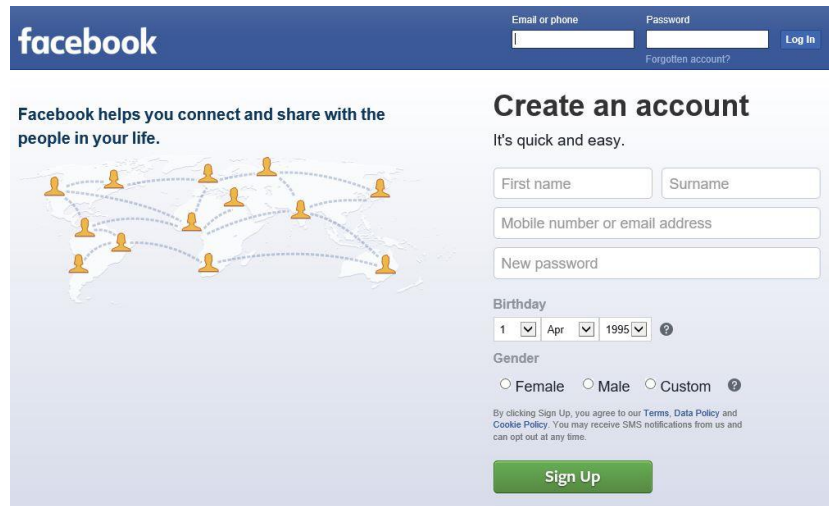


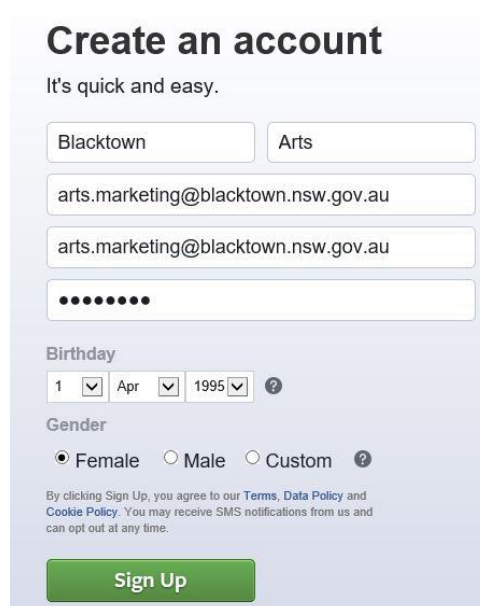
GUIDELINES – How to create a Facebook account & join a group

1. Type into your web browser: www.facebook.com or click the link.
2. Upon opening, the site will give you the option of either typing in your existing log in details (top right) or create a new account (just below)



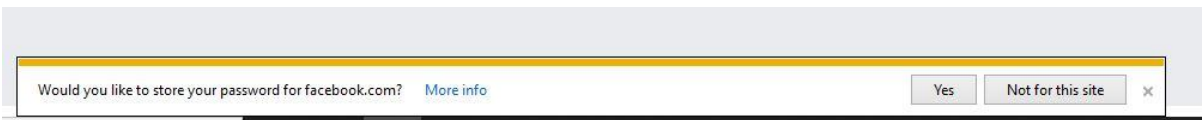
The screenshot shows the Facebook homepage. At the top, there is a blue header with the Facebook logo on the left and a login section on the right. The login section has two input fields: 'Email or phone' and 'Password', with a 'Log In' button to the right. Below the login section, there is a 'Forgotten account?' link. The main content area is split into two columns. The left column has the text 'Facebook helps you connect and share with the people in your life.' and a graphic of a globe with several orange person icons connected by blue lines. The right column is titled 'Create an account' and has the subtext 'It's quick and easy.' Below this, there are four input fields: 'First name', 'Surname', 'Mobile number or email address', and 'New password'. There are also dropdown menus for 'Birthday' (set to 1, Apr, 1995) and radio buttons for 'Gender' (Female, Male, Custom). At the bottom of the form is a green 'Sign Up' button. A small disclaimer at the bottom of the form reads: 'By clicking Sign Up, you agree to our Terms, Data Policy and Cookie Policy. You may receive SMS notifications from us and can opt out at any time.'

