tennis

How to set up a Facebook Business Page

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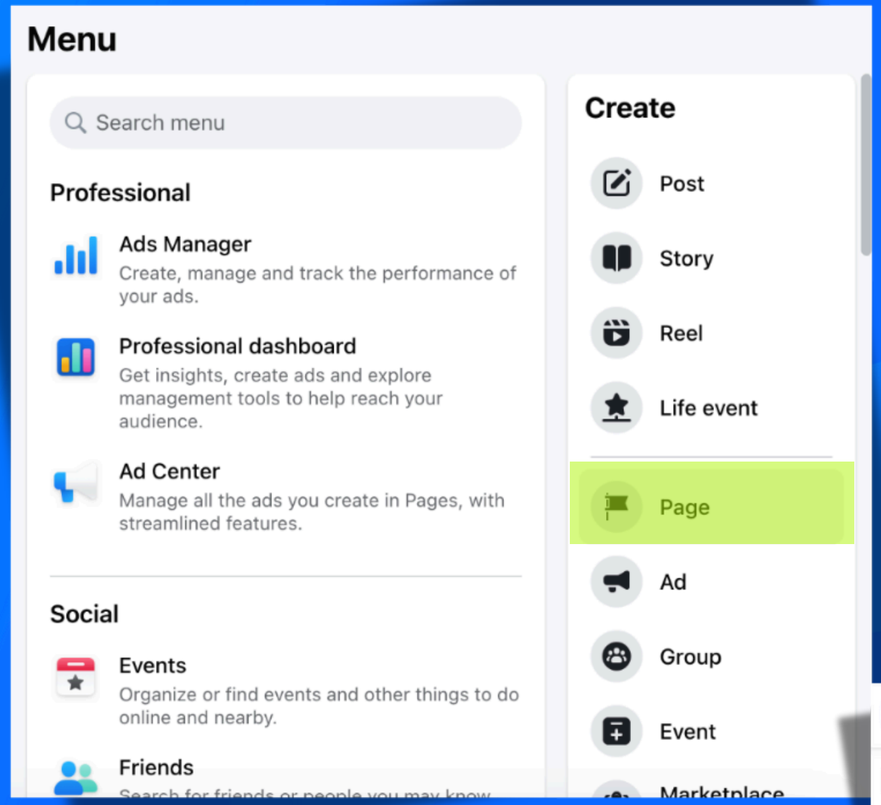
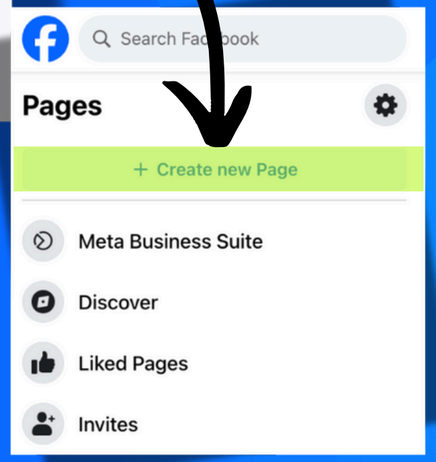
In order to create a Facebook page for your business you must already have a personal Facebook account. This will allow you to become an admin, giving you access to the page you are creating.

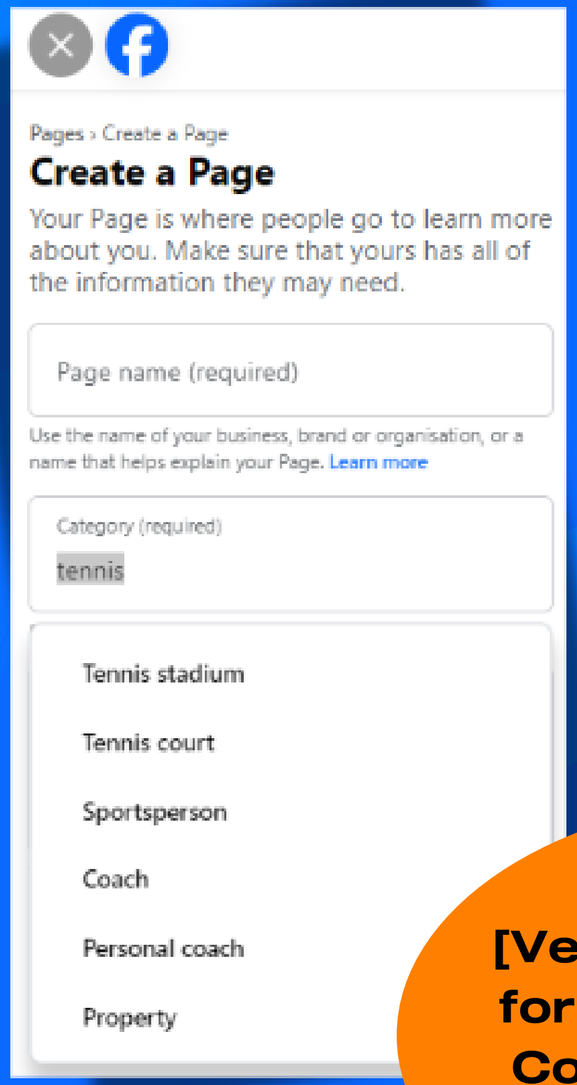
If you do not have a personal Facebook account, please go to www.facebook.com and follow the prompts to create one.

