

# Top 10 Social media



Tips and Tricks

## About your presenter



- PR Director for Plain local schools
- OHSPRA chapter manager
- old millennial
- social media junkie
- Addicted to snap chat filters

What is a snap chat  
filter, you ask???



more on  
that  
later....



*So you have a social media page....now its time to take it to the next level!*



# *Tip Number 1*

*Get your official school pages verified!*



**Facebook**  
**-Click on settings**  
**-General settings**  
**-"Page Verification"**  
**-Facebook will call you to verify your page is legit**

<b>General</b>	Shortcuts	Page is pinned to shortcuts.	Edit
Messaging	Page Visibility	Page published	Edit
Edit Page	Page Verification	Page is verified	Edit
Post Attribution	Visitor Posts	Anyone can publish to the Page	Edit
Notifications	Reviews	Reviews are turned off	Edit
Page Roles	Audience Optimization for Posts	The ability to select a preferred audience and restrict the audience for your posts is turned on	Edit
People and Other Pages	Messages	People can contact my Page privately.	Edit
Preferred Page Audience	Tagging Ability	Other people can tag photos posted on my Page.	Edit
Partner Apps and Services	Others Tagging this Page	People and other Pages can tag my Page.	Edit
	Page Location for Frames	Other people can use your Page's location for photo and video	Edit


## Twitter

- Go to [verification.twitter.com](https://verification.twitter.com)
- Submit the verification form
- There are articles online on how to increase your chances of getting approved!

Managing your account

- Email address
- Phone number
- Notifications
- Other settings
- Account Insights
- Verified accounts**
  - About verified accounts
  - Verified accounts
  - Request to verify an account
- Reactivate or deactivate an account
- Back

### Request to verify an account

The blue verified badge  on Twitter lets people know that an account of public interest is authentic.

We approve account types maintained by users in music, acting, fashion, government, politics, religion, journalism, media, sports, business, and other key interest areas. If you believe your account is of public interest and should be verified, this article outlines information about submitting a request.

#### Submitting a request

To be able to complete the form, your account must have the following:

- A verified phone number
- A confirmed email address
  - Note: If the account is a company or organization account, the email address associated with the account should be a company or organization email address.*
- A bio
- A profile photo
- A header photo
- A birthday (for accounts that are not company, brand, or organization accounts)
  - Note: This information will be displayed to the audience that you've chosen. There are visibility settings available for your birthday that allow you to separately control who on Twitter can see your birth year and who can see your birth day and month in your Twitter profile. Read more [here](#).*

## Instagram verification is not available at this time :(

### Verified Badges

In December 2014, we introduced verified badges on Instagram. Verified badges help people more easily find the public figures, celebrities and brands they want to follow. Learn more:

#### What is a verified badge?

#### Can I request a verified badge for my profile?

Right now, only some public figures, celebrities and brands have [verified badges](#). It's not currently possible to request or purchase a verified badge.

If your account doesn't have a verified badge, there are other ways to help let people know that you're authentic. For example, you can link to your Instagram profile from your official website, Facebook page or Twitter account.

How helpful did you find this answer?

[Permalink](#) · [Related articles](#)



#### I have a verified badge on Facebook, why don't I have one on Instagram?

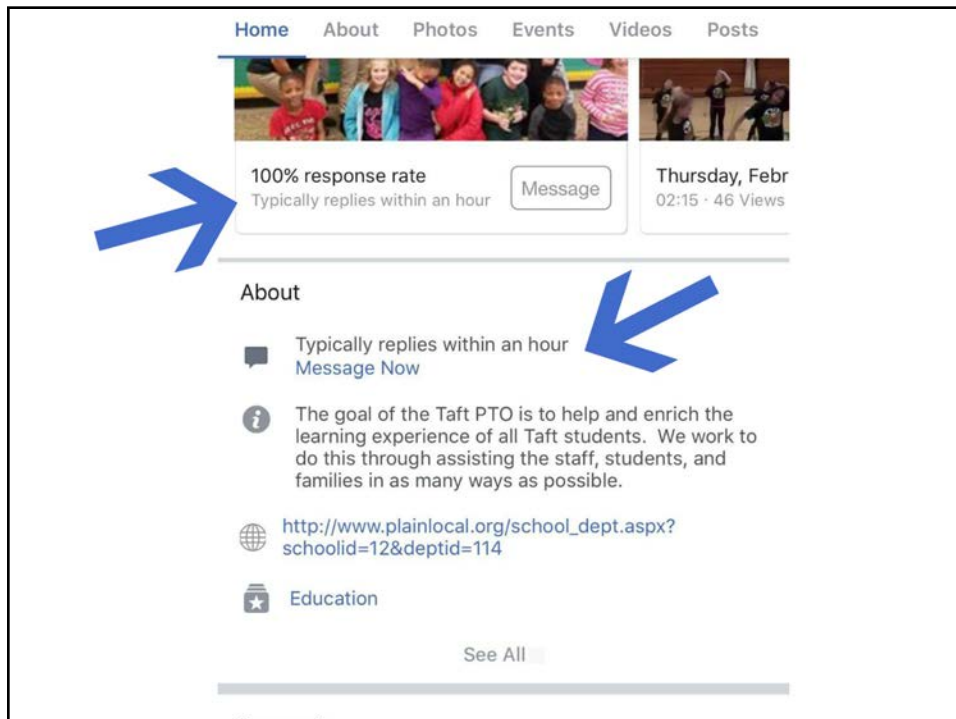
Only some public figures, celebrities and brands have [verified badges](#) on Instagram. Not all Facebook Pages with verified badges have verified badges on their Instagram accounts. Currently, only Instagram accounts that have a high likelihood of being impersonated have verified badges.

