

By The American Legion Department of Minnesota Media and Communications Committee



Meet the Committee



Tom Fernlund Commander



Mike Maxa Adjutant



Theresa Ash Chairperson



Raymond Kane St Paul Park Post



Mike Parry First District Commander



Kristy Janigo Osseo Maple Grove Post 172



Tim Engstrom Communications Director



Agenda:

- Why use social media?
- Overview of Social Media Platforms
 - Facebook (like/follow pages, posting, live stream, events)
 - Twitter
 - Instagram
 - Other social media platforms
- Facebook How To's

- Live Demonstrations
- Questions



Why use social media?

- Powerful membership tool attract new veterans to join
- Communicate The American Legion Department of Minnesota's mission
- Free (or low cost if you choose to run ads) way to inform the public (and potential members) about post, district, and department events and tell The American Legion story
- Build community support for The American Legion, veterans, and important issues



Why use social media?

My story:

I joined The American Legion Post 172 after coming to a Veteran's Day wreath laying event in Nov. 2020, advertised on the post Facebook page. Although I grew up with my WWII veteran grandpa belonging to an American Legion post in North Dakota and attending post events from very young ages with him, it took until just last year for me to join. I've been out of the military since 2006 and didn't know I was missing the camaraderie of being part of a veteran's organization. I met Post Commander Walter Cole at the event, who encouraged me to come to the next post meeting. And the rest is history.



Kristy Janigo, Osseo Maple Grove Post 172

Grandpa Roland Weisenburger, WWII Veteran, Ashley, ND, American Legion





Overview of Social Media Platforms



Facebook

Active monthly users

• Facebook has 2.7 billion monthly active users

Age of internet users who use Facebook

- 86% of people ages 18-29 use Facebook
- 77% of people ages 30-49 use Facebook
- 51% of people ages 50-65 use Facebook
- 34% of people that are 65+ years old use Facebook

Gender

- 54% of Facebook users are female
- 46% of Facebook users are male

The 2021 Social Media Users Demographics Guide | Khoros



***Facebook is the #1 platform for adults.

Very universal platform with wide range of functionality.

Time

•On average, Facebook users spend 35 minutes a day on the platform

Devices

•96% of users access Facebook via mobile devices

•25% of users access Facebook via laptop or desktop



Twitter

Active monthly users:

• Twitter has 330 million monthly active users

Age

- 38% of people ages 18-29 use Twitter
- 26% of people ages 30-49 use Twitter
- 17% of people ages 50-64 use Twitter
- 7% of people that are 65+ years old use Twitter

Gender

- 50% of Twitter users are female
- 50% of Twitter users are male

The 2021 Social Media Users Demographics Guide | Khoros



***Twitter is widely used in customer service.

Character limits to posts. Can include videos and images, but uses are more limited.

Time

 On average, Twitter users spend 3.39 minutes per session

Business and Shopping

- 67% of B2B businesses are using Twitter as a digital marketing tool
- 77% of Twitter users have a better impression of a brand when they respond to a tweet



<u>Instagram</u>

Active monthly users

Instagram has 1 billion monthly active users

Age

- 67% of people ages 18-29 use Instagram
- 47% of people ages 30-49 use Instagram
- 23% of people ages 50-64 use Instagram
- 8% of people that are 65+ years old use Instagram

Gender

- 51% of Instagram users are female
- 49% of Instagram users are male

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***Instagram is specifically for photos and videos

Time

• On average, Instagram users spend 53 minutes a day on the platform

Businesses and Shopping

- An estimated 71% of U.S. businesses have Instagram accounts
- 83% on Instagram users say they discover new products and services on Instagram



Other social media platforms:



<u>Tik Tok</u>

- For posting fun and entertaining videos
- 689 million monthly active users
- This is one to watch, becoming very popular



<u>Youtube</u>

- 2B monthly users
- For sharing videos
- You can create "channels" to share videos from your organization

The 2021 Social Media Users Demographics Guide | Khoros



Snapchat

- Mobile only texting and chat app. Famous for photo filters and special visual effects
- 381 million active monthly users
- 53% of ages 15-25 use this platform. Older age groups have decreasing membership.



nextdoor

- Would be good for events connecting people within their
- neighborhood,
 Used by about

 1 in 8 (13% of)
 US adults.
- Popular among adults 30-64.



LinkedIn

- For professional networking.
- Upload your resume and find professional connections.
- Apply for jobs online.
- Great recruiting tool for companies.



