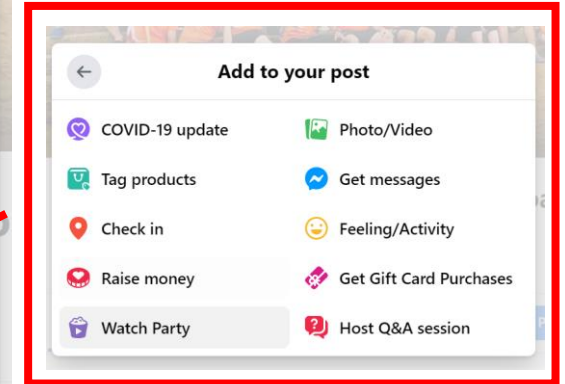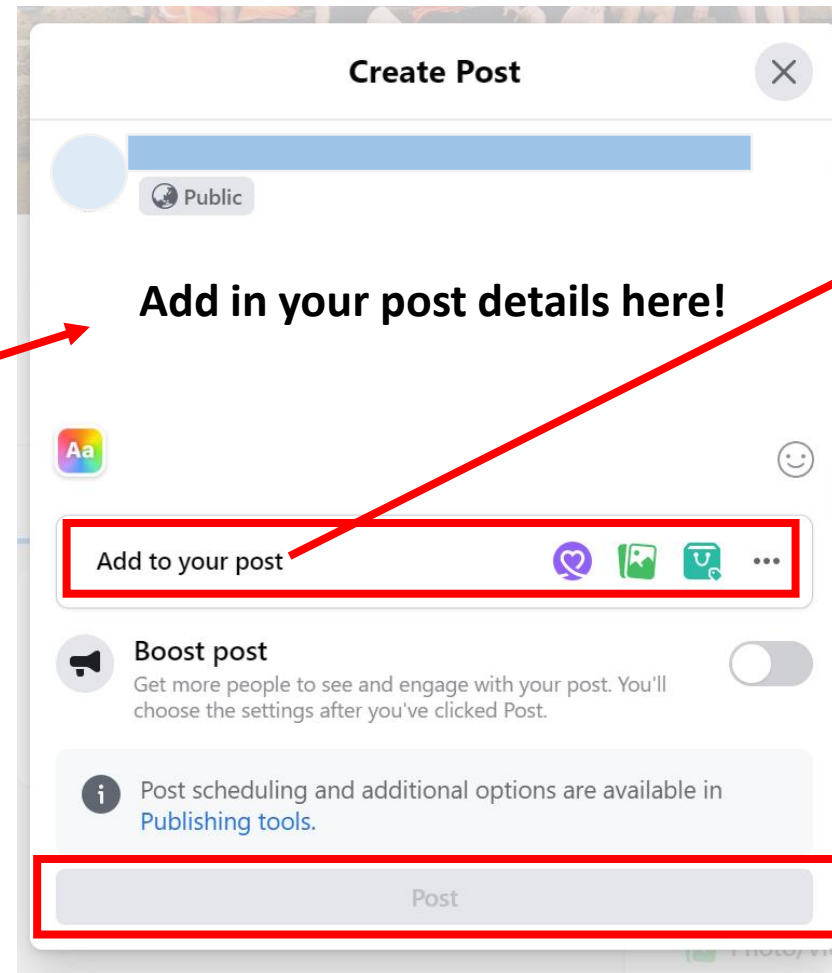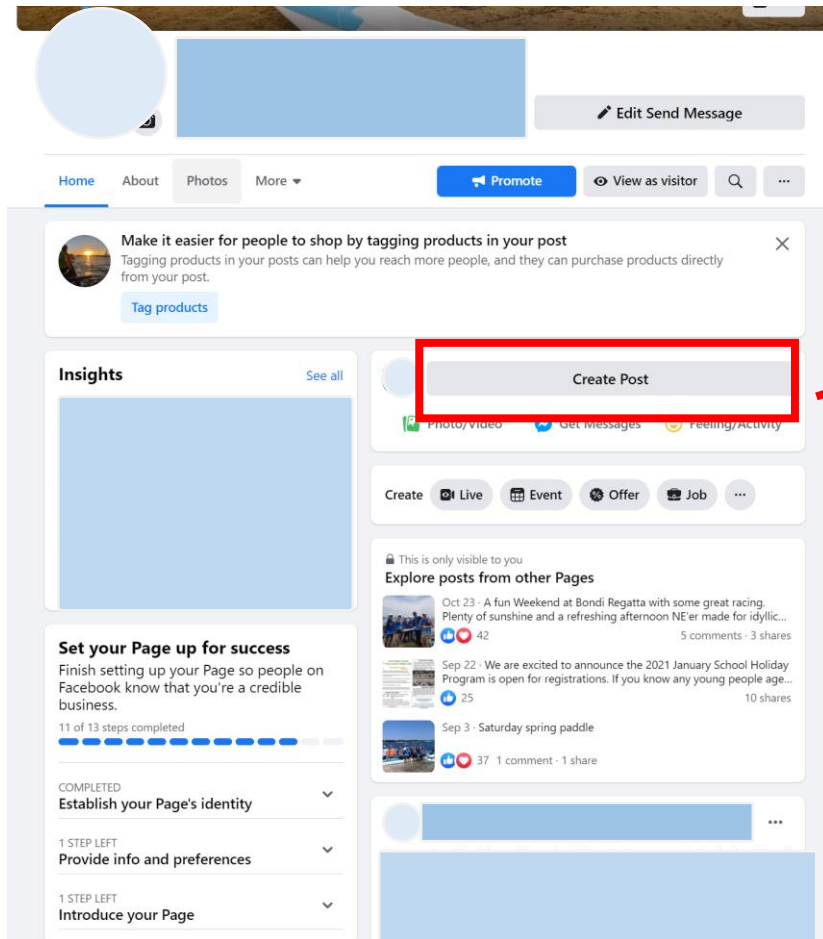# Basics