Facebook Ad Step-By-Step for Grantees



#RISINGYOUTH *community service grants*

What You Will Need...

- Access to a computer and WiFi
- A Facebook Account
- An accepted payment method
 - Paypal
 - Credit Card or Visa Debit Card
 - INTERAC Online





AT THE TOP OF THE PAGE CLICK THE "CREATE BUTTON"

THEN SELECT "PAGE"



CLICK THE "GET STARTED" BUTTON UNDERNEATH THE COMMUNITY OR PUBLIC FIGURE SECTION

Community or Public Figure

Connect with people in your community and share news about what's important to you with a free Facebook Page.

Page name	
Test	
Category	
Community	?

When you create a Page on Facebook the Pages, Groups and Events Policies apply.

Continue

TYPE IN YOUR EVENT NAME AND SELECT THE SUITABLE CATEGORY FOR YOUR PROJECT, THEN CLICK THE "CONTINUE" BUTTON

Add a Profile Picture Help people find your Page by adding a photo.			
Step 1 of 2	Skip O Upload a Profile Picture]	

UPLOAD A PROFILE PICTURE FOR YOUR NEW PAGE Step 2

Pages with co	Add a Cover Photo ver photos typically get more Page likes and visits.
2 of 2	Skip O Upload a Cover Photo

UPLOAD A COVER PHOTO FOR YOUR NEW PAGE

Page	Ad Center	Inbox	Notifications 1	Insights	Publishing Tools	More •
A Co Paragran Co Co Co Co Co Co Co Co Co Co Co Co Co	DAY OF DAY OF DOLVERSATION WIT of the share: IRUARY 20, 2020 OPM TO 9:00 PM IS TOWN HALL USSEX AVE, TORONTO		Add a Cover			
Test						
Create P	age @Usernam	e S				
Home						
Events						
Reviews			Like 🔊 Follow	A Share	••••	
🔻 See n	nore					
Promot	е	Cı	reate OI Live	Eve	ent 🕼 Offer	
Visit Ad 0	Center					
		2	Write a post.			
			🏠 Photo/Video	🔗 Get Messa	ges 🙂 Feeling/A	ctiv •••
		U	ocoming Events			
					L	
				No upco	ming events	
			Make it easy for pe	ople to find yo	our next event. Create	e it on Facebook.
				Cros	to Event	

NEXT, CREATE A NEW EVENT BY HITTING THE BUTTON THAT IS CIRCLED ABOVE

New Event by Test				×
Enter the following info	rmation to create yo	our event.		
Event Photo or 🕞 Video	BE CREATIN	/EI O Change Pho N CO	to/Video	
Event Name	Event			5 / 64
Location 🚯	O TakingITGloba	al		•
Description 🚯	description			
Category 🚯	Literature			•
Frequency 🚯	Occurs Once			•
	Starts	2/24/2020	12:00 PM 🕓	EST
	Ends	2/24/2020	6:30 PM 🕓	EST
When you create an even and Events Policies apply	it on Facebook the F	Pages, Groups	Save Draft P	Publish 🔻

UPLOAD A GRAPHIC FOR YOUR EVENT AND COMPLETE ALL THE FIELDS PROVIDED, THEN HIT PUBLISH

	Boost Event	Edit Event
BE CREATIVE!	INSIGHTS See More	Add Confirmation You can ask guests to reserve a spot and provide additional details + to confirm their attendance.
OW/N CONTENT	People Reached Responses +0 last 7 days +0 last 7 days Audience	Add Ticket Link Add a link to your ticketing website
	Track ticket sales Not enough data to show audience information	Ticket URL https://www.eventbrite.ca/e/i-will-tickets-910998029 On Sale Now ▼
FEB Event 24 Public · Hosted by Test		
★ Interested ✓ Going •••	Promotions Advanced Options Get More Responses	Options Choose who can post in your event
 Monday, February 24, 2020 at 12 PM – 6:30 PM Next Week · 3–5°C Rain Showers TakinglTGlobal 	Boost your event to reach more people. Boost Event	Post Permissions Only admins can post Anyone can post
About Discussion	View All Promotions	Messaging People can ask questions about your event on Messenger
Write Post Add Photo/Video Live Video Create Poll	RECOMMENDED ACTIONS Reach More People, Share Your Event Help people find out about your event	Guest List 🕢 🗹 Display guest list
	by sharing it in News Feed. Share Event	Cancel Event Cancel Save

IF YOU HAVE AN EVENTBRITE LINK, SELECT THE CIRCLED BUTTON ABOVE

PASTE IN THE LINK TO YOUR EVENTBRITE PAGE, AND HIT "SAVE"



TO START AN AD, SELECT THE **"BOOST EVENT' BUTTON**

						X
	Preview:	Desktop News Fe	ed ▼			
099802963	descrir	Test Sponsored · 🔇				
rd like to use in re		BE CREATIVE!		OU	REN	
11 / 90	MON, Ever event	FEB 24 AT 12 PM ht tbrite.ca			Get T	ickets
ok's Terms & Conditions	s Help Ce	nter			Cancel	Boost

THIS PAGE WILL POP UP AND YOU WILL BE ABLE TO CUSTOMIZE A CAPTION AND THE IMAGES OR VIDEOS THAT WILL BE DISPLAYED



TO CREATE YOUR OWN TARGET AUDIENCE, CLICK ON "CREATE NEW AUDIENCE"

Create Audience

Select the location, age, gender and interests of people you want to reach with your ad.