Social Media Platform Recap

- Recommend having a Facebook page for your post, at minimum.
- Also good to have Instagram and Twitter due to the wide reach of the platform across all ages, but they are for specific purposes – sharing photos and short textbased messages, respectively.
- YouTube is an important tool. Department of Minnesota American Legion has a YouTube channel: https://www.youtube.com/c/MNAmericanLegion
- We'll be watching Tik Tok and seeking opportunities to use it. This is a fast growing platform, although usership skews younger.
- Nextdoor would be helpful to amplify events to the nearby community. Usership skews older.



Facebook How To's

Show of hands – who has a Facebook personal account?

Who manages an American Legion page? For your post or district?



Facebook Personal Account vs. Facebook Pages

Personal Account versus a Page

NOTE: You need a personal account to create and manage a page.







Create a Facebook Personal Account

| Email or | Phone Number | |
|----------|--------------------|--|
| Passwor | rd | |
| | Log In | |
| | Forgot Password? | |
| | Create New Account | |

Create a Page for a celebrity, band or business.

| First,nam | 2 | Last nam | a | |
|-------------------------------|---------------|----------|---|--|
| Mobile nu | mber or email | | | |
| | | | | |
| New pass | word | | | |
| New pass Birthday Q | word | | | |

By clicking Sign Up, you agree to our Terms, Data Policy and Cookies Policy. You may receive SMS Notifications from us and can opt our any time.

Sign Up

Create Your Personal Account:

- Go to Facebook.com
- Create New Account
- Enter the signup information
 - First Name
 - Last Name
 - Mobile number or email
 - Set a password
 - Enter your birthday
 - Enter gender
 - Click Sign Up

Show of hands who has a Facebook Personal Account?



Download Facebook on Your Phone

Android / non iPhone

How to Install Facebook App on Your Mobile Phone - YouTube iPhone

<u>iPhone 7: How to Install</u> <u>Facebook App - Bing video</u> After downloading the app, enter the credentials (email address and password) you established when you set up your account so your mobile app is linked to your account.

Show of hands who has a Facebook on your phone?



Facebook Personal Account Setup

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| Kristy | Ann Janigo | | |
| 1K Friends | | | |
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| Posts About Friends Photo Intro Add Bio | Story Archive Videos Mor What's on your Contract of Live Video | e • our mind? | ery ✓ Edit Profile Life Event |

Update your Profile

- Add a **Cover Photo** (that is the wide photo across the top of your Facebook profile page)
- Add a **Profile Photo** (photo in the circle that shows up beside all your posts.
- This is how you establish your personal brand that people will recognize.



Facebook Pages



Facebook Pages

- Each of the 10 Minnesota districts has a Facebook page.
- Many posts have Facebook Pages.
- The American Legion Department of Minnesota has a Facebook page.
- This is a way to share pictures, statements, news, updates, create events, and share live stream videos in an official capacity from the organization, whether post, district, or state.

Show of hands who manages one of The American Legion's pages?



See All

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page.

Facebook Pages – Post pages

Post 172 | Facebook

including events.

This is an example of a post page.

(1) Osseo/Maple Grove American Legion

Search Facebook for your post's page,

and "Like" to be able to see its updates,

In the About information of the page, you

can see that 2,265 people "Like" the

This post has a great following!!!

Facebook Pages – Post Page





Facebook Pages – District Page



Facebook Pages – District pages

- This is an example of a district page.
- (2) MN Tenth District | Facebook
- Search Facebook for your district's page, and "Like" to be able to see its updates, including events.
- In the About information of the page, you can see that 526 people "Like" the page.
- District pages can be a great source of information and events for posts.
- Post pages can share information from district pages to increase the reach, and vice versa. Cross promotion is always good!



Facebook Pages – State Page



Facebook Pages – State page

- This is our state page.
- <u>(2) American Legion Department of</u>
 <u>Minnesota | Facebook</u>
- Search Facebook for The American Legion Department of Minnesota page, and "Like" to be able to see its updates, including events.
- In the About information of the page, you can see that 1,713 people "Like" the page.
- The state page can be a great source of information and events for posts and districts.
- Post and district pages can share information from state on their sites to increase the reach.



Share A Facebook Post



Facebook Photo Post – Share a Post

- Click "share"
- You can share a post to a page or to a News Feed
- If you share to a News Feed, that is just your personal account, and your network will see it
- Share to a Page is good for sharing a post from the State page to your District or Post page.
- Remember that whenever you share a post, it's promoting to additional contacts and helps with the reach. It's free advertising! Share often!!!
- Liking and Commenting on a post also boosts its reach!