of sharing on Facebook & Instagram
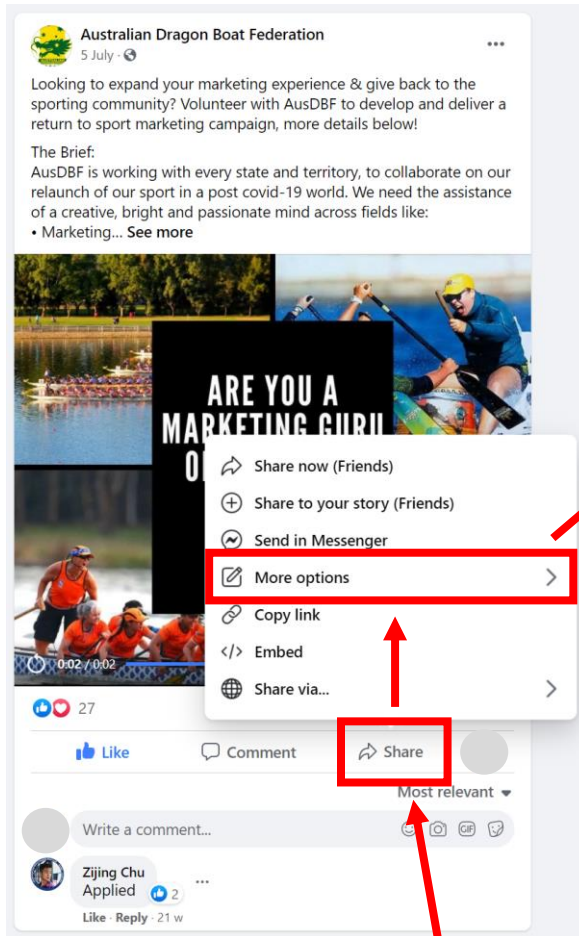
How to **post** on Facebook