If you don't have a verified badge on Instagram, you can link to your Instagram profile from your official



# Tip Number 2

Set up an auto response for Facebook messages



## Facebook -Settings -Messaging

### -Add custom auto responses..

Stay responsive when you can't get to your computer or phone

Let customers know that you will respond soon and keep your responsiveness rating, any time you're away.

Yes ↖

→ \* Hi Mary , thanks for your message. We'll get back to you soon! \*

---

Send Instant Replies to anyone who messages your Page

Instant Replies are a good way to let people know that you'll respond soon

Yes ↖

→ \*Thank you for your message. We try to be as responsive as possible. We'll get back to you as soon as possible! \*

---

Show a Messenger Greeting

Create a greeting that people will see the first time they open a conversation with you on Messenger.

Yes ↖

→ \*Hi Mary! Thanks for getting in touch with us! Please send us any questions you may have and we will get back to you as soon as possible.\*

## Example

The screenshot shows a Messenger chat interface. On the left, a user's profile picture is visible. The chat history includes:

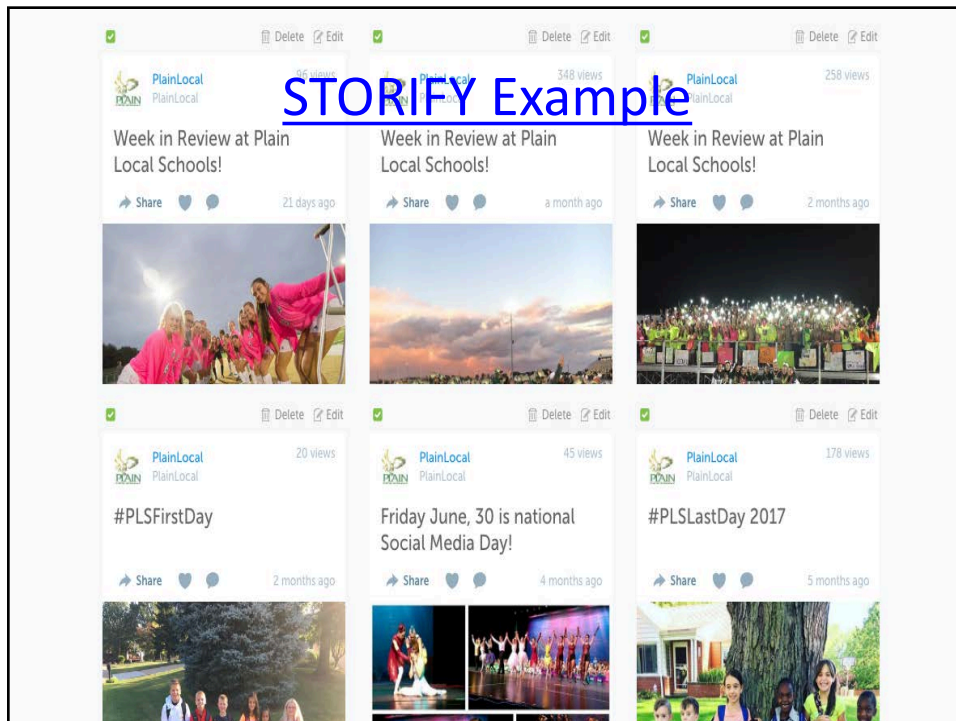
- An incoming message from the user: "Hi I was trying to apply for the position at Middlebranch elementary for a non-instructional aide. I was having an issue where I needed to upload 3 reference letters, but do not have those and was not allowed to further apply for the position. Can you please assist me with this because I would like to to apply? 😊"
- An outgoing auto-reply message: "Thank you for your message. We try to be as responsive as possible. We'll get back to you as soon as possible!"
- A subsequent incoming message: "Thank you"
- A later outgoing message: "Hi Ashley, Can you please call Central Office at 330-492-3500 and ask for Diane Julian-she should be able to assist you."

At the bottom right, it says "Sent by Mary Beiddell [?]"