Click the Photo/Video icon

Create a Facebook Photo Post





Create a Facebook Photo Post



Facebook Photo Post

- Select the photo or photos you want to upload.
- Click "Open"



Create a Facebook Photo Post



Facebook Photo Post

- Type a caption or summary of the event in the text field.
- There is a lot of space for your text. Don't worry about character limits.
- You can add more Photos/Videos. You can add a lot at once.
 - If you upload long videos, it could take a long time or fail to post. Recommend 2 minutes or shorter for this type of post.
- Facebook will give you a few options for how you want to arrange the photos.
- You can "tag people", add a location, add your "mood"
 - Tagging is done if you want the post to be attached to somebody's account.
 - Location can be added if you want to tie a post to a place, like a city, park, or Legion post.
 - Mood is used to tell people how you're feeling about an event. "excited," "angry," "hopeful," etc.
 - Post when done
 - Location
 Mood



Tag Someone in Photo Post





| O Love | Comment | A Sh |
|--------|---------|------|
| | | |

Facebook Photo Post – Tagging and Location

- Example
 - When you tag someone, it also shows up on their news feed.
 - This increases the "reach" of a post, so that more people see it.
 - In Theresa's post at the left, you can see that Ray and two others were tagged, including me. If you click on the others, you can see who those people are.
 - Theresa created this post, but it also shows up on my news feed, so all my contacts also will see it.
 - Tagging is a multiplier, it increases the reach of a post.
 - You can see here that Theresa also tied the post to a location, Waseca, Minnesota. If someone is looking up Waseca, Minnesota, this post will show up in the search results.



Tag Someone in Photo Post

Facebook Photo Post – Tagging How To

- Click blue person icon
- Search for the person (or people) from your friend list
- Click on the person (or people) then click done. Then, save (if you're editing) or post







Kristy Ann Janigo

love our Kyries. https://youtu.be/K-D87rL4ugU

Friends •

Maximizing Your Post's Social Media Presence

Add Mood/Activity to Photo Post

Edit post

When I run I don't always see what is in front of me. More walking

than running tonight. Soundtrack is a very old Kyrie. We Lutherans

Facebook Photo Post – Add a Mood or Activity How To

- Click the smiley face
- Search for your mood or activity
- This shows up by your name once added

Edit post ×

When I run I don't always see what is in front of me. More walking than running tonight. Soundtrack is a very old Kyrie. We Lutherans love our Kyries. https://youtu.be/K-D87rL4ugU





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Fun idea for posts with a restaurant!!!





Osseo/Maple Grove American Legion Post 172 October 5 at 11:00 AM - O Thai chicken wrap the special today for \$7.95



Osseo/Maple Grove American Legion Post 172 October 1 at 11:46 AM - O Chille relieno the special today for \$7.95





Create a Facebook Event

| 😯 Q. Search Facebook | 命 平 | ∎ ^{9₽} | ۲ | | P | Kristy | |
|--|---|--|--------------|---|--------------|--------------|--|
| Manage Page | Events | | | | | | |
| American Legion Department of Minnesota | 🔃 Overview 💦 🛷 Paid Onl | ine Events | | | Create Event | $\mathbf{>}$ | |
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| Manage Jobs Manage Jobs | No Acti Ve'll let you know wher respr | ive Posts I you have active posts to and to. | responses. | ter prote of fideo ger in | one. | | |

Create Event

- From your home page, click Events. Create New Event.
- Choose either Online or In Person





Create a Facebook Event

| Q. Search Facebook | | | | | Kris |
|---|--|---------|---------------------|------------------|------|
| ent - Create Event vent Details | Desktop Preview | | | | - 0 |
| American Legion Department of Minnesota Host - Your Page | the second second | | - | | ÷ |
| Event Name 0/100 | | | | | |
| Start Date Start Time Oct 9, 2021 2:00 PM | | | | | |
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Create Event

- You need to know the following information before you start this process:
 - Event Name
 - Date / Time
 - Description
 - Category of events
 - Image for the event
 - Hosts
- NOTE: You can schedule a series of events at once, if you have a recurring event planned.



