



Taking The Plunge Into