**Auto Reply** ↗ ↘

# Tip Number 3

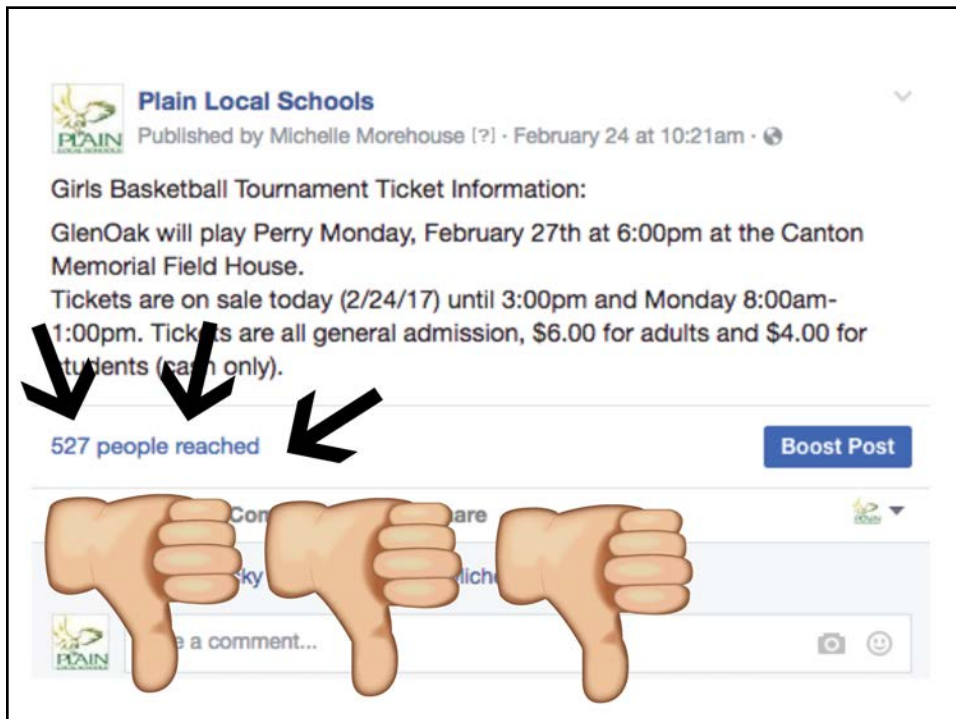
Highlight community that is helping tell your story!





# Tip Number 4

Don't be afraid to boost your post!



22,341 people reached ←

Boost Post

Like Comment Share

Kristina Romano, Austin Susanne and 30 others Top Comments ▾

294 shares ←

Write a comment...

**Jenna Greku** Is this for teachers only or are other positions (school psychologist) included too?  
Like · Reply · Message · February 9 at 10:04am

**Plain Local Schools** Hello! The focus is on teaching but we will be conducting interviews for all certificated positions!  
Like · Reply · Commented on by Mary Beddell (?) · February 9 at 1:08pm

**Cassie Rick** I have certificate for RG drage in early childhood? Are you guys hiring for teacher assistances?  
Like · Reply · Message · February 17 at 10:45am · Edited

**Plain Local Schools** Hi Cassie-- Can you give Mr. Matthews a call at 330-492-3500 to see if it would be a good fit? Thank you!  
Like · Reply · Commented on by Mary Beddell (?) · February 17 at 10:49am

This screenshot shows a Facebook post with several annotations. A black arrow points to the text '22,341 people reached' at the top left. Another black arrow points to the '294 shares' text below the comment section. Three yellow 'shocked face' emojis are placed over the comment input field. A blue 'Boost Post' button is visible in the top right corner.

YOUTU.BE

40,725 people reached ←

View Results ←

Like Comment Share

Dan Wales, Donna Benzing and 380 others Top Comments ▾

273 shares ←

Write a comment...

**Nicole Dietz-Hunt** Was this supposed to put tears in my eyes? Because it totally did! #justplainawesome  
Unlike · Reply · Message · 6 · January 28 at 12:41pm · Edited  
View 1 more reply

**Plain Local Schools** Glad we weren't the only ones! ❤️❤️  
Like · Reply · Commented on by Mary Beddell (?) · January 28 at 2:52pm

**Tiffany Jackson Fischbach** Oh my gosh Gagnon is awesome!!! And the kid in the under armor shirt totally nailed it! Amazing!!! Great video!!!  
Like · Reply · Message · 2 · January 28 at 12:57pm

This screenshot shows a Facebook post featuring a video player at the top with a 'YOUTU.BE' link. Below the video, a progress bar indicates '40,725 people reached', with a black arrow pointing to it. To the right of the progress bar is a 'View Results' button, also with a black arrow pointing to it. The post has 273 shares and several comments. A comment from Nicole Dietz-Hunt is highlighted with a black arrow pointing to the '273 shares' text. The post includes a 'Like Comment Share' interaction bar and a 'Top Comments' section.

**Boost Post**

OVERVIEW EDIT PROMOTION DESKTOP NEWS FEED MOBILE NEWS FEED

You are targeting **people who like your Page and their friends, ages 18 - 65+** who live in **1 location**.

Show full summary

This promotion will run for **4 days**.

Your total budget for this promotion is **\$4.00**.

1,374 People Reached [?] 211 Engagements \$4.00 Total Spend [?]

Actions People Countries

Link Clicks 211

By clicking Boost, you agree to Facebook's Terms & Conditions | Help Center Boost Another Post

**Plain Local Schools** Sponsored · Like Page

Need a reason to smile this morning?? Check out our Just Plain Dance video from last night featuring our ENTIRE school district! This is the Plain difference, we hope you feel all the joy that was put into making this video! Special shout out to our talented GlenOak video production students who worked so hard on this! #JPD2017 #poweredbyplain ... See More

2017 Can't Stop the Feeling - Just Plain Dance - Plain Local Schools. Song credit: Justin Timberlake. Can't stop the Feeling

YOUTU.BE

1,374 People Reached [?] 211 Engagements \$4.00 Total Spend [?]