It is recommended you use a computer to complete the following steps rather than a mobile or table (iPad) device.

Step 1:
Login to your personal Facebook account.
Click on ‘Page” then click the ‘Create Page’ button in the sidebar on the Facebook home page.







Step 2:
Input your club/centre/ coaching business name

Click on 'Category' and input 'tennis' scroll down to select Tennis court or Coach.

Also, add a short bio that tells people a little about who you are.

Example Bio
[Venue Name]: Tennis for All Ages & Levels! Coaching, Fitness, & Fun in [City/Area]. Join Us!

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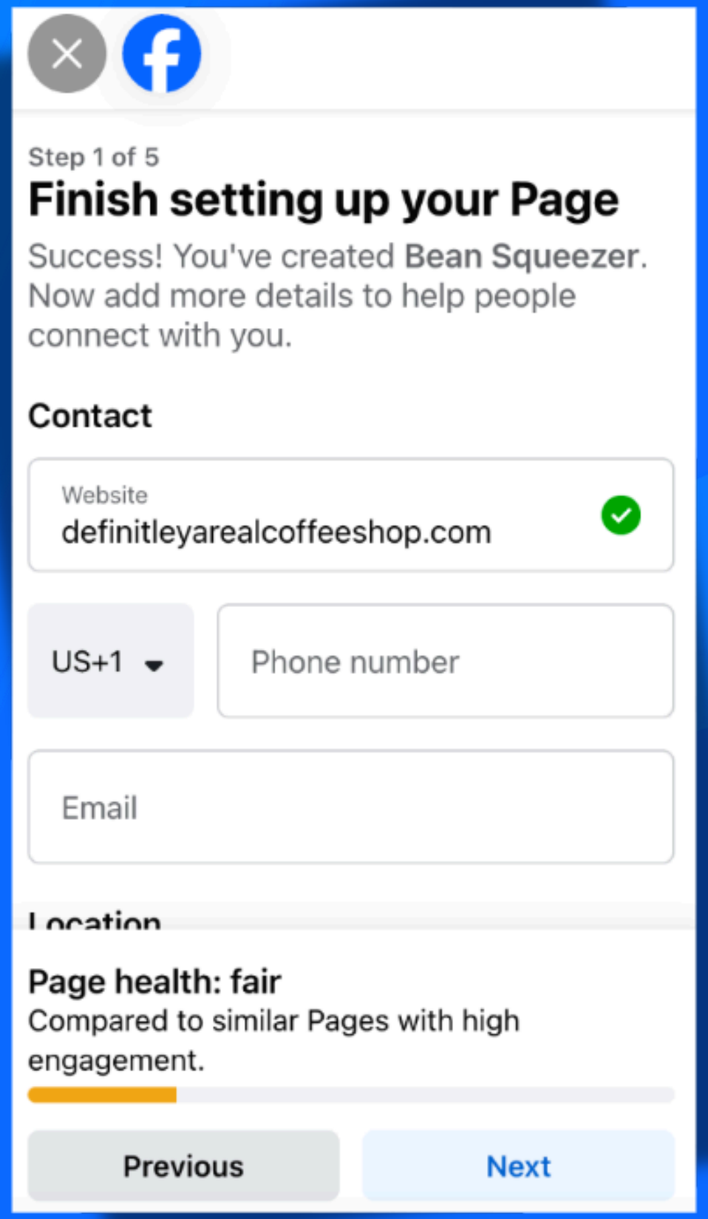

Step 3:
Enter your contact details making sure you select AU+614 when entering your contact number.

