



HOW TO CONNECT WITH HAVERFORD ON FACEBOOK

A USER-FRIENDLY GUIDE FOR ALUMNI

Updated September 2009

GETTING STARTED

- Visit <http://www.facebook.com/haverford> This is the official Haverford College Alumni Page on Facebook.
- You will now need to either **Sign Up** or **Login**.
- If you are already a member of Facebook, make sure that you are logged in and then skip down to the **HOW TO JOIN THE HAVERFORD NETWORK** section.

HOW TO SIGN UP FOR FACEBOOK

- Click on the **Sign Up** button in the upper left area of the webpage.

The screenshot shows the Facebook interface. At the top, the Facebook logo is on the left, and the login fields (Email, Password, Remember Me, and Login) are on the right. Below the login fields is a yellow banner with a green 'Sign Up' button circled in red. The banner text reads: 'Haverford College Alumni is on Facebook. Sign up for Facebook to connect with Haverford College Alumni.' Below the banner is the Haverford College Alumni page header, including the college logo and navigation tabs (Wall, Info, Photos, Boxes). The main content area features a post from 'Haverford College Alumni' with a news article about Teach For America graduates. The article text is: 'Haverford College Alumni New alumni prepare to Teach for America! This fall, nine graduates from the Class of 2009 will join Teach For America, making Haverford one of the largest contributors to the program among schools its size. Visit the Haverford College News Room to read more about how these Fords will be making a difference across the nation: http://www.haverford.edu/news/stories/29421/51'. Below the article is a photo of a woman and a 'Haverford College News Room' link. At the bottom, it says '3 hours ago' and 'William, Nicole and 2 others like this.'

- You will be redirected to a sign up screen where you will be asked to fill out the following fields (all fields are required in order to sign up):
 - **First Name and Last Name** – Your name as you would like it to appear on your profile
 - **Your Email** – The email address you want to use to log into Facebook and to receive alerts from Facebook
 - **New Password** – For logging into Facebook
 - **I am** – Your gender
 - **Birthday** – Please note that you can hide your birthday from appearing on your profile
- After filling in all the fields, please click on **Sign Up**.
- Complete the Security Check screen that appears by deciphering and filling out the morphed words that appear in the white box (CAPTCHA). This is to prevent spammers from getting access to the Facebook network.
- Click **Sign Up**.

Please note that your Facebook account has now been created and you do not **need** to do anything further to join Facebook. The three steps that appear next (Find friends, Fill out your profile info, and Add people you may know) are optional and we advise **skipping these steps** until you feel more comfortable with using Facebook. You can always access these options later.

- Now that you have a Facebook account, navigate back to the main Haverford College Alumni Page (<http://www.facebook.com/haverford>).

HOW TO JOIN THE HAVERFORD NETWORK

Facebook is made up of many networks, each based around a workplace, region, high school or college. Haverford College has its own network on Facebook (Haverford). Joining the Haverford network makes it easier to find and connect with other Haverfordians on Facebook. By selecting Haverford as your primary network, users will see this network first when they add you as a friend, send a message, etc. It also helps Facebook to make search results more useful for you. For example, when you search for John Smith on Facebook, users named John Smith in the Haverford network will appear at the top of your search results list.

- Log into your account by entering the appropriate information in the top right hand corner and clicking on the **Login** button.

facebook Remember Me Forgot your password? Email Password Login

Sign Up **Haverford College Alumni is on Facebook**
Sign up for Facebook to connect with Haverford College Alumni.

Haverford College Alumni Wall Info Photos Boxes

Haverford College Alumni Just Fans

Welcome to the official Haverford College Alumni Page on Facebook! Check out the College's newly relaunched online community at <http://fords.haverford.edu>.

Information
Location:
370 Lancaster Avenue
Haverford, PA, 19041
Phone:
610-896-1004

Haverford College Alumni New alumni prepare to Teach for America! This fall, nine graduates from the Class of 2009 will join Teach For America, making Haverford one of the largest contributors to the program among schools its size. Visit the Haverford College News Room to read more about how these Fords will be making a difference across the nation:
<http://www.haverford.edu/news/stories/29421/51>

Haverford College News Room
Source: www.haverford.edu
Haverford makes the top 20 list of small-sized colleges and universities contributing graduating seniors to Teach For America's 2009 corps.

3 hours ago
William, Nicole and 2 others like this.

