Overview

This document offers a guide to future and current members of the AAMA Facebook group “AAMA Leaders.”

How Do I Join the AAMA Leaders Facebook Group?

Membership to the AAMA Leaders Facebook group is by invitation only. The following describes how to join the Facebook group with the understanding that you are a current AAMA leader.

Step 1: Look for the invite e-blast

The AAMA sends out an e-blast to all AAMA officers to invite them to the AAMA Leaders Facebook group each July through December. The e-blast (titled “You’re Invited!”) provides instructions, including a URL for the AAMA Leaders Facebook group through which you can click “Join Group.”

Figure 1: Invite e-blast in inbox example

Figure 2: Invite e-blast preview
Step 2: Request to join the group

Once you receive the invite e-blast, follow these steps to complete the request-to-join process:

1. Click the AAMA Leaders Facebook group URL or the “Request to Join the AAMA Leaders Facebook group” button (Figure 3)—only one click is necessary.

2. You’ll be taken to a Facebook landing page (sign in to Facebook if you aren’t already). Click “Join Group” (Figure 4).
3. Answer the three screening questions (Figure 5) so that AAMA staff (i.e., AAMA Leaders Facebook group administrators) can verify that you’re an AAMA officer. You’ll be asked to supply the following three pieces of information:
   - Your name as it appears in the AAMA database
   - Your AAMA Member ID
   - The email through which you received the invite e-blast

Once you submit the screening questions, you’ll see a message that says “Your membership is pending” (Figure 6).
Step 3: Keep an eye on your Facebook notifications

The Facebook group administrators will weekly process all answers to the screening questions. Requests will be typically approved every Wednesday. You’ll receive a Facebook notification when you’ve been accepted to the AAMA Leaders Facebook group, both as a pop-up if you’re on Facebook at the time of acceptance (Figure 7) and in your notifications list (Figure 8).

You’re in! Welcome to the AAMA Leaders Facebook group!
How Do I Invite Others to the AAMA Leaders Facebook Group?

You may share the URL to the AAMA Leaders Facebook group landing page with others who are current or past AAMA officers. Then they must follow the steps through the screening process beginning with “Step 2: Request to join the group” forward.

Navigation Tips

Accessing the group

1. Go to the AAMA Facebook Page: https://www.facebook.com/aamaorg/
2. Click “Groups” on the top drop-down menu under the “More” tab (Figure 9).
3. Click “AAMA Leaders” under “Linked Groups” (Figure 10).

Note: The landing page is the Discussion section of the group.
Accessing the various sections
The AAMA Leaders Facebook group has several sections that can all be accessed via the menu at the top of the page (Figure 11).

![Figure 11: Facebook group sections panel](image)

**Group Section Details**

**About**
Review the purpose of this group and see an overview of members, staff administrators (admins), and top recent posts.

**Discussion**
See all posts.

**Guides**
View resources shared by group members.

**Announcements**
See all posts made by staff admins.

**Rooms**
Create video chats with other members.

**Topics**
Find posts about certain topics by browsing hashtags.

**Members**
View a list of all members, including admins and moderators.

**Events**
Access events shared or created by staff admins and members.

**Media**
View photos, videos, and albums shared to the group.
Files
Access documents shared or created by staff admins and members.

**AAMA Leaders Facebook Group Privacy Settings**

The privacy setting for the AAMA Leaders Facebook group is “private.” Read the breakdown for a private group’s privacy features (Table 1).

**Table 1: Private group privacy features Q&A**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can see what members post, comment, and share?</td>
<td>Current members</td>
</tr>
<tr>
<td>Who can see your membership in the group?</td>
<td>Current members</td>
</tr>
<tr>
<td>Who can find the group in Facebook search?</td>
<td>Current members</td>
</tr>
<tr>
<td>Who can see admins and moderators in the group?</td>
<td>People on Facebook</td>
</tr>
</tbody>
</table>

*Source: [Facebook Help Center](https://www.facebook.com/help/*)