Step 1: Go to your club profile and click 'Create Post'

*This is a desktop view, it is the same steps if you're on mobile however layout may be slightly different.
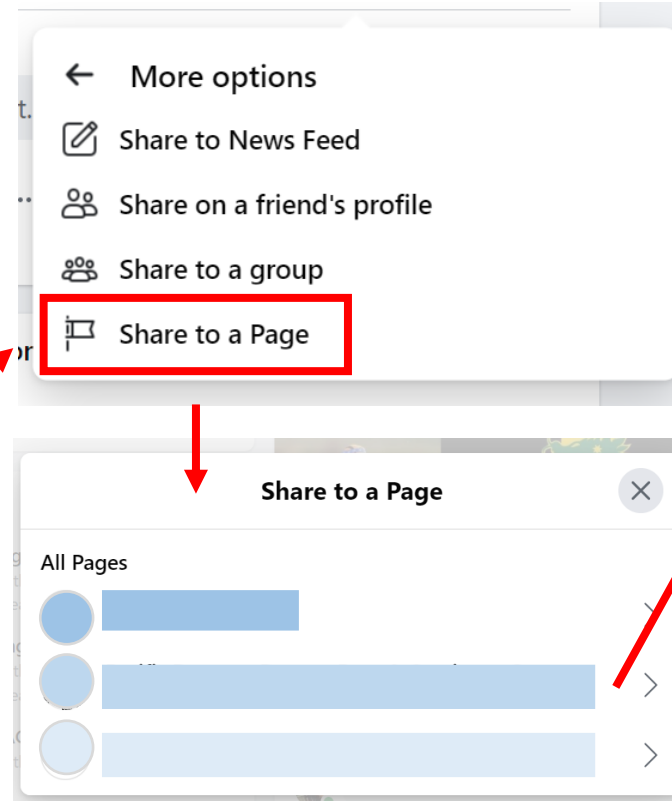
Step 2: Go to your club profile and click 'Create Post'. Add in the details of your post, and click 'add to your post' to include images, videos, polls. Check-in to a location etc.. Once updated, click 'Post'.

*This is a desktop view, it is the same steps if you're on mobile however layout may be slightly different.
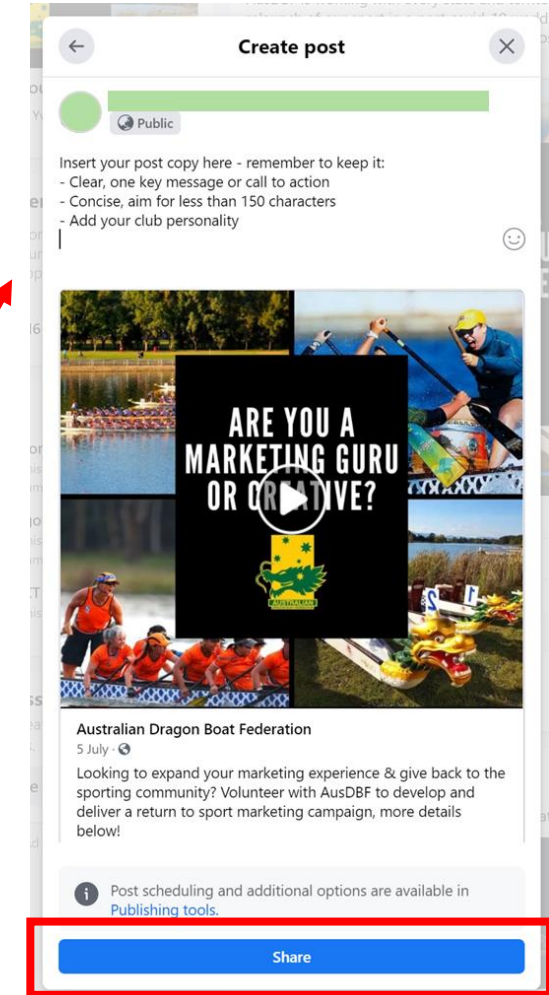
How to re-share a post on Facebook