- Click on Settings.
- Click on Networks.
- On the right side of the page, enter **Haverford College** in the Network name field.
- Enter your School Status, School Year, and School Email.
- Registration for the Haverford network on Facebook requires a [haverford.edu](http://fords.haverford.edu) email address (either @haverford.edu or @alum.haverford.edu). If you do not already have an alumni email forwarding account (@alum.haverford.edu) you can register for one through our online community, fords.haverford.edu. More information about creating or updating your alumni email forwarding account can be found here:
<http://fords.haverford.edu/s/973/index.aspx?sid=973&gid=1&pgid=934>

facebook Home Profile Friends Inbox 36 Liz Lang Settings Logout

My Account

Settings **Networks** Notifications Mobile Language Payments

You are in 2 networks

Haverford (primary network)
Haverford, PA
Edit Info
Leave Network

As your primary network, Haverford will appear next to your name for people on other networks. You'll also see Haverford people first in searches.

Status: Staff

You have 27 friends at Haverford.
There are 3,552 people in the Haverford network.

Join a Network

Enter a city, workplace, school, or region

Network name:

Join Network

HOW TO BECOME A FAN OF HAVERFORD

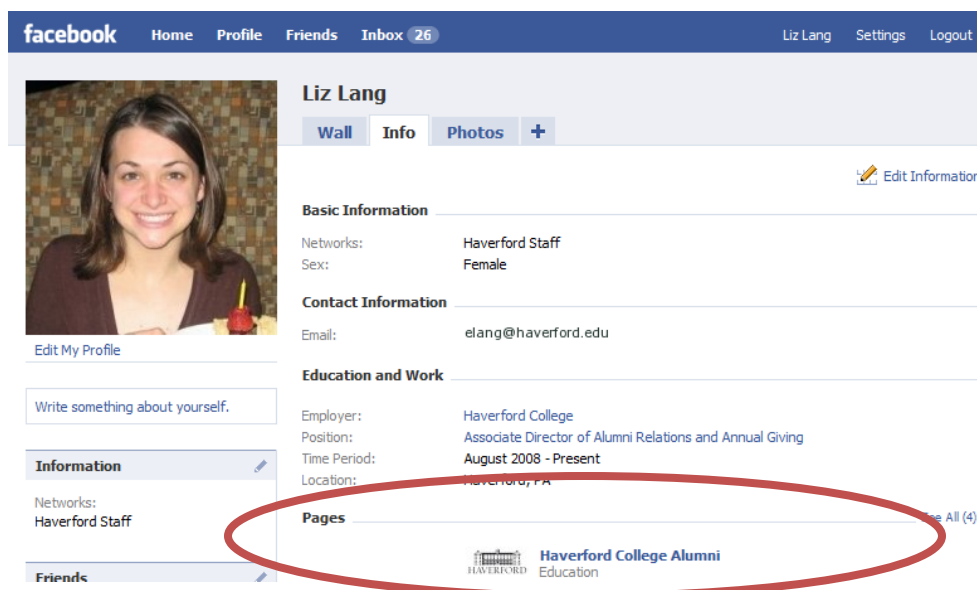
A Facebook Page is a public profile that enables individuals to share a business, organization, or product with other users. Haverford's Facebook Page, Haverford College Alumni, is the home for Haverfordians on Facebook. The Page features updates about Haverford news, events, resources, and opportunities. By becoming a fan, you'll also have access to photos, videos, links to regional and class year groups, links to affinity fan pages, and much more.

- When logged into Facebook, go to <http://www.facebook.com/haverford> and click on **Become a Fan** at the top of the screen.



The screenshot shows the Facebook interface for the Haverford College Alumni page. The top navigation bar includes 'facebook', 'Home', 'Profile', 'Friends', 'Inbox 1', 'Jane Lang', 'Settings', and 'Logout'. The page header features the Haverford College logo and the name 'Haverford College Alumni'. A red circle highlights the 'Become a Fan' button. Below the header are tabs for 'Wall', 'Info', 'Photos', and 'Boxes'. The main content area displays a post from 'Haverford College Alumni' about new alumni preparing to Teach For America, with a link to the Haverford College News Room. A sidebar on the left contains a welcome message and contact information.

- When you become a Fan of Haverford College Alumni, it will appear as one of the Pages on your Profile.



