How to set up a Facebook Event

Promoting your event on Facebook is a great way to help spread the word, we can add your event to our own listings so that our followers can see what events are supporting us in the community.

How to set up your event:

- 1. Click Events in the left menu of your News Feed.
- 2. Click + Create Event on the left side.
- 3. Click to choose between a private or public event. If you're creating a public event, you can set the event's host as yourself or a page you manage. You're not able to change the privacy settings once you've created the event.
- 4. Fill in the event name, details, location and time. If you're creating a public event, you can:
 - · Add multiple dates and times
 - Select a category for your event
 - Add keywords about your event
 - Add a link to a ticketing website for your event
- 5. Click create, don't forget to send us your link so we can add your event to our Facebook events listing!

Facebook Fundraiser

Did you know you can now set up a fundraising page using your own Facebook account?

To create a fundraiser for Wiltshire Air Ambulance just follow these steps:

- 1. Click Fundraisers in the left menu of your News Feed.
- 2. Click Raise Money.
- 3. Select or search for Wiltshire Air Ambulance
- 4. Select us, choose a cover photo and fill in the fundraiser details.
- 5. Click Create.