3. If you have an existing account, enter your email or phone number, then enter your password and select 'log in'.
4. If you don't have an existing account, fill in the details under 'create an account':

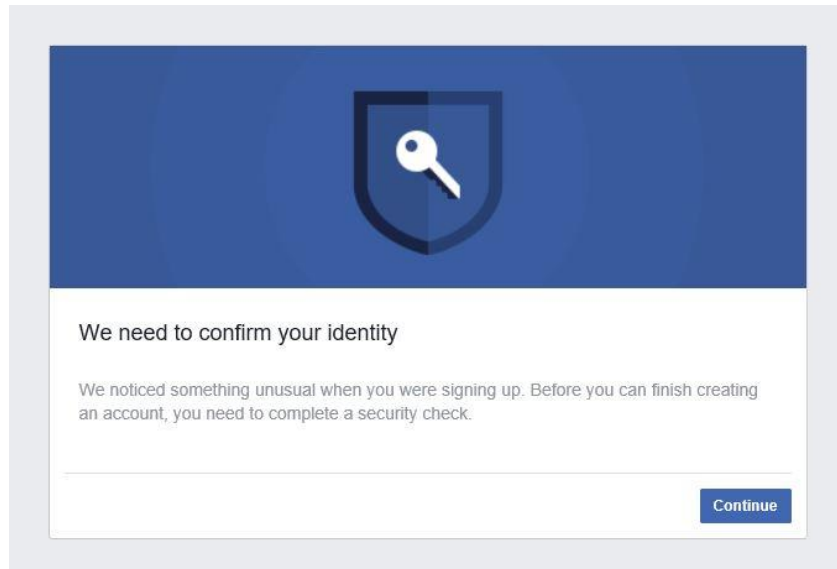


This screenshot shows the 'Create an account' form with sample data entered. The 'First name' field contains 'Blacktown' and the 'Surname' field contains 'Arts'. The 'Mobile number or email address' field contains 'arts.marketing@blacktown.nsw.gov.au'. The 'New password' field is filled with ten dots. The 'Birthday' dropdowns are set to '1', 'Apr', and '1995'. The 'Gender' radio buttons are set to 'Female'. A green 'Sign Up' button is at the bottom. The same disclaimer as in the previous screenshot is present at the bottom of the form.

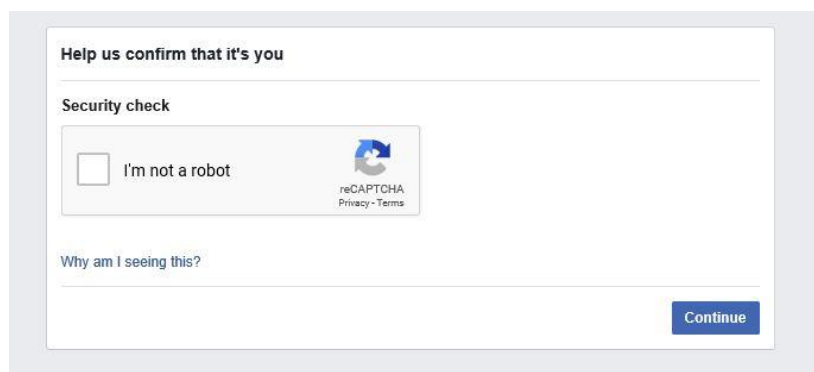
5. Write your email address and password on a separate paper and store it somewhere for use should you forget your login details in the future.
6. Your internet browser MAY ask if you want to save your login details for the future, select 'yes'.



