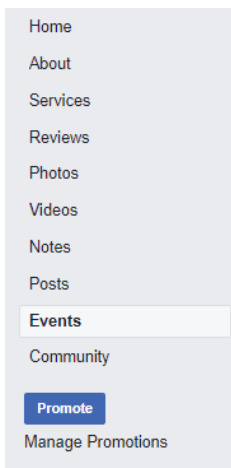




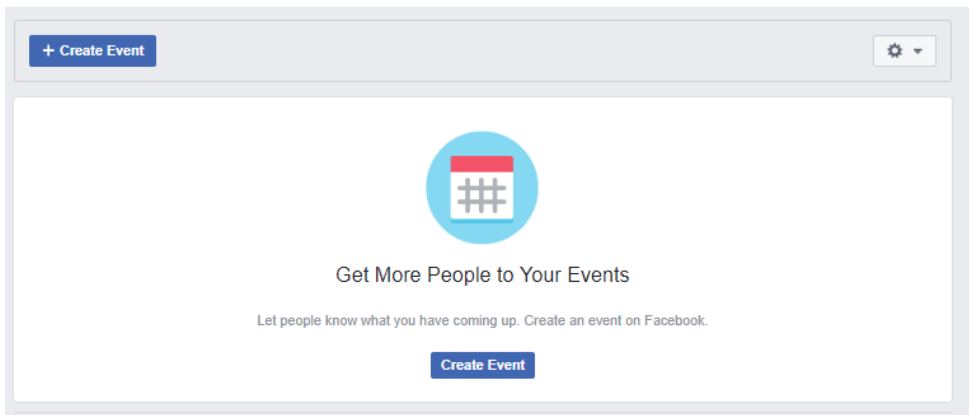
## Facebook Event Page

The following step-by-step instructions will guide you through the process of creating and sharing a Facebook Event to increase public attendance at your legislator recognition event.

**Step 1:** Log into your hospital's Facebook Page and select 'Events' from the vertical menu located below the Page's profile image.



**Step 2:** Click 'Create Event'



**Step 3:** Complete the 'Basic Info' section. This information will appear on your hospital's Facebook page, in the newsfeed of your followers, and on the newsfeeds of friends who have expressed interest in attending this event.

- Event Photo: Upload image (*for best results use a 1920 x 1080 pixel image with 16:9 aspect ratio*)

- Event Name (*max 64 characters*): Appreciation Event for **[Sen./Rep. Name(s)]**
- Location: **[Enter your hospital name/address]**
- Frequency: Select “Occurs Once”
- Start: **[Enter start date and time]**
- End: **[Enter end date and time]**

**Step 4:** Fill out the ‘Details’ section to let people know more about the event:

- Category: Select ‘None’ from drop down (because none of the available categories match this type of event).
- Description: Enter the following information and fill in the blanks [as indicated by brackets]:

[Hospital Name] is hosting a special recognition event to thank **[Sen./Rep. Name(s)]** for **[his/her/their]** support of healthy Kansas communities. Please join us!

On every high-priority health care issue addressed during the 2017 Kansas legislative session, **[Sen./Rep. Name(s)]** voted in support of the health of our community. Such legislative issues included KanCare reforms and expansion, reversal of the 2016 Medicaid provider cuts, and the conceal carry exemption for public hospitals.

We hope all our friends and neighbors in **[town/city/county]** will join us as we recognize **[Sen./Rep. Name(s)]** for **[his/her/their]** unwavering support of health care in Kansas and in our community.

**[Additional information, such as event schedule, can be listed here.]**

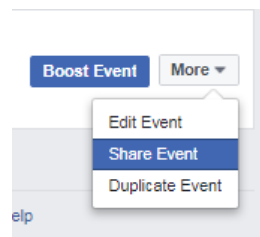
- Keywords: (*Keywords are helpful to better recommend this event to the right people.*)  
Recognition Event, Senator Appreciation, Representative Appreciation, Kansas Legislature, 2017 Legislative Session, Kansas Hospitals, Hospital Name
- Kid-Friendly: Check the box if children are allowed at your event.
- Tickets: N/A
- Options: Choose who can edit and post in your event:
  - Co-hosts – N/A
  - Posting – This monitors who can post to the event page. Choose one of the following:
    - ✓ “Anyone can post”
    - ✓ “Anyone can post, but a host must approve the post”  
**(recommended)**
    - ✓ “Only hosts can post”
  - Guest List – Shows the public who is attending, might attend, and has been invited.
    - ✓ “Display guest list” **(recommended)**

**Step 5:** Publish your event. You have the option to either publish the event immediately or, by selecting the arrow, you can schedule the event to post to your page at a set date and time.

**Step 6:** Pin Your Event. Once the event is created, we recommend pinning the event to the top of the Facebook page (which will automatically appear on your hospital's Facebook page after you create this event). To pin a post to the top of your company page, click the arrow in the top right corner of the post and choose "Pin to Top of Page."

**Step 7:** Share Your Event. Once the event is created, you can share it at any time by following these steps:

- Navigate to the 'Events' tab located in the left, vertical menu below your Page's profile image.
- On the right, next to the event you want to share, hover over the 'More' button and click 'Share.'



- The following Facebook posts can be used if desired when sharing the event:

Please join **[Hospital Name]** as we thank **[Sen./Rep. Name(s)]** for **[his/her/their]** support of healthy Kansas communities.

Please join us as we thank **[Sen./Rep. Name(s)]** for **[his/her/their]** unwavering support during the 2017 Kansas legislative season.