Actions People Countries

Link Clicks 211

Page Likes 2

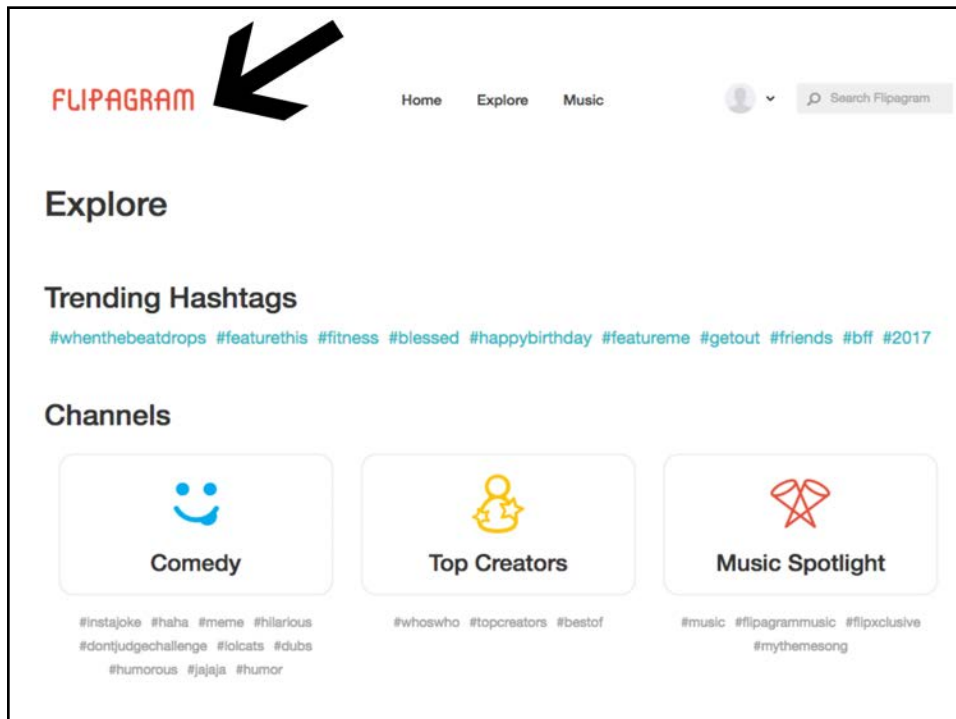
Comments 5

Shares 28

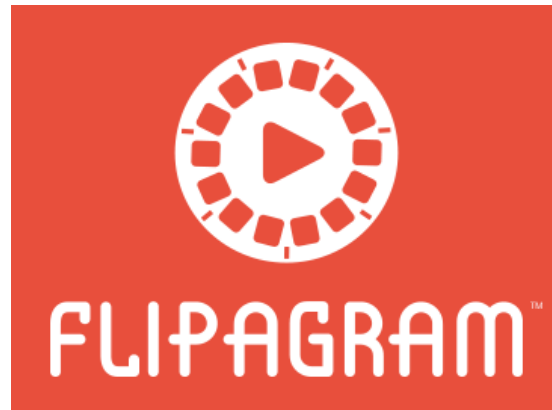
Add Budget

# Tip Number 5

Need a video? There's an app for that!