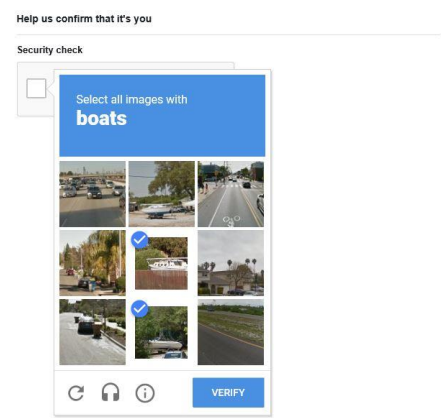
7. Facebook may ask you to confirm your identity, follow the platforms instructions by selecting 'confirm'.



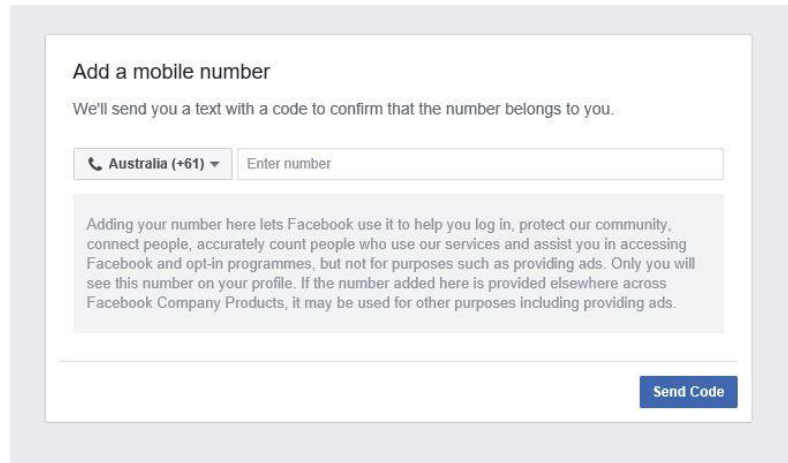
8. And then select 'I am not a robot'.



9. Facebook may prompt you to complete security checks, which can include selecting images from a test screen.

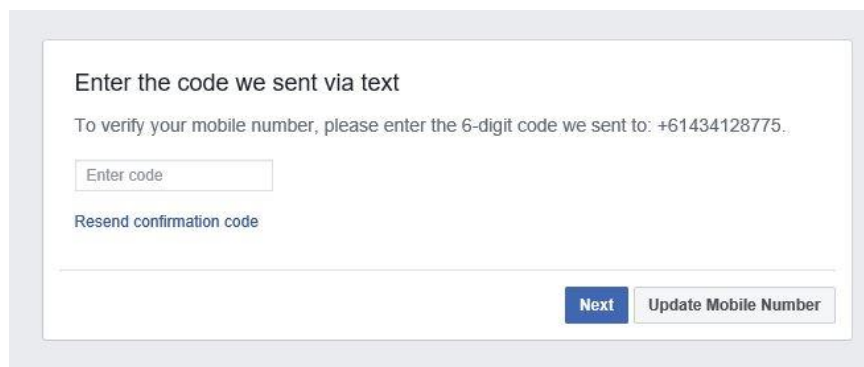


10. This could also include a mobile number check through which you enter your email in the space below (as they have already noted the +61, you will only need to enter everything from 434 etc. For example, if you're number of 0409 667 989, then you only need to write 409667989).



