

How to Create a Facebook event for your Council's Virtual FOP Walk



Step 1: Log in to your Council/Conference's Facebook Page.

The image shows a screenshot of a Facebook page for the National Council of the United States Society of St. Vincent de Paul. The page is viewed from the perspective of a user named Michelle. The top navigation bar includes the Facebook logo, a search bar, and icons for home, notifications (9), video (9), and a profile picture. The main content area features a large blue banner with the text: "The Mission of the Society of St. Vincent de Paul" and a quote: "A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need." Below the banner is the organization's profile picture, name, and handle (@svdpusa). The left sidebar contains a "Manage Page" section with various tools like Home, Inbox (21 new comments), Resources & Tools, Manage Jobs, Notifications (20 new), Insights, Publishing Tools, Ad Center, and Page Settings. The bottom of the page shows navigation tabs for Home, About, Photos, Events, and More, along with a "Create Post" button and a notification for 104 likes.

Search Facebook

Michelle

Manage Page

National Council of the United States Society of St. Vincent de Paul

Home

Inbox
21 new comments

Resources & Tools

Manage Jobs

Notifications
20 new

Insights

Publishing Tools

Ad Center

Page Settings

The Mission of the Society of St. Vincent de Paul

“A network of friends, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need.”

Edit

National Council of the United States Society of St. Vincent de Paul

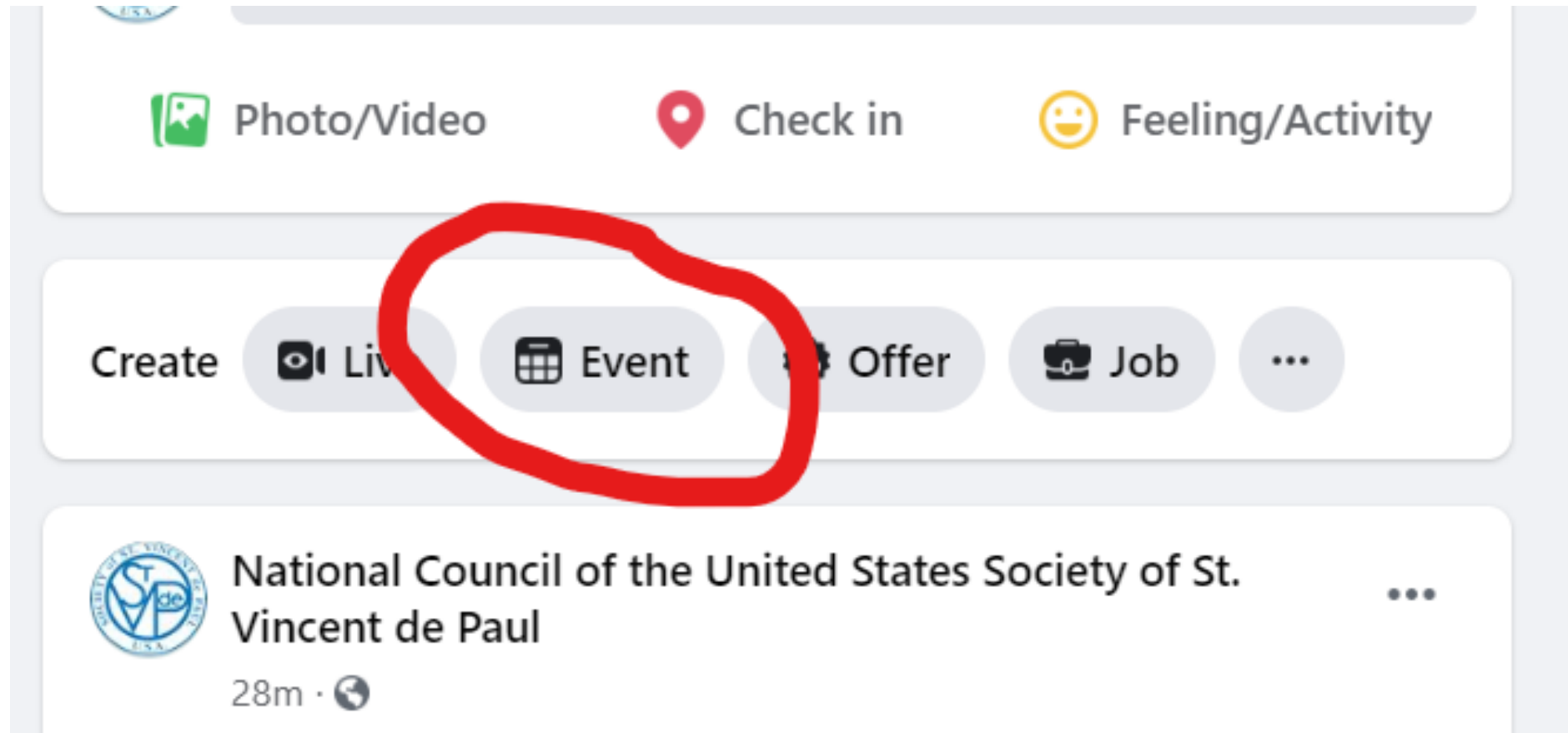
@svdpusa · Nonprofit Organization

Home About Photos Events More

Promote View as Visitor

Insights See All Create Post 104

Step 2: Click “Create Event”



Step 3: Fill in the event details in the appropriate fields.

The image shows the Facebook event creation interface. On the left is the 'Required Details' form, and on the right is a 'Desktop Preview' of the event page.


Required Details Form:

- Organization: National Council of the United States Society of St. Vincent de Paul
- Event Host: National Council of the United States Society of St. Vincent de Paul
- Event Type: Online Event
- Location: [Input field with location pin icon]
- Time zone: Time zone set by the location
- Start Date: [Calendar icon] Start Time: [Input field]
- End Date: [Calendar icon] End Time: [Input field]
- Event Name: [Input field]
- Buttons: [Schedule Multiple Events](#), [Create](#), [...](#)

Desktop Preview:

- Event Name: [Redacted]
- Location: [Redacted]
- Navigation: [About](#) | [Discussion](#)