The screenshot shows the Facebook profile of Liz Lang. The profile includes a profile picture, name 'Liz Lang', and navigation tabs for 'Wall', 'Info', 'Photos', and '+'. The 'Basic Information' section lists 'Haverford Staff' as a network and 'Female' as her sex. The 'Contact Information' section shows her email as 'elang@haverford.edu'. The 'Education and Work' section lists her employer as 'Haverford College' and her position as 'Associate Director of Alumni Relations and Annual Giving' from August 2008 to the present. A red circle highlights the 'Pages' section, which lists 'Haverford College Alumni' as one of her liked pages.

HOW TO JOIN A CLASS GROUP

Facebook Groups can be based around shared interests, activities, or affiliations. Users can join and create up to 200 groups. Many Haverford classes have created Class Groups (ex. Haverford College Class of 1999). These Class Groups allow alumni to connect with classmates all over the world, reminisce about Haverford days, share exciting news and find out about upcoming reunions.

- On the left side of the Haverford College Alumni Page (scroll down a little) there is a list of all of our Class Groups.
- Click on the appropriate group and you will be directed to that group's webpage.
- Click on the **Join this Group** prompt in the upper right area of the webpage.

The screenshot shows the Facebook interface for the 'Haverford College Class of 2000' group. The top navigation bar includes 'facebook', 'Home', 'Profile', 'Friends', 'Inbox 1', and user options 'Jane Lang', 'Settings', and 'Logout'. The group name 'Haverford College Class of 2000' is displayed with a 'Global' setting. Below this, the 'Basic Info' section lists the group type as 'Student Groups - Alumni Groups' and provides a description: 'Are you a member of Haverford's Class of 2000? Come join! Bring other classmates! We can use this to share Ford news, discuss HC issues, and reconnect with lost friends.' The 'Contact Info' section provides an email address (alumni@haverford.edu), website (http://www.haverford.edu), office (Founders Hall), and location (370 Lancaster Avenue, Haverford, PA). On the right side, there is a photo of a building and a 'Join this Group' button circled in red. Below the photo is a 'View Discussion Board' link and a 'Share +' button. The 'Group Type' section indicates that this is an open group where anyone can join and invite others.

- If you don't see a Class Group for your class year and you would be interested in creating one, please contact Alumni Relations and Annual Giving at 610-896-1004 or alumni@haverford.edu. We will be happy to assist you with creating a new Group and promoting it to your classmates. We can also include it in the list of Class Groups on the Haverford College Alumni Page. **Please note** that, for technical reasons beyond our control, the Group must be 'open' in order for us to list it on the Haverford College Alumni Page. An open Group means that anyone can join the Group and invite others to join. Additionally, anyone can see an open Group's information and content.
- When you become a member of Haverford-related Groups, they will appear in the Groups list on your Profile.

facebook Home Profile Friends Inbox 26 Liz Lang Settings Logout

Liz Lang
 Wall Info Photos +
 Edit Information

Basic Information
 Networks: Haverford Staff
 Sex: Female

Contact Information
 Email: elang@haverford.edu

Education and Work
 Employer: Haverford College
 Position: Associate Director of Alumni Relations and Annual Giving
 Time Period: August 2008 - Present
 Location: Haverford, PA

Pages See All (4)
 Haverford College Alumni Education
 Haverford College Quaker and Special Collections Library / Public Building
 Center for Peace and Global Citizenship Education
 The CDO Education

Groups See All (36)
 Member of: Haverford College Baltimore Area Alumni, Haverford Parents and Friends, Haverdelphia, Haverford College Class of 1989 20th Reunion, Haverford College Class of 1995, Haverford College Class of 2008, Haverford College Class of 2002, Haverford College Minority Alumni, Haverford College Class of 1993, Haverford College Class of 1984, Haverford College Class of 2009, Haverford College Special Collections, Haverford College Field Hockey Alumnae Group, Haverford Alumni Physicians (HAP), The CDO!, Haverford College Class of 2004, Haverford 2007 Haverford in Hollywood Brun Maur Collene Alumna

Information
 Networks: Haverford Staff

Friends 42 friends See All
 Deb Wiediger Strecker, Evan LeFlore, Andrew Federici, David Perini, Sebastiana Skalsky, Liz Lang

Links 3 of 4 links See All
 Customs 2005 - Class of 2009 1:50pm Aug 28
 haverford_college's photostream

Disclaimer

It is important to note that while Alumni Relations and Annual Giving leverages the features of this social networking tool, we are not responsible for the changes which Facebook implements. We will do our best to advise our constituents on best practices.

QUESTIONS?

Haverford College
 Alumni Relations and Annual Giving
alumni@haverford.edu
 610-896-1004