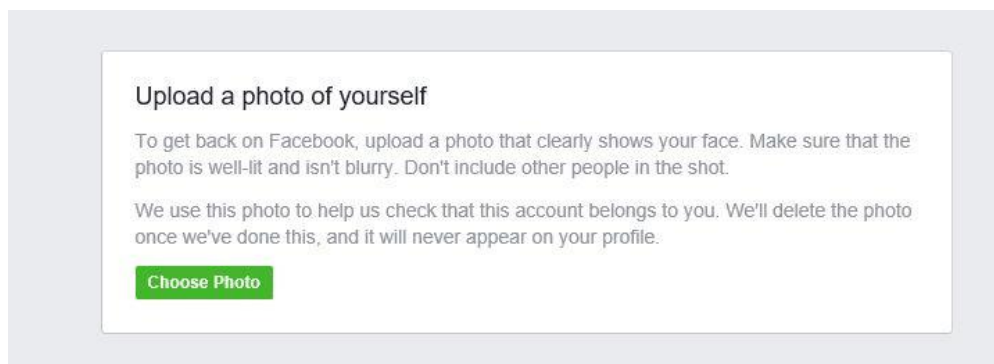
The screenshot shows a form titled "Add a mobile number". Below the title, it says "We'll send you a text with a code to confirm that the number belongs to you." There is a dropdown menu set to "Australia (+61)" and an input field labeled "Enter number". A light gray box contains explanatory text: "Adding your number here lets Facebook use it to help you log in, protect our community, connect people, accurately count people who use our services and assist you in accessing Facebook and opt-in programmes, but not for purposes such as providing ads. Only you will see this number on your profile. If the number added here is provided elsewhere across Facebook Company Products, it may be used for other purposes including providing ads." At the bottom right, there is a blue button labeled "Send Code".

10. They will send a code to your phone and then you'll need to enter it below



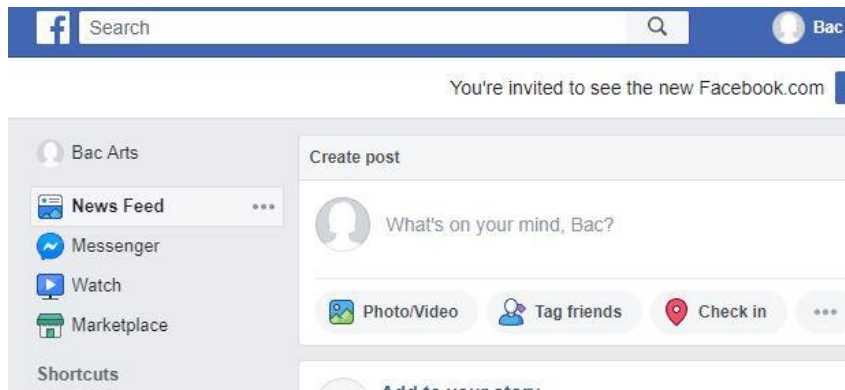
The screenshot shows a form titled "Enter the code we sent via text". Below the title, it says "To verify your mobile number, please enter the 6-digit code we sent to: +61434128775." There is an input field labeled "Enter code" and a link that says "Resend confirmation code". At the bottom right, there are two buttons: a blue "Next" button and a white "Update Mobile Number" button.

11. Once you have completed the verification check, they will ask you to upload a photo of yourself and talk you through entering your details.

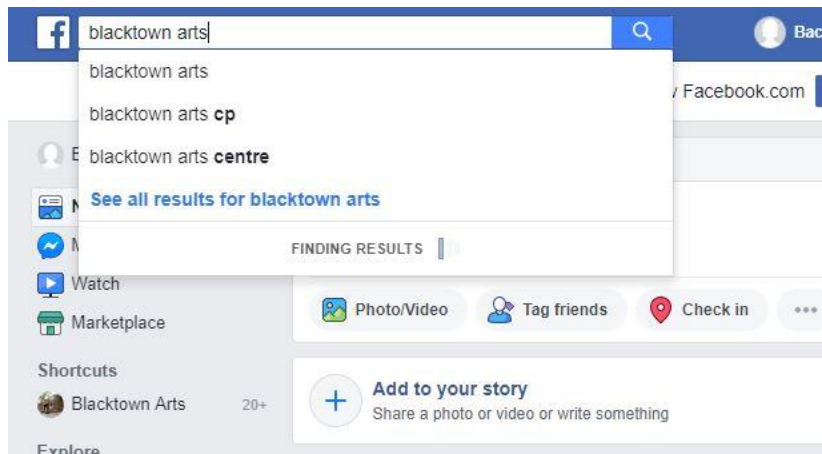


The screenshot shows a form titled "Upload a photo of yourself". Below the title, it says "To get back on Facebook, upload a photo that clearly shows your face. Make sure that the photo is well-lit and isn't blurry. Don't include other people in the shot." Below that, it says "We use this photo to help us check that this account belongs to you. We'll delete the photo once we've done this, and it will never appear on your profile." At the bottom, there is a green button labeled "Choose Photo".