×

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vent Name
nder 1
All Men Women
3 ▼ - 36 ▼
ations 🚯
anada 😵 Toronto, Ontario 🛛 + 25mi 💌
dd locations
Your audience location has been changed from Ontario to Toronto. Undo Change X
Newmarket Richmond Hill Vaughan Brampton Newmarket Oshawa Ajax Pickering -
Your audience size is defined . Good job!
Potential Audience Size: 1,600,000 people 🕕
Specific Broad

IN THIS SECTION YOU CAN SELECT THE DEMOGRAPHICS THAT YOUR AD WILL BE CATERED TOWARDS SUCH AS AGE, GENDER AND LOCATION

WHEN YOU SCROLL DOWN YOU CAN PERSONALIZE YOUR DETAILED TARGETING

nclude people who match	
mental health	Suggestions Browse
DSM-5	Interests
Mental Health Technician (MHT)	Job Titles
Mental Health Worker (MHW)	Job Titles
World Mental Health Day	Interests <
National Institute of Mental Health	Interests
Canadian Mental Health Association	Interests
Case management (mental health)	Interests
Mental Health Awareness Month	Interests
Your audie	ence size is defined . Good job!
Specific Broad	Audience Size: 1,600,000 people 🚯

Pickering

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Burlington

Hamiltor

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Orop Pin

Cancel

Save

Create Audience

tratford

Guelph

Kitchener

Cambridge

Detailed Targeting **6**



Include people who

Interests > Addition

University of Tore

University of Toro

University of Toro

University of Toro University of Toro

university of toronto University of Toro

World Mental H

Detailed Targeting

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match			
al Interests lealth Day	5		
2	Sugge	stions Br	owse
onto		Sc	hools $<$
onto		Emple	oyers
onto		Inte	rests
onto Missis	sauga	Sc	hools
onto Missis	sauga	Inte	rests
onto Scarb	orough	Inte	rests
	Your audience selection is too specific for your Try making it broader.	ads to be sh	iown.
road	Potential Audience Size: Fewer than 1,000 people	e 6	
		Cancel	Save

YOUR PERSONALIZATIONS CAN INCLUDE A WIDE RANGE OF FIELDS SUCH AS INSTITUTIONS, TOPICS OF INTEREST, AND OCCUPATIONS

Create Audience	Cts Catharing	
Detailed Targeting ()		
Include people who match ()		
Demographics > Education >	Schools	
University of Toronto		
Interests > Additional Interest	S	
Canadian Mental Health	Association	
Health & wellness		
Student		
World Mental Health Day	,	
Add demographics, interests of	or behaviors	Suggestions Browse
Physical fitness		Interests
Mental health counselor		Job Titles
Ryerson University		Interests
George Brown College		Schools
Education		Interests
Mindfulness		Interests
Quality of life		Interests
\frown	Your audience size is defined . Good job	!
Specific Broad	Potential Audience Size: 680,000 people	e 🚯

MAKE SURE THAT YOUR AUDIENCE SIZE IS DEFINED BEFORE YOU HIT THE "SAVE" BUTTON

Boost Event	
Duration 1	
Days 4 📥 End date	🖶 Feb
Total budget	
\$60.00 CAD	
Estimated People Reached () 1,200 - 3,600 people per day	
Refine your audience or add budget to reach that matter to you.	h more (
You will spend \$15.00 per day. This a days, ending on Feb 24, 2020.	ad will
TRACKING CONVERSIONS	
Facebook Pixel	
PAYMENT	
Currency	
Canadian Dollar 💌	
By clicking Boost, you agree to Faceb	book's T

-

Cancel Save



NEXT, EDIT YOUR DURATION OF THE AD, THE TOTAL BUDGET THAT YOU WISH TO SPEND, AND ENSURE THAT THE CURRENCY IS IN CAD. THEN HIT THE "BOOST" BUTTON.

Enter Ad Account Information	\times	
Before confirming a payment method, please provide the following informatio	n.	
Province		
Select Province		
Your country is set to Canada and your currency is CAD . Change		
Cancel		

THIS SCREEN WILL POP UP TO PROCEED TO THE PAYMENT SECTION. SELECT YOUR PROVINCE AND HIT "CONTINUE"

Select a Payment Method	Help
Add a new payment method to your Facebook A Apply Show payment methods for: Canada 💌	Ads account · Terms
Credit or Debit Card	VISA Masteriare
Name on Card	
Card Number	Expiration
	MM YY
Security Code 🚯 Billing Zip Code	
O PayPal	PayPal
O INTERAC Online	
Your payment info is stored securely. Learn	More.
I have a coupon to redeem [?]	Cancel Continue

FILL IN THE PAYMENT METHOD FORM AND HIT "CONTINUE"





THE "SUBMITTING" LOADING SCREEN WILL APPEAR

Mark All as Read · Settings

Your first ad for Test is approved! We'll let you know when you start getting results.

📶 6m

Welcome to Facebook Ads! We'll let you know when your first ad is approved.

1h

YOUR AD WILL THEN BE SENT FOR REVIEW, AND YOU WILL BE NOTIFIED IF IT IS APPROVED AND PUBLISHED LIVE.

FOLLOW US!





FACEBOOK

facebook.com/TakingITGlobal

INSTAGRAM

@RisingYouthTIG





TWITTER

@takinglTglobal