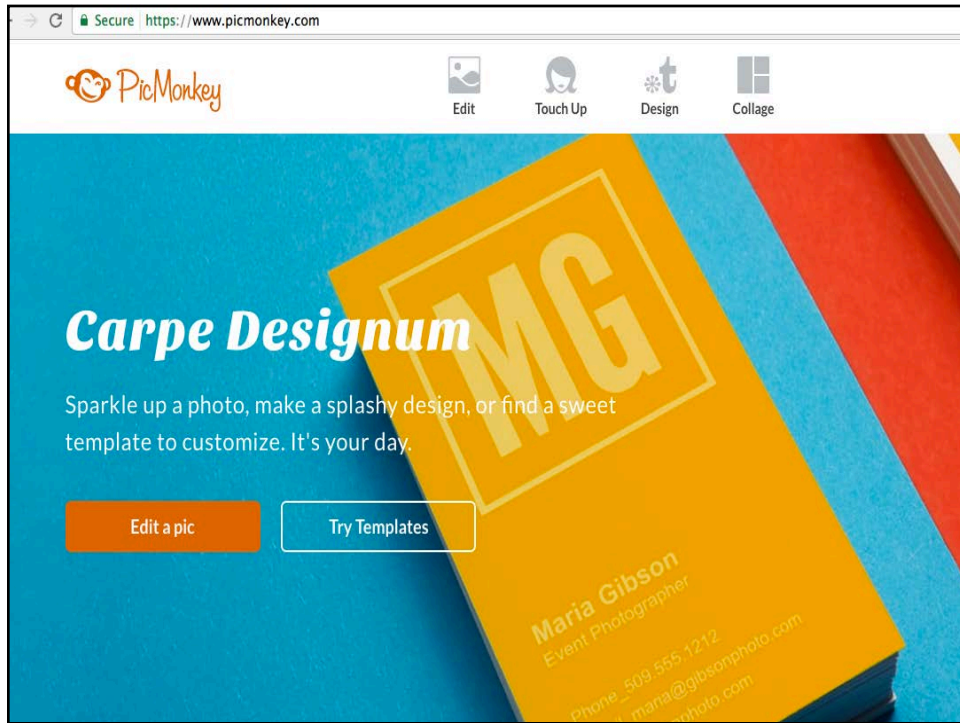
## Flipagram Example



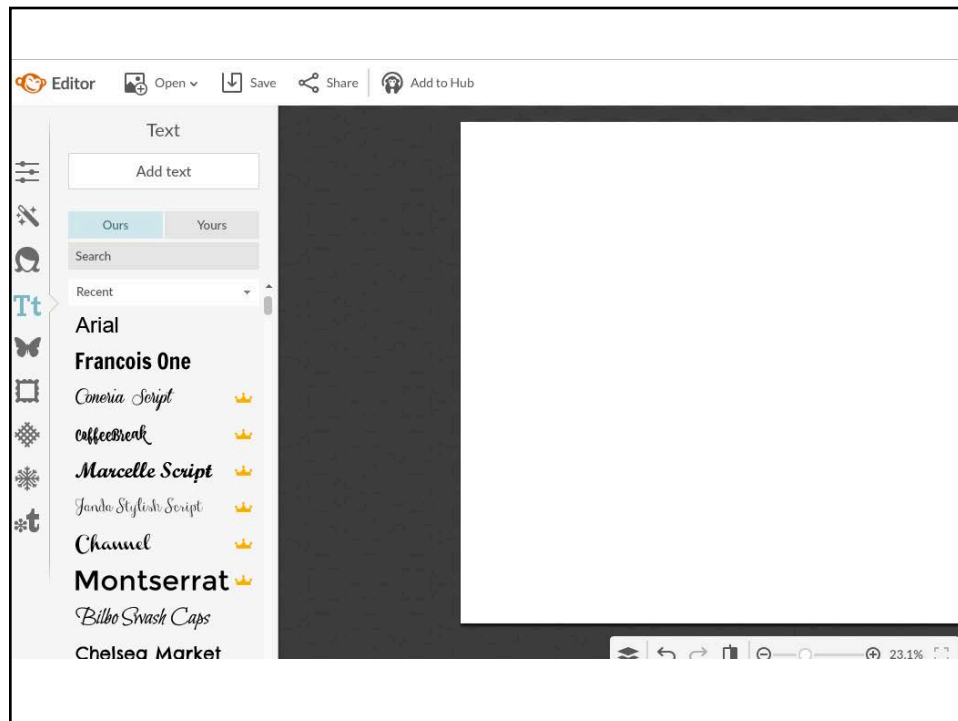
## Tip Number 6

*Pic monkey, the poor PR  
pro's photo shop!*





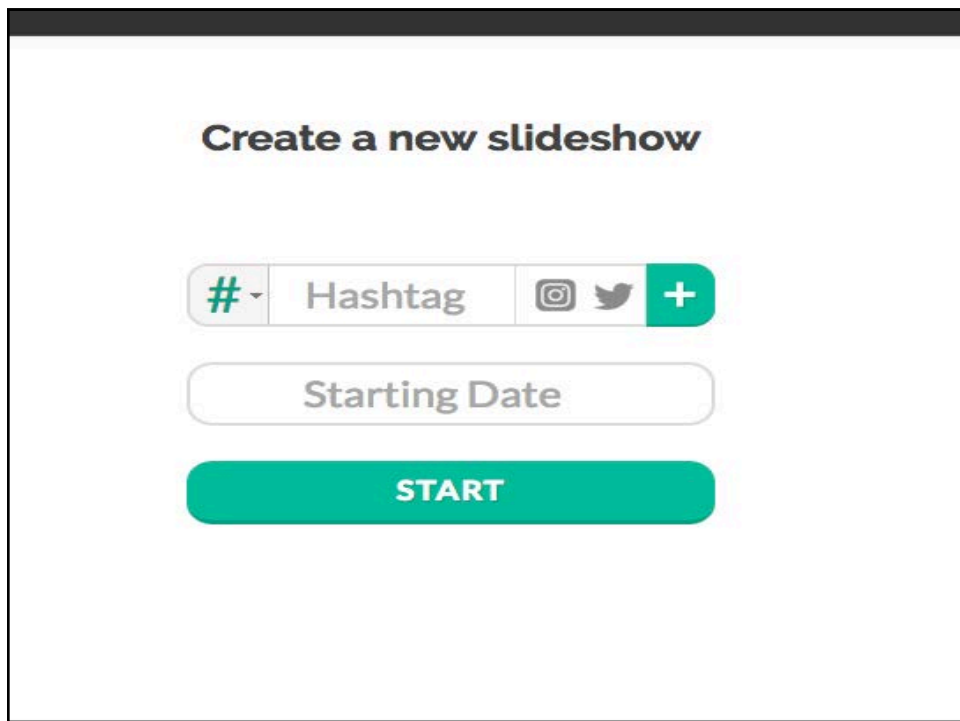
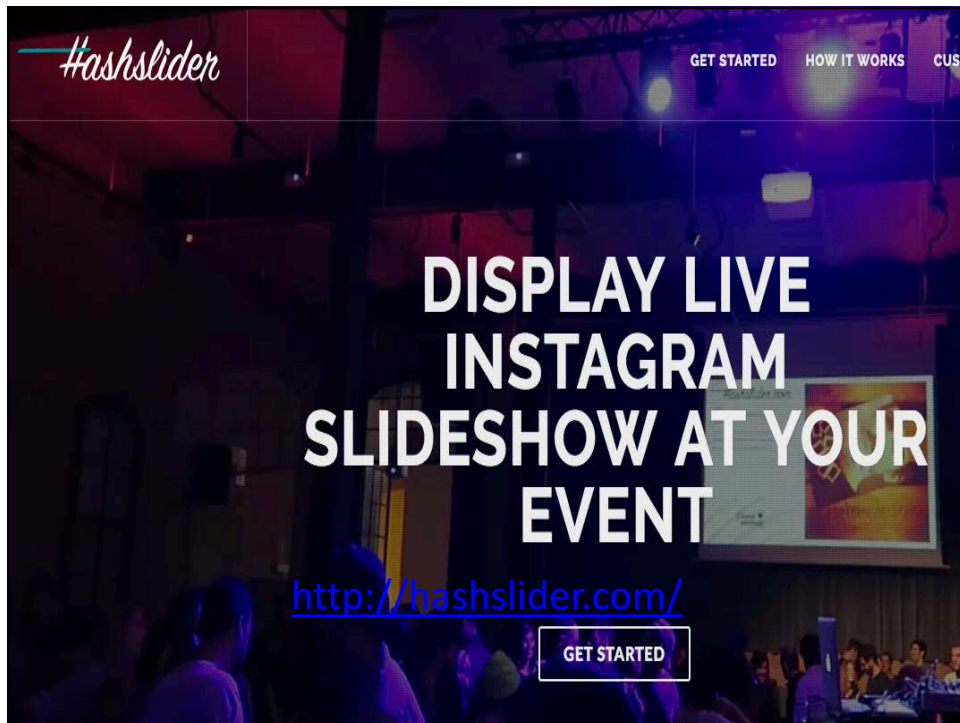