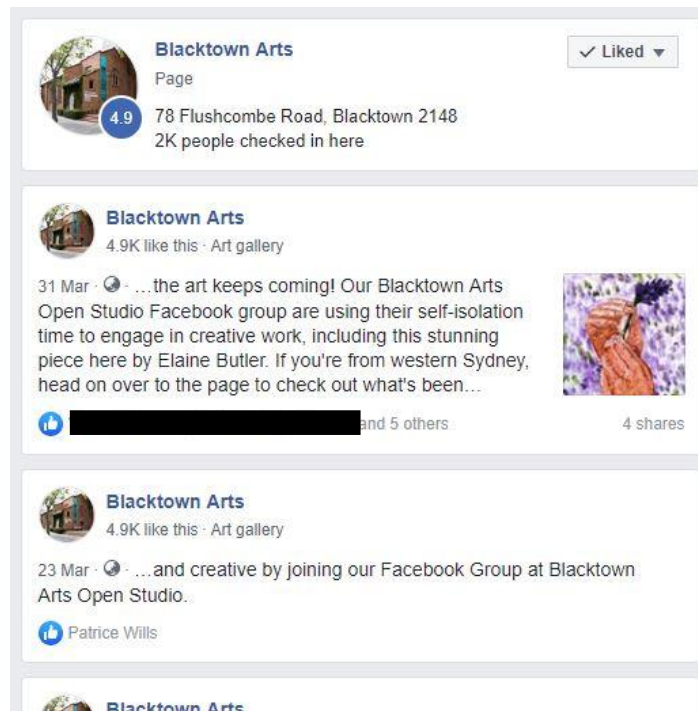
12. Once your account is set up, use the search bar along the top to type in 'Blacktown Arts'.



13. Facebook will populate search responses, select the first option reading 'blacktown arts'.

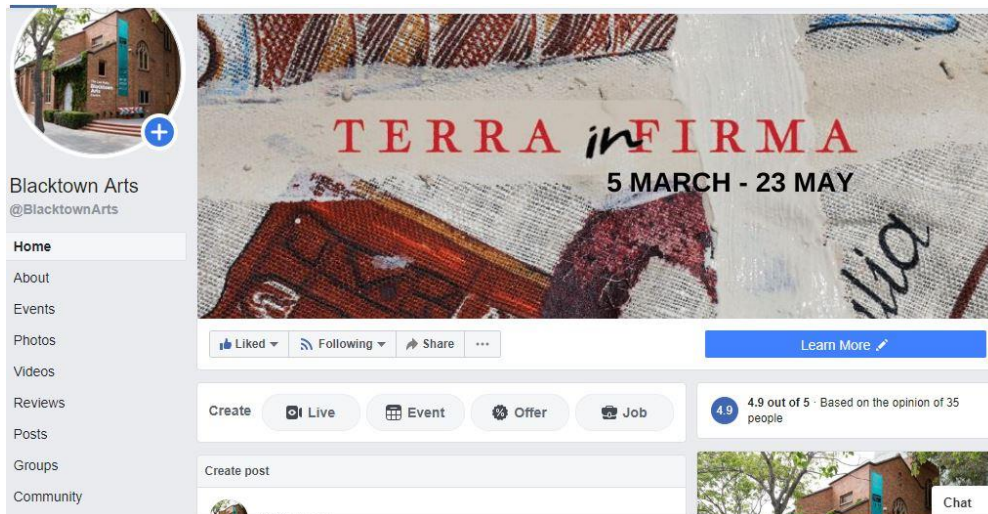


14. Facebook will then list any groups, pages and activity by 'Blacktown Arts'. Select the top option reading 'Blacktown Arts' and then the word 'page' below.