Create a Facebook Event



| Event - Create Event Location Add a physical location for people | | |
|--|---|--|
| join your event. | | |
| Location Shooting Star Casino | 9 | |
| Central Time (CDT) | | |
| | | |
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Create Event

- Fill out event information
- Then click Next
- Type in the Event Location and click Next
- The photo from your page's cover will automatically populate. You can change the photo for the event.
- Adjust the Event settings
 - This is where you can choose hosts.
 - Same as with tagging, you can add additional co-hosts and that will increase the reach of your event.
 - The co-host has to accept the request in order for them to show up as a co-host.
- Click Publish event



Facebook Events



Events

- RSVP's can be managed here. People indicate "going" or "interested," and event planners can get a rough count.
- Facebook users can track their past and upcoming events with this feature to plan their personal calendars.
- Of course, use caution with this because with larger events advertised across a variety of platforms and media, it becomes much less predictable.
- It helps expand the reach of an event if you share events created on Legion pages to your own personal pages using the Share feature.

(8) Maple Grove Memorial Day Ceremony | Facebook



Facebook Events







NOTE: This is the reason for caution of event responses. You can see in the photo that includes only the local leaders and the color guard that there were more than 7 attendees.





Osseo School Board Member #shesmypresident

Thomas Brooks

0 .

Invite Friends to a Facebook Event



Invite Friends to a Facebook Event

- Click on the Invite icon
- Invite people from your friend list who might want to go to the event



Invite Friends to Like a Facebook Page







Create a Facebook Live Stream Post

| com/kajanigo/ | | | | This is bestType your of | t done from a sma caption to let viewe |
|---------------------------------|------------------------------|--------------|--------------|--|--|
| IK Friends | e [®] a n sanny⊂ | Add to Story | Edit Profile | Click Live id"Create Liv | con to create a Liv e Video" |
| Posts About Friends Photos S | tory Archive Videos More 🕶 | | | | • |
| Intro | What's on your mi | ind? | | Go live | Create live video event |
| Add Bio | 📴 Live Video | Photo/Video | 🛰 Life Event | 🐸 Go live by yourself or with others | People can respond to your event |
| Lives in Maple Grove, Minnesota | | | | Add interactivity tools to keep your audience engaged | Your live video will be available in more places |
| From Linton, North Dakota | Posts | The Filters | Manage Posts | | We'll remind you about your event |
| W Married to Chip Janigo | ≡ List View | G | id View | | |
| | | | | | |
| | | | | Create Live Video | Create Event |

Create Facebook Live Stream

- le from a smart phone
- on to let viewers know what it is.
- to create a Live Stream post.

- The camera will start in Selfie mode, which means it will video your face. Don't forget to click the icon to turn it around unless you truly do want to be in the picture.
- Once you're done streaming, you can save the video to your phone or "share" so it saved to your page's video gallery.



Create a Facebook Live Stream





Other Social Media How To's



Facebook Messenger



Facebook Messenger

- Facebook Messenger is another widely used part of Facebook
- You can download the Facebook Messenger Application to use separately, or you can use it as a function of Facebook.
- You can have group texts, calls, and even video calls.
- This is a great tool for collaboration.
- The Media and Communication Committee uses it regularly.

Show of hands who uses Facebook Messenger?



田谷

Twitter – Set up Account



Twitter

- American Legion doesn't have much of a presence on Twitter yet.
- This could be an opportunity for us.
- Go to Twitter com
- You can sign up using a shortcut, Google account or Apple account.
- If you don't have either, you can sign up with your phone number or email

Brand Resources Advertising Marketing Twitter for Business Developers Directory



Twitter – Set up Account

| Create your account | |
|---------------------|--------|
| Name | 0 / 50 |
| Phone | |

Use email instead

Date of birth

This will not be shown publicly. Confirm your own age, even if this account is for a business, a pet, or something else.





Twitter

- Twitter will ask for your name, phone number, and birth date.
- Enter the info, click next, and Sign Up



Twitter – Create Post



Twitter Home Page

- This is what my home page looks like.
- You can choose a cover photo, profile photo, short amounts of info about yourself.
- Below the introductory info, you will see the tweets that you have written or shared.
- You can include photos and videos with tweets.
- Photos will show up on the right side as a photo gallery, similar to Facebook



Twitter – Create Post



Tweet

- Posts in Twitter are called tweets.
- Limited to 280 characters.
- Anything longer will be split into multiple tweets, like a thread
- You can reply, like, and share tweets.



os://www.instagram.com/kristy_janigo/



Instagram

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Switch

See All

Following

Follow

Follow

Instagram

- This app works best from your mobile phone. In fact, you cannot make a posting on a laptop.
- Create a post adding one or multiple photos.
- You can give it a caption.
- You can follow others and "like" their posts.



We'd like to take this time to show you some live demonstrations...



Questions???