# Tip Number 7




Give your hashtags a purpose  
and share posts in real time  
at events





### Create a new slideshow


# Hashtag   

#PoweredbyPlain   



1 December, 2016

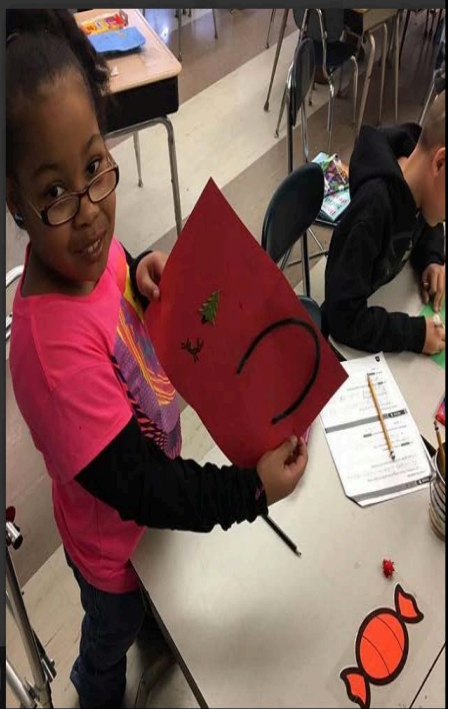
**START**

*#ashslider.com*

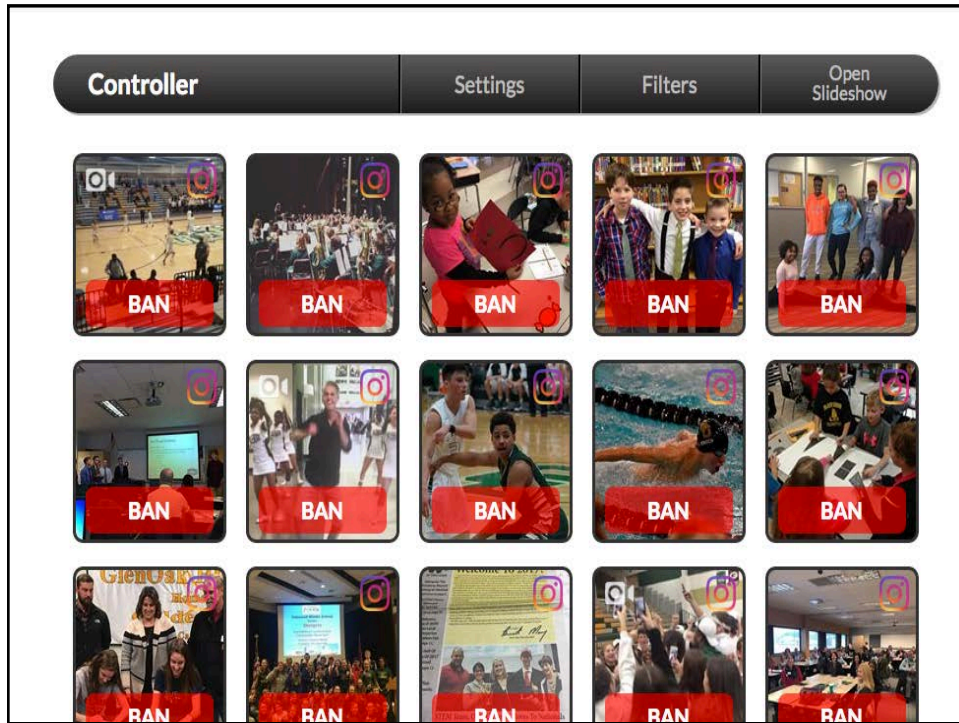
 @plainlocalschools

Second grade students from Warstler elementary are sending holiday cards to a local nursing home! We love seeing our students work to brighten the lives of others! #poweredbyplain...