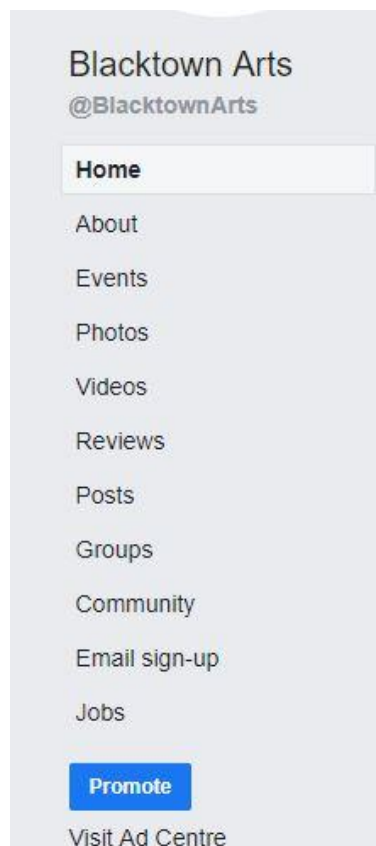
Blacktown Arts

15. This will take you to the Blacktown Arts page where you click 'Like' underneath the cover image (in this case, the cover image is the big 'Terra inFirma' poster).

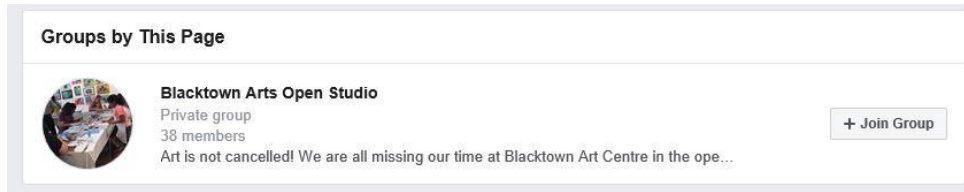


16. Once you've liked the page, you will start seeing Blacktown Arts' posts on your main Facebook timeline.

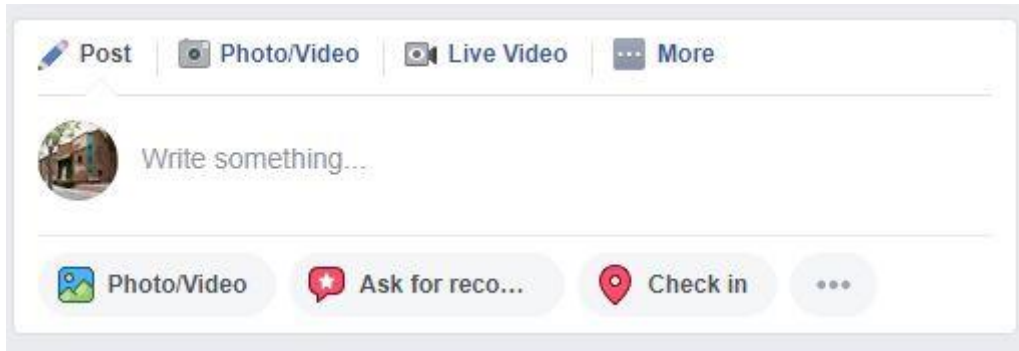
17. To join the Blacktown Arts open studio group, run your eyes down the list of options on the left-hand side and select 'groups'.



18. The 'Blacktown Arts open studio' group will appear and click 'Join Group'. This will send a request to the group's monitors and they will accept your request in due time.



19. Once you have been granted access to the group, you can post pictures and chat to people via the box below:



20. Comment and like other people's posts using the buttons and comment below.



Happy sharing!

Blacktown Arts