Step 1: Find the post you want to reshare and click 'Share'. To share to your club Facebook page click 'More options'
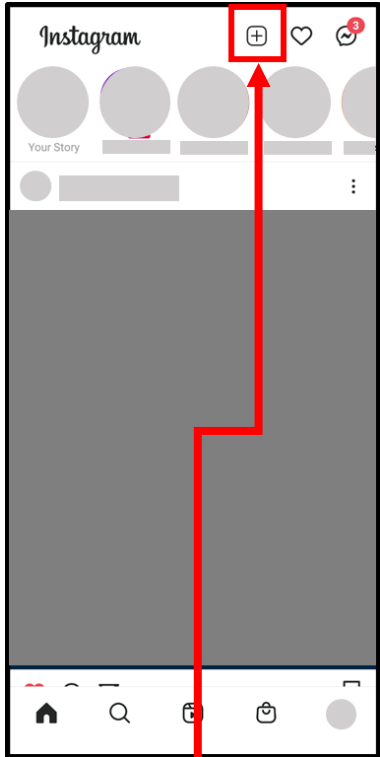
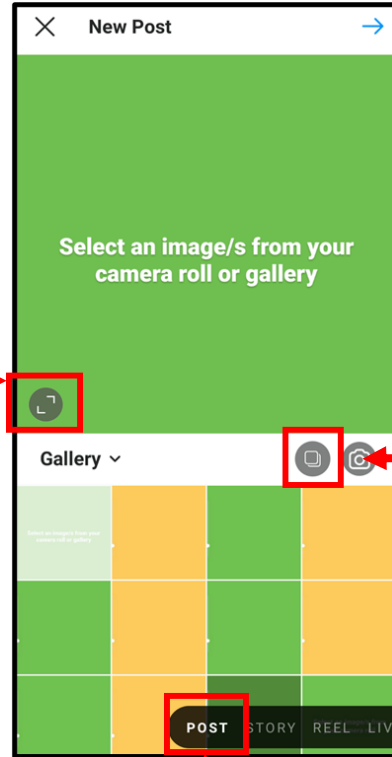**Step 2:** Click 'Share to a page' then select your club page to share the post on.

Step 3: Add in the details of your post. Keep it simple and concise with clear messaging and call to action for your audience.

Click 'Share' once finished to publish to your clubs newsfeed.
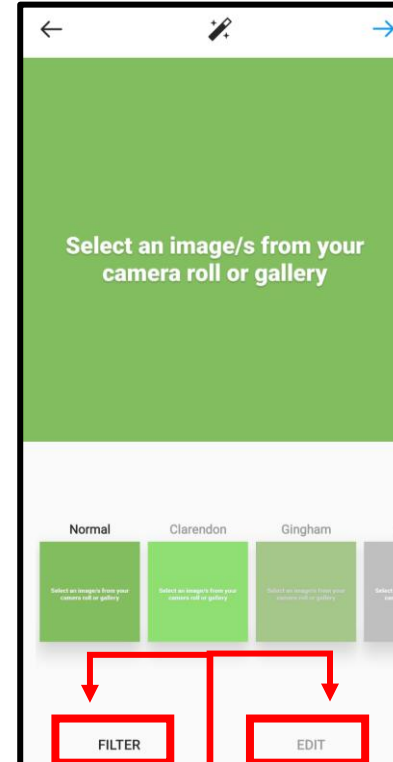
How to post on Instagram:

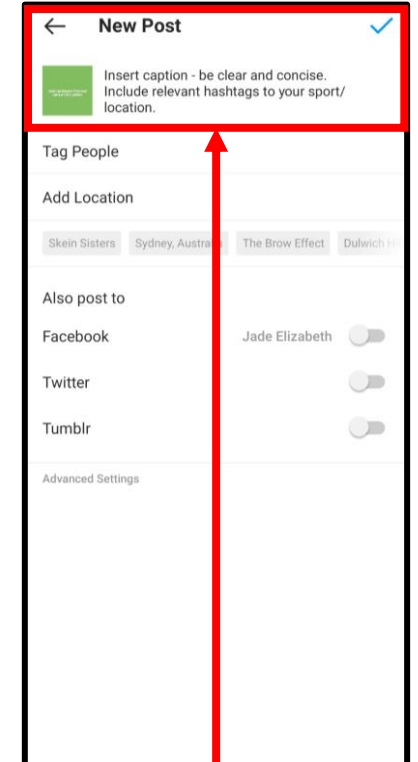**Step 1:** Open the Instagram app on your mobile device. Click the **+** icon.