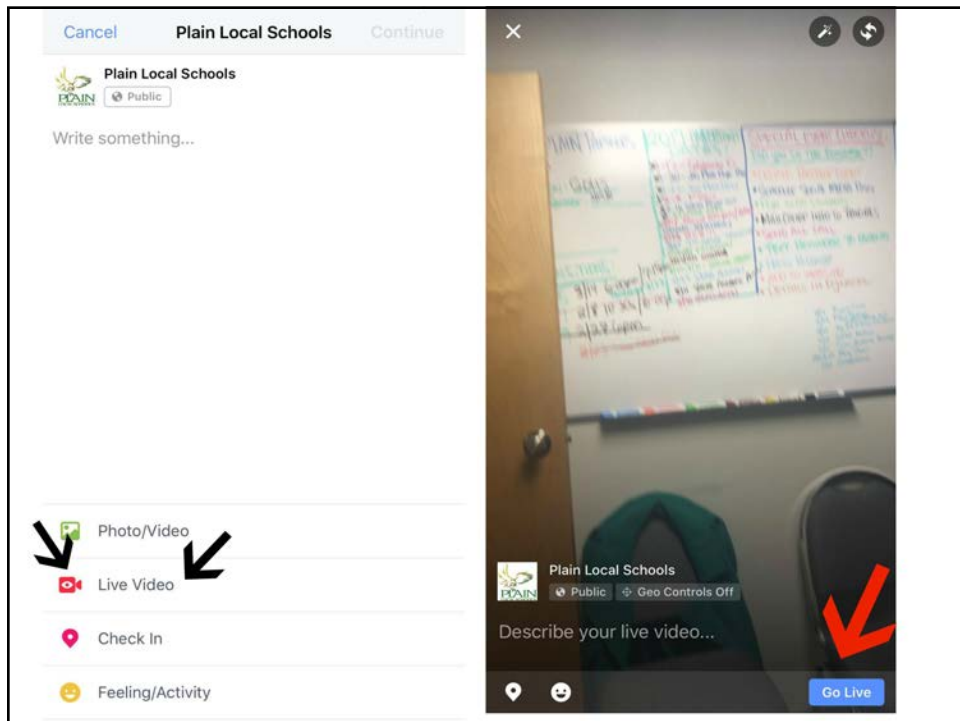


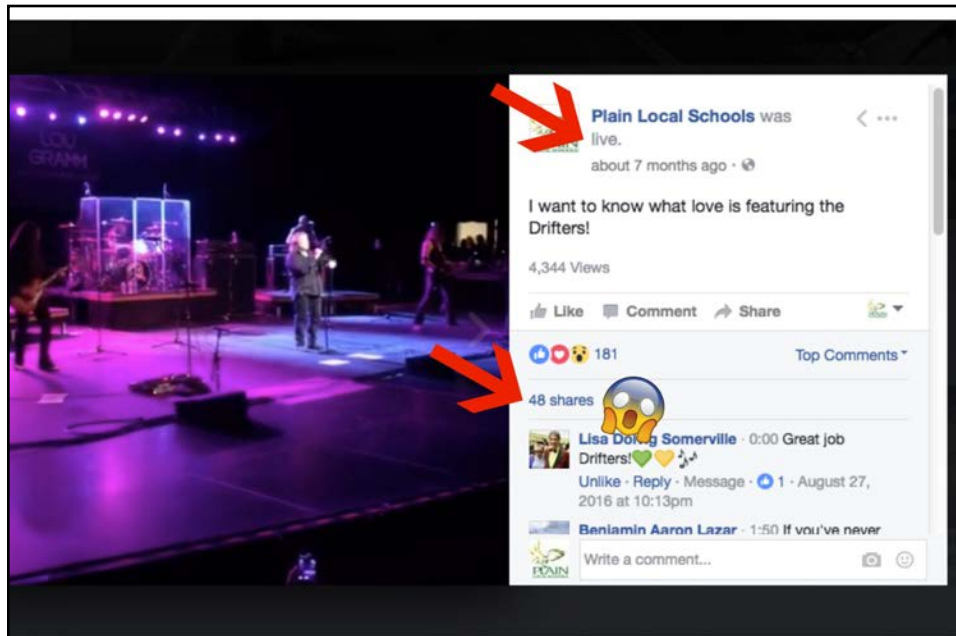




# Tip Number 8

To facebook live or not to facebook live??





[Live Video](#)

# Tip Number 9

Best Kept Secret in school social media: Post Photos of classified staff!

Google administrative professionals day 2018

All News Images Videos More Settings Tools

About 2,520,000 results (0.53 seconds)

**Wednesday, April 25**  
Administrative Professionals' Day 2018

**Administrative Professionals Day in the United States - Time and Date**  
<https://www.timeanddate.com/holidays/us/administrative-professionals-day/>  
 Administrative Professionals Day® highlights the important role of administrative professionals in all sectors ... Other holidays in April 2018 in the United States.

**Administrative Professionals Day - 25th Apr, 2018 | Days Of The Year**  
<https://www.daysoftheyear.com/days/administrative-professionals-day/>  
 Where would we be without the secretaries of the world? Spare a thought to all of the paperwork that would never be done, the phone calls that would never be...

