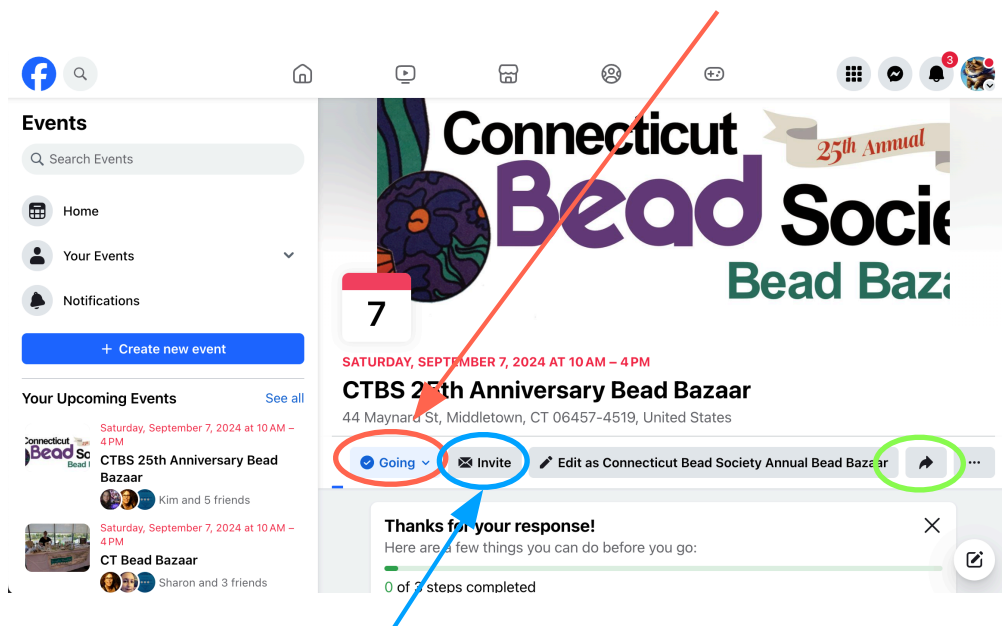


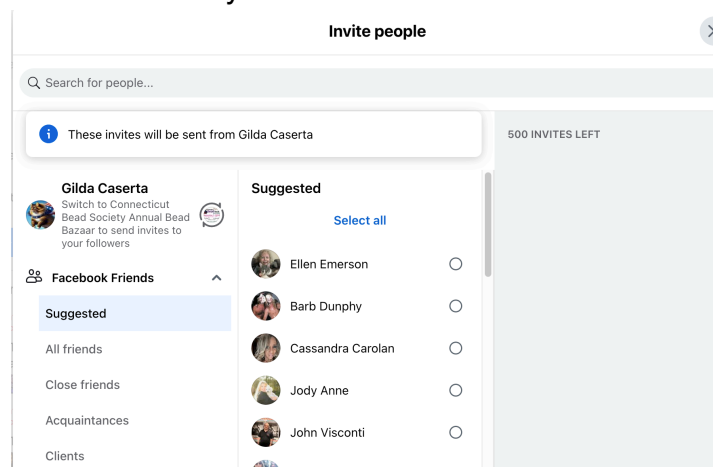
How to Invite People to an Event on Facebook

There are a few ways someone can help share and invite friends to an event on Facebook. The following is how an individual who is not affiliated with the event or an admin of a page on how to invite friends and share events within their friends lists.

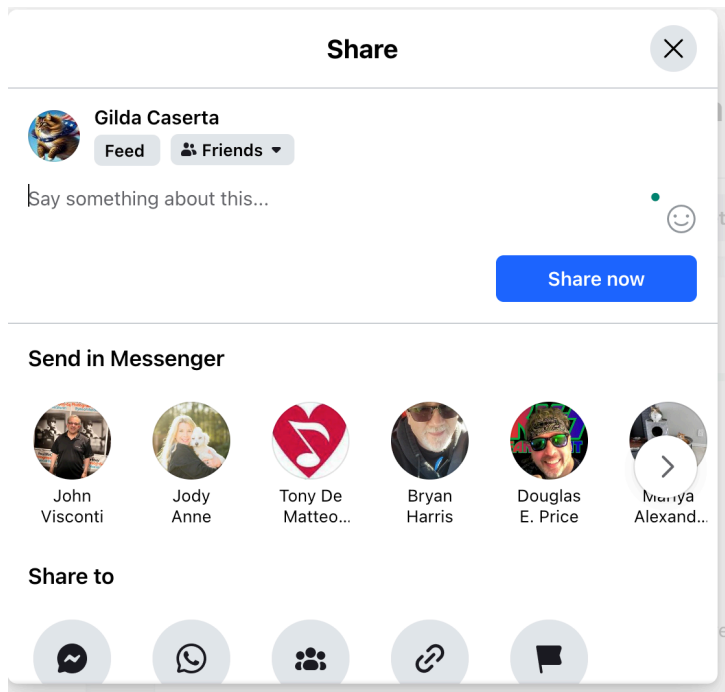
Find the upcoming event in the Facebook search bar on the top left. Click on the button that is grayed out and says “Interested.” That’s the start of the RSVP, where you indicate you are interested. Then you click again and will be given a drop-down menu to choose from: Interested, Going, Not Going and an option to show your friends that you’re going. When you choose “Going,” you then can start sharing. (You can do that too if you’re not going, but for the purposes of this guide YOU’RE GOING!)



Blue arrow: Individually invite your friends who you think are interested. “Suggested” gives you names of friends in your immediate area. You can invite up to 500 a day.



Green arrow: Click on the forward arrow button and you get this window:



You can share the event as a post on your general timeline (suggest that you write a post about the event too). You can also send the event to friends in Messenger individually. There are other methods this way to share just below where it says “Share to.”

When you click that you’re going, you get a thanks for the response and have those options like typing a post within the event, invite friends (like the button up top) and adding the event to your own calendar on your computer. Clicking “Going” automatically creates a reminder within Facebook that will send you notifications to remind you of the event: Not so much for you as a CTBS member, but for those people who casually click “Interested” this is a really good tool because it will ding them a couple of times prior to the event.