- Actions: [Interested](#) | [Going](#) | [Invite](#) | [Share](#) | [...](#)
- Details: Public · Hosted by National Council of the United States Society of St. Vincent de Paul
- Go With Friends: [See All](#)
- Stats: 0 GOING | 0 INTERESTED
- Host: National Council of the United States Society of St. Vincent de Paul (Nonprofit Organization)
- Bottom Right: [94](#)

Step 4: Click “Create.”

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National Council of the United States Society of St. Vincent de Paul · Required Details

Required Details


[Schedule Multiple Events](#)

Event Name

Description

Covid can't stop good! Just because we can't physically be together, we can still walk together in spirit to help our Friends In Need! For more info, visit fopwalk.org.

Photo



When you create an event on Facebook the [Pages, Groups and Events Policies](#) apply.

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Congratulations! Your event is live! Now invite people and share, share, share!

The image shows a screenshot of a Facebook event page. At the top, there's a navigation bar with the Facebook logo, a search bar, and icons for home, notifications (9), video (9), marketplace, and groups. The user's name 'Michelle' is visible in the top right corner. The main content area features a large event banner with the text 'Friends OF THE POOR WALK/RUN NATIONAL WALK DAY SEPTEMBER 26, 2020'. The banner is flanked by blue and white striped vertical bars. Below the banner, a calendar icon shows the date '26'. The event title 'SVdP Friends of the Poor Walk/Run National Walk Day' is displayed in bold, with a 'Boost Event' button to its right. Below the title, there are tabs for 'About' and 'Discussion', and buttons for 'Interested', 'Going', 'Invite', 'Edit', and a share icon. At the bottom, there are two promotional cards: one from Facebook about staying up to date on COVID-19 information, and another titled 'Boost Your Event' with a 'Boost Event' button. A small '107' icon is visible in the bottom right corner.

Search Facebook

Michelle

26

SEP 26 AT 12 AM – SEP 27 AT 12 AM

SVdP Friends of the Poor Walk/Run National Walk Day Boost Event

About Discussion Interested Going Invite Edit

Michelle, Stay Up to Date on Coronavirus (COVID-19) Information
It's up to all of us to slow the spread of COVID-19. Everyone, including young and healthy people, should avoid large gatherings during this time. For more information, visit [facebook.com/covid19](#).

Boost Your Event
Boost your event to sell more tickets.
Boost Event

107

Questions?

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