**Administrative Professionals Day - Calendar Date - CalendarDate.com**  
[https://www.calendardate.com/administrative\\_professionals\\_day.htm](https://www.calendardate.com/administrative_professionals_day.htm)  
 The next upcoming Administrative Professional Day is celebrated/ observed on Wednesday April



175 Top Comments

**Marie Burger Fletcher** Chose a job you love and you'll never work a day in your life!!! Thank you everyone for the kind words and thoughts! I am so very blessed with great co-workers and great families that make me smile and laugh everyday.  
 Unlike · Reply · Message · 12 · April 27, 2016 at 9:11pm

**Christina Shorie Schiltz** Love the descriptors the students used to describe you! 😊 Wish I still had a Marie with me every day 😊  
 Like · Reply · Message · 3 · April 27, 2016 at 6:28pm

**Kristine Waldman** You have been so welcoming and helpful as a "new" staff person coming back to new ways of doing things! You are amazing and we couldn't do what we do without you!  
 Like · Reply · Message · April 28, 2016 at 8:08pm

**Rich Chikosky** Mrs. Fletcher is an awesome representative of Plain Local. She is always nice to my wife and I.  
 Like · Reply · Message · April 27, 2016 at 7:45pm

**Vikki Kauffman** She is truly amazing! Always remembers my name and who my kid is. With 100s of kids in the school she remembers everything! Thank you!  
 Like · Reply · Message · 1 · April 27, 2016 at 12:07pm

**Jennifer Pappano Ledford** Congrats Marie!! It was great meeting you and Mr. Yocum a few weeks ago! We are looking forward to Rocco attending

Write a comment...



The image is a collage celebrating administrative professionals. It features several photos of women in office settings, some smiling and some working at computers. In the center, there is a graphic with the text: "Thank you to all of our administrative professionals! You make our district bloom!" Below the text are several colorful flowers. To the right of the collage is a screenshot of a Facebook post from "Plain Local Schools". The post is published by Mary Beddell and dated April 26, 2016. The text of the post reads: "Tomorrow is administrative professionals day! We plan to spend the day celebrating all of the special people in our district that make us bloom! Stay tuned for special updates all day long about our building secretaries! Comment your favorite memories of these ladies as well to help give them a special day! #adminprofdays2016". The post has 50 likes and several comments from Shelly Pilsitz St Clair, Joy Dorsey Walton, and Ed March, all expressing gratitude to the administrative staff.

# Tip Number 10

snapchat...it is not just for sexting! 🤯



## What is Snapchat?

Its a 'photo sharing app' that allows users to:

- take photos
- record videos
- add text and drawings
- send 'SNAPS' to controlled recipients
- 'SNAPS' last for just 1-10 seconds
- Snapchat stories, though can last for 24 hours and upto 25 seconds




## Who uses Snapchat?

Snapchat users:

- are between the age group of 13-23 years (Mostly iphone owners)
- share funny photos and videos
- share their moments and thoughts
- send 400 million Snaps everyday
- 70% of Snapchat users are believed to be women








### How I made it work:




- Used my other social channels to get followers
- Post exclusive content only on social media
- Featured highly attended high school events

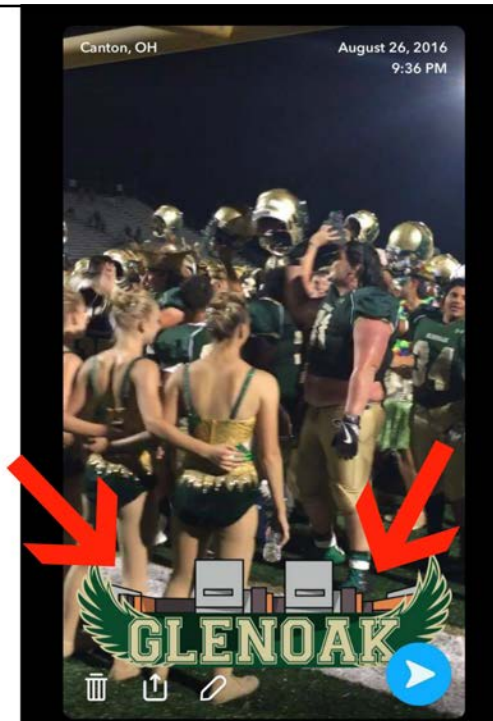
Home Geofilters Snapcodes Ads Download

				
THE UNIVERSITY OF TEXAS AT AUSTIN, AUSTIN, TX Lexie Yut	YORK, UNITED KINGDOM Anthony White	SURAT, GUJARAT, INDIA Harsh Kukadia	SANTA BARBARA, CA Evan James Gandreau	TUCSON, AZ Anthony Ezra Arvizu

Geofilters  
Dynamic art for different places.



**A Geofilter is a way to tag your location in a snap**



## There are two different categories of Geofilters



### COMMUNITY

Artists and designers are encouraged to create and submit a free Community Geofilter for their city, university, a local landmark, or another public location. No brand logos allowed.

[CREATE NOW](#)



### ON-DEMAND

Businesses and individuals alike can purchase On-Demand Geofilters for their event, business, or a specific location. Brand logos and trademarks are permitted.

[LEARN MORE](#)

**Geofilter  
Ideas**  
**-Graduation**  
**-Prom**  
**-Back to  
School**  
**-Special  
Events**



visit: [snapchat.com/geofilters](https://www.snapchat.com/geofilters)

*Questions*

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