Tip: **the email you use should be generic in case a committee member leaves your venue.**

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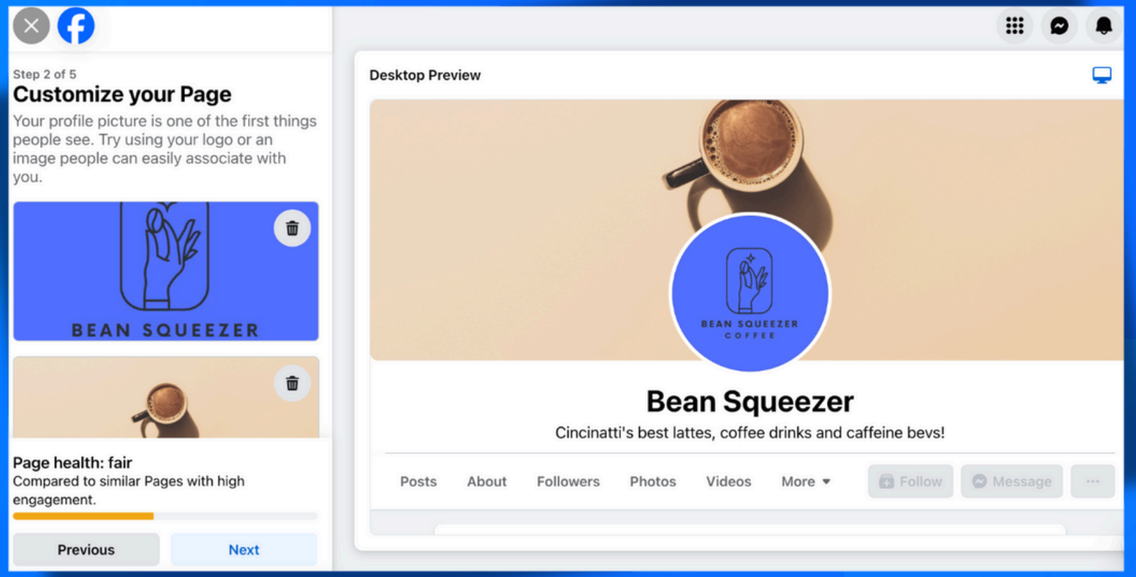

Step 4:
Add your visuals, such as your profile picture and cover photo.

Tip: the visuals you use should be the same as those found on your website's home page.

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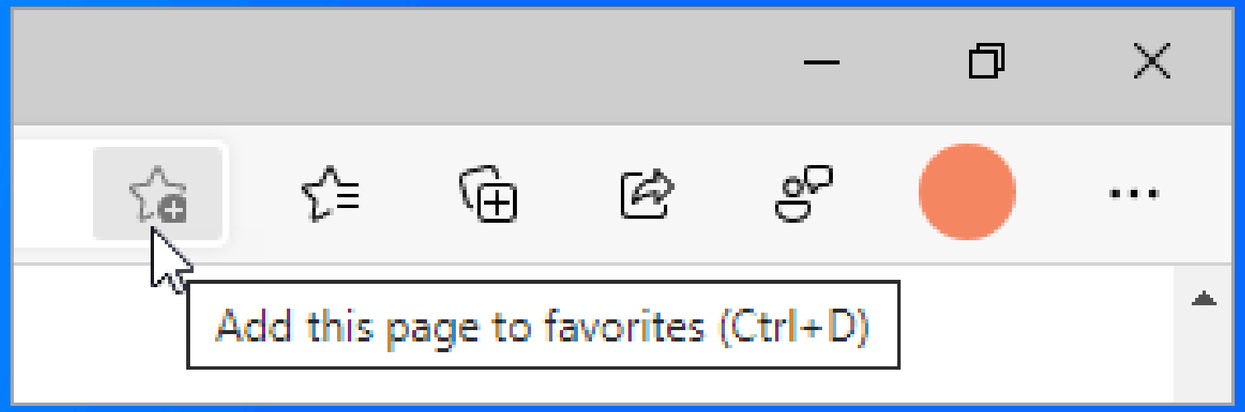

Step 5:
By adding your page to Favourites it will always appear in the side bar, making it easy to locate.

Thank you!