

How to Share/Invite an FWN Event with your Facebook Friends



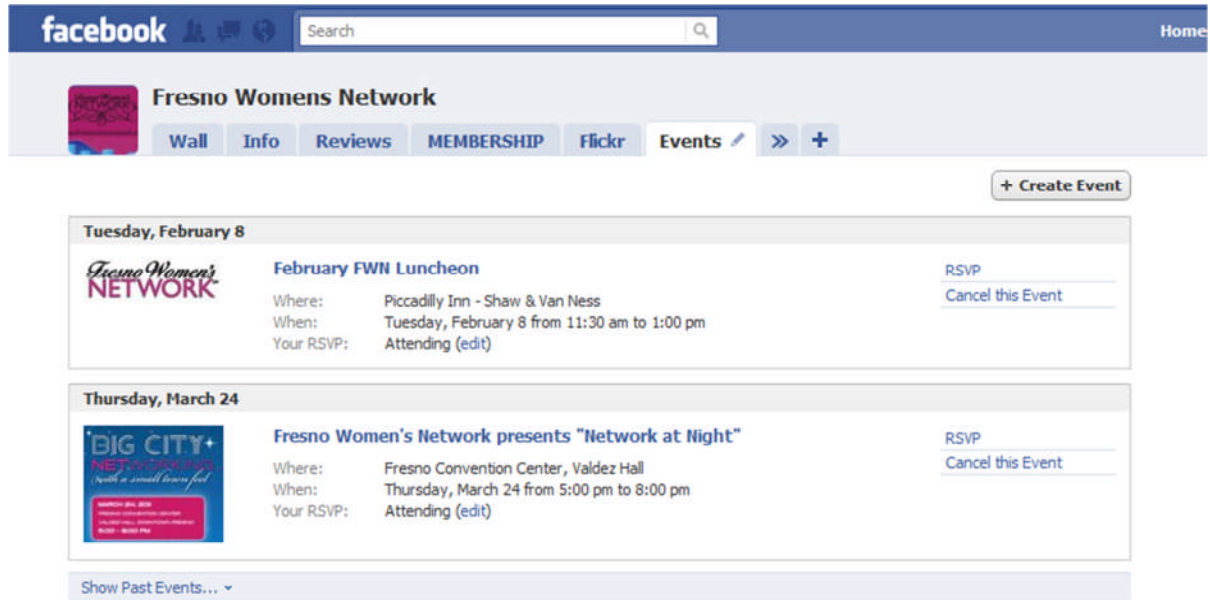
You can share any event with your Facebook Friends and others on Facebook by following the instructions below.

1. Go to the FWN Facebook page and make sure you have joined the Fan page by clicking the "Like" button. [Link to FB Fan Page](#)
2. Follow the top navigation TABS to the >> (double arrow) and there are more tabs in the dropdown list and select Events (see below):



3. The Events page will show:

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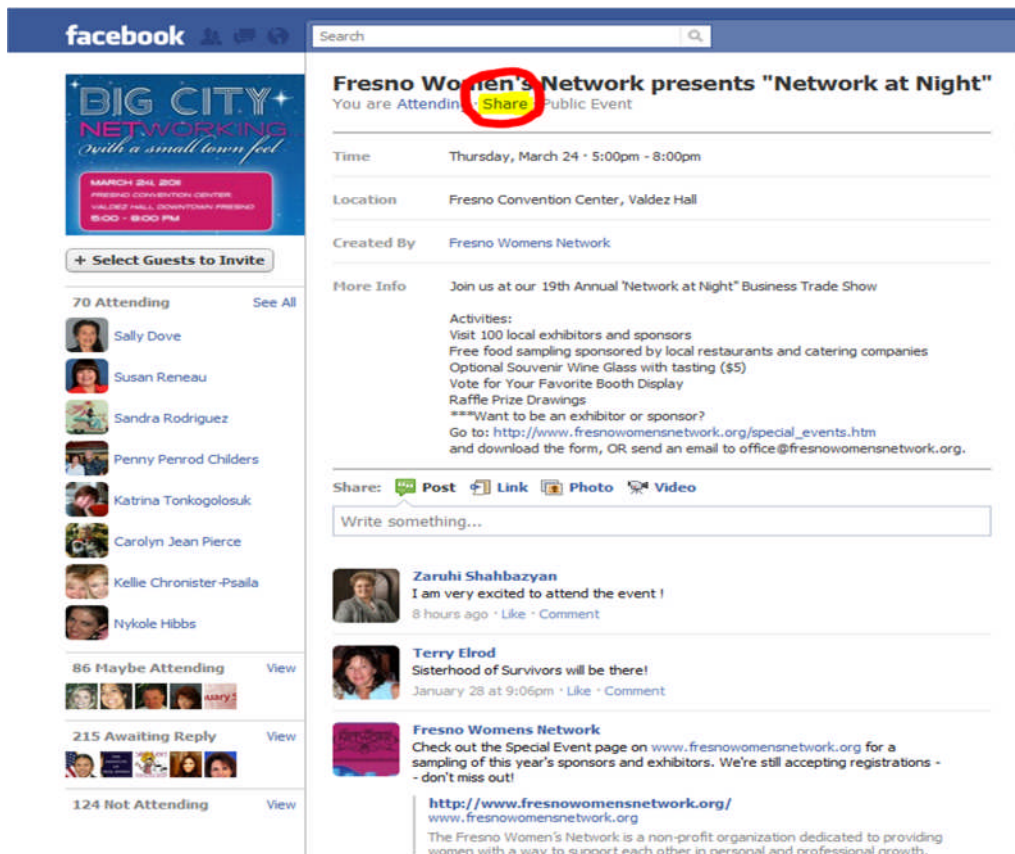


