to your group.

Congratulations! You've successfully created a group on FrankSocial and are ready to build a community around shared interests.



## **Managing your Group:**

Managing a group on FrankSocial requires attention to detail and an understanding of the tools available to you. Here's a step-by-step guide on how to manage your public group effectively:

### **1. Group Settings:**

- If your group is public, it means anyone can join without approval. Stay vigilant as you'll receive notifications when new members join.
- If your Group is private, you will receive notifications when a member asks to join, which requires approval – so keep an eye out for these.
- Navigate to the Group MEMBERS tab to view a list of members, the owner, and those with admin privileges.

### **2. Admin Privileges:**

- To manage members, tap on the gear icon and access the Members tab.
- Grant admin privileges by selecting a user's name and choosing "Make Admin." This will send a notification to the member notifying them they are a Group Admin.

### **3. Member Options:**

- Explore the Member Options to control group dynamics.
- Grant or revoke admin privileges to one or more members.
- Review answers provided by members during the joining process to assess compatibility with group guidelines.
- Remove or block members to maintain a positive and safe environment. Blocking prevents users from rejoining once removed.

### **4. Admins Tab:**

The Admins tab displays a list of users with administrative privileges.

## **5. Requests (#):**

- If your group is set to **private**, the Requests tab will show users seeking approval to join.
- Review the usernames and tap to see their responses. This allows you to make informed decisions about admitting them to the group or not.

### **Additional Tips:**

- Regularly review group activity and member engagement to ensure a healthy and positive community.
- Communicate with admins to discuss any challenges or decisions regarding group management.
- Encourage open communication within the group, allowing members to report issues or concerns.

### **Final Thoughts:**

Effectively managing your public group on FrankSocial involves staying proactive, setting clear guidelines, and utilizing the available tools. By regularly monitoring member activity, addressing concerns promptly, and fostering a positive community, you can create a welcoming and engaging environment for all group members.