

## **Facebook Posting Process**

**6-13-2017**

### **Moderators**

- Jessica Gorman, jgorman06@gmail.com
- Eric Hoyer, erichoyer2@gmail.com
- Gina Levine, ginamlevine@gmail.com

### **Moderator duties**

- Receive notifications from FB and monitor submissions from the community daily
- Publish those submissions or deny publication
- If submissions are denied, respond to would-be poster with reason (from CNA's FB guidelines)
- Monitor comments to postings and delete if they violate CNA's FB guidelines
- Post and share CNA info and events details

### **Topics each moderator posts/shares**

- Jessica: CNA events, monthly CNews PDF, weekly CNews story in HTML
- Eric: FB posts from other organizations' FB pages
- Gina: Community room news and information

### **CNews postings on FB**

- Gordon sends Tami the CNews low-res PDF the day after he uploads it to the printer
- Tami publishes the PDF on ConcordiaPDX.org within 2 days of receiving it and notifies Jessica
- Jessica publishes the CNews link on FB as soon as she can (hopefully this will precede delivery of the printed CNews to Concordia homes)
- Nancy lets Tami know – the day after Gordon uploads to the printer – which 4 CNews stories to publish in HTML on ConcordiaPDX.org
  - Nancy's list names which week each of the four stories is needed on ConcordiaPDX.org, and cc's Jessica
- Tami publishes the HTMLs on/near the dates in Nancy's list and notifies Jessica each time
- Jessica publishes the week's HTML on Facebook as soon as she can after receiving notification from Tami