The screenshot shows the Facebook profile for Fresno Womens Network. The navigation bar includes Wall, Info, Reviews, MEMBERSHIP, Flickr, and Events. A '+ Create Event' button is visible. Two events are listed:

- Tuesday, February 8**
February FWN Luncheon
Where: Piccadilly Inn - Shaw & Van Ness
When: Tuesday, February 8 from 11:30 am to 1:00 pm
Your RSVP: Attending (edit)
Buttons: RSVP, Cancel this Event
- Thursday, March 24**
Fresno Women's Network presents "Network at Night"
Where: Fresno Convention Center, Valdez Hall
When: Thursday, March 24 from 5:00 pm to 8:00 pm
Your RSVP: Attending (edit)
Buttons: RSVP, Cancel this Event

A 'Show Past Events...' link is at the bottom.

4. Select the event you want to share and another page will appear with further details of that event.



The screenshot shows the event details page for 'Fresno Women's Network presents "Network at Night"'. The 'Share' button is circled in red. The page includes a 'Select Guests to Invite' section with a list of 70 attending guests (Sally Dove, Susan Reneau, Sandra Rodriguez, Penny Penrod Childers, Katrina Tonkogolosuk, Carolyn Jean Pierce, Kellie Chronister-Psaila, Nykole Hibbs), 86 maybe attending, 215 awaiting reply, and 124 not attending. The event details include:

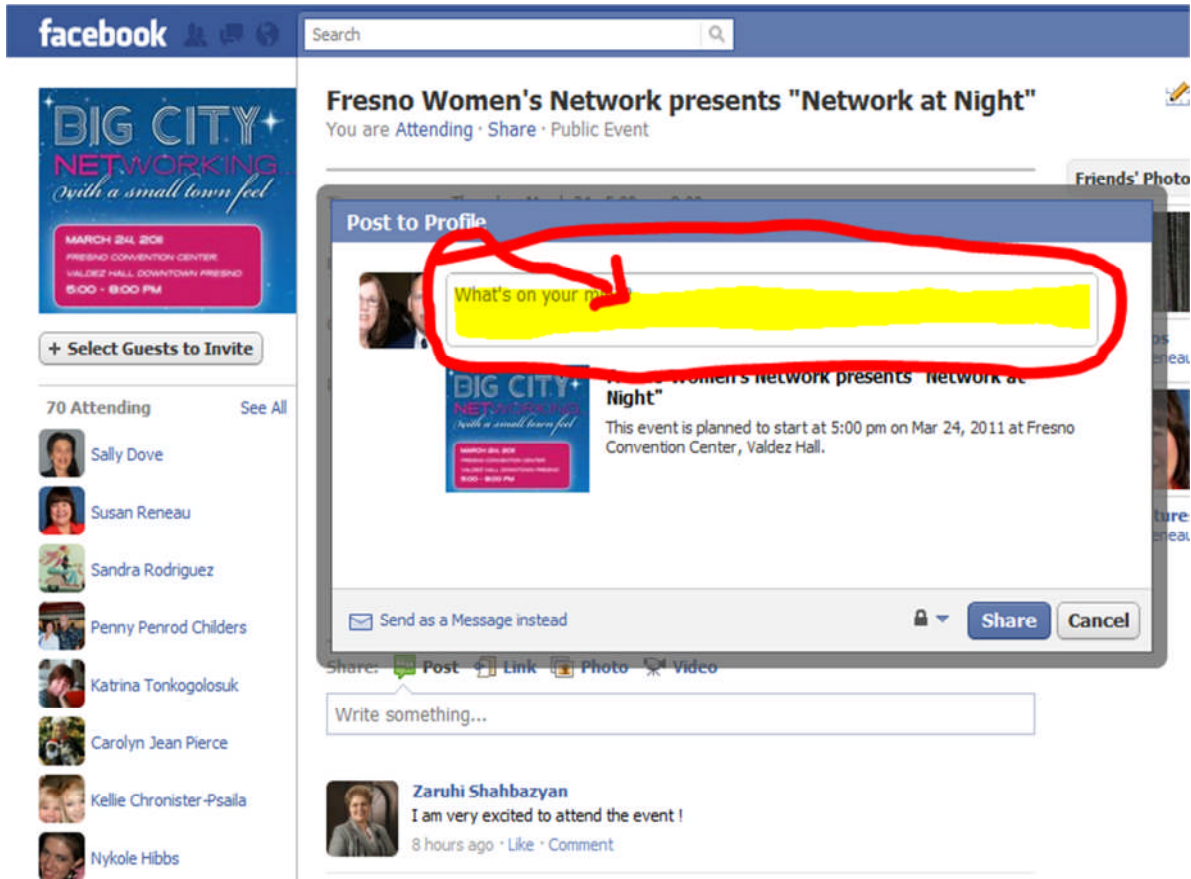
- Time:** Thursday, March 24 · 5:00pm - 8:00pm
- Location:** Fresno Convention Center, Valdez Hall
- Created By:** Fresno Womens Network
- More Info:** Join us at our 19th Annual "Network at Night" Business Trade Show
- Activities:** Visit 100 local exhibitors and sponsors, Free food sampling sponsored by local restaurants and catering companies, Optional Souvenir Wine Glass with tasting (\$5), Vote for Your Favorite Booth Display, Raffle Prize Drawings.
- Go to:** http://www.fresnowomensnetwork.org/special_events.htm and download the form, OR send an email to office@fresnowomensnetwork.org.