Step 2: Ensure you are on 'post'. Then select an image from your gallery.

Tips: Expand your image to its full portrait or landscape size by clicking the arrow buttons.
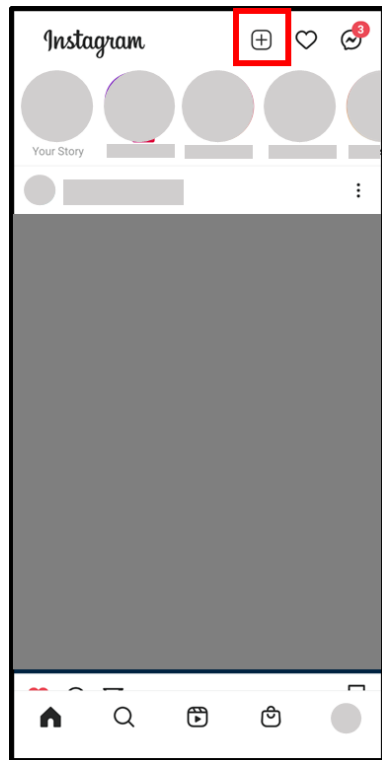**Select multiple images** by clicking this button.

Step 3: Edit the photo with filters or adjust lighting etc. – this is optional and not required.
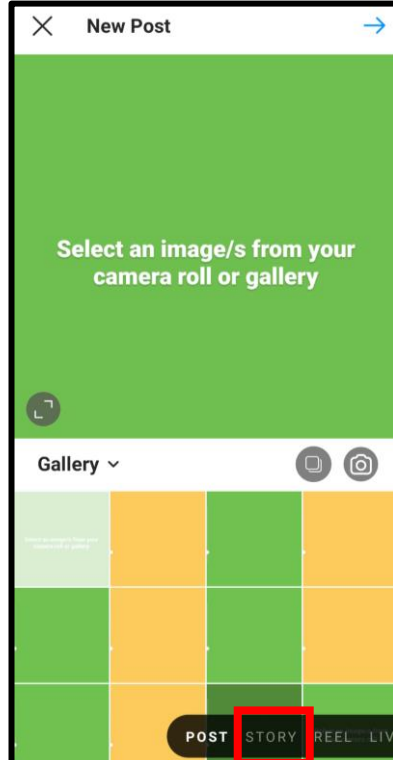
Step 4: Add your caption! Remember to keep this concise, and simple with one call to action. Click the tick, and publish!

Tips: You can include hashtags that are relevant to your sport. Add your location e.g. training site/suburb, and tag you club members!
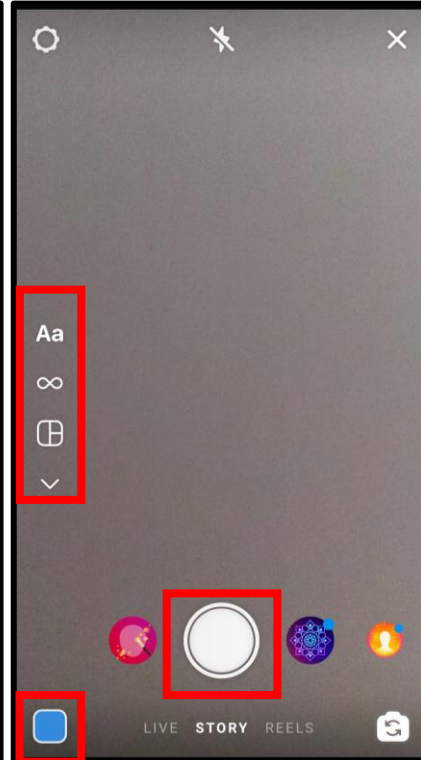
How to **create a story** on Instagram:

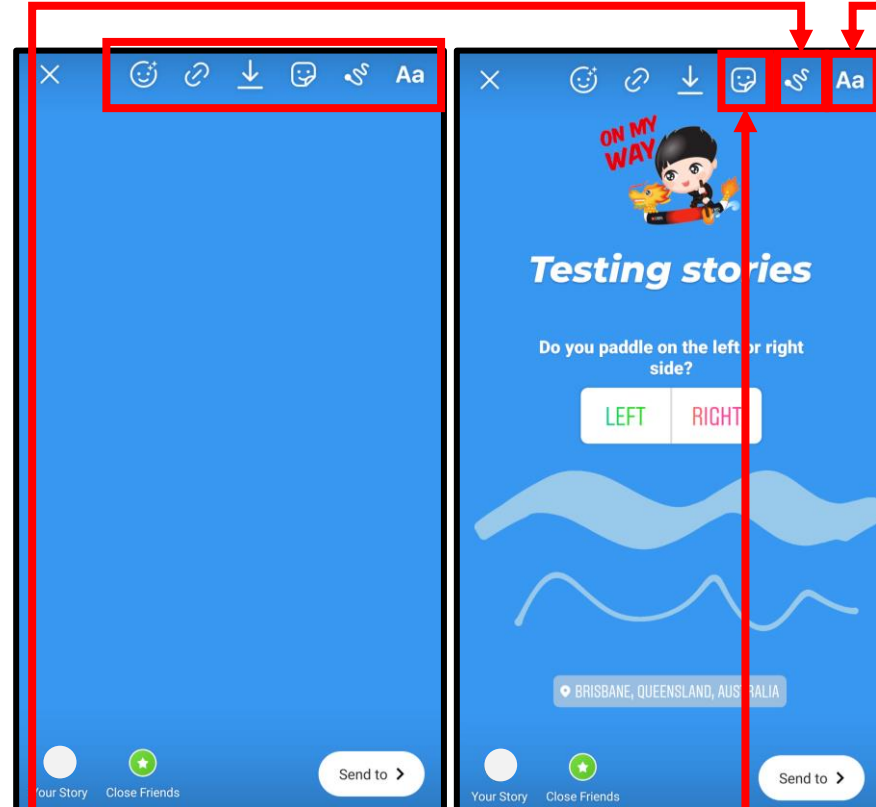**Step 1:** Open the Instagram app on your mobile device. Click the **+** icon.

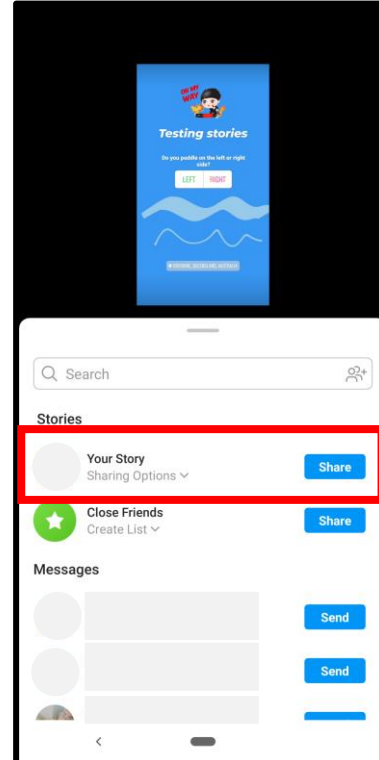**Step 2:** Slide across to select 'Story' at the bottom

Step 3: You can either take a photo/video tapping the white circle, or select an image from your gallery in the bottom left corner.

Tap the left hand icons to shoot a boomerang, collage etc.

Step 4: Once you select an image you can **tap the face icon** to add your location, mention another account, hashtags, gifs, music, polls, questions, quizzes and emojis. You can draw by **tapping the squiggly line**. Add text by **tapping the Aa icon**.

Once done adding to your story click 'Send to' to publish your story.

Step 5: You can choose now to send your creation to your 'story' and/or share it directly to your followers.

Click 'Share' to publish.