Share options: Post, Link, Photo, Video. A text box for 'Write something...' is present. Comments from Zaruhi Shahbazyan and Terry Elrod are visible. A link to the event page is provided at the bottom.

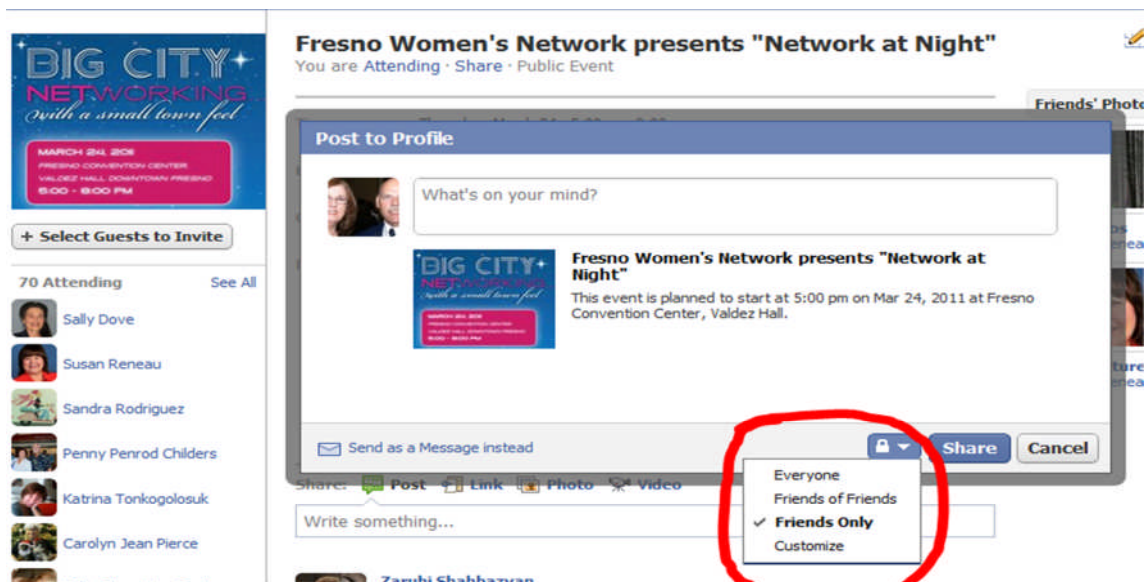
5. Select the "Share" link circled in red.

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6. A box will open with the event details and you can now post to your profile and it will go to all your friends' walls when you click on the "Share" button at the bottom of this window.



7. You can change who you send to via the drop down menu circled in red.



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8. You can also "Invite" friends from your own "Friends" list. Click on the "Select Guests to Invite" button on the left sidebar of the FWN Fan page and another window will open.
9. The list will show image icons of all your friends and all you have to do is click on each friend that will show a check mark on their icon. If your friend icon is greyed out, that means that they have already been invited and you cannot invite them again.
10. You can also invite people by email and add a personal message.

The screenshot shows a Facebook event page for "Fresno Women's Network presents 'Network at Night'". The event is public and the user is attending. On the left sidebar, there is a "BIG CITY NETWORKING" event card for March 24, 2018, at the Fresno Convention Center. A yellow button labeled "+ Select Guests to Invite" is circled in red. An "Invite Friends" dialog box is open in the foreground, also with red arrows pointing to it from the sidebar button. The dialog box includes a "Find Friends" search bar, a "Filter Friends" dropdown, and a grid of friend avatars. Below the grid are sections for "Invite People via Email" (with an "Import Email Addresses" link) and "Add a Personal Message". At the bottom of the dialog are "Send Invitations" and "Cancel" buttons. The event page background shows a list of attendees: 70 Attending, 86 Maybe Attending, 215 Awaiting Reply, and 124 Not Attending. The event description includes a link to the FWN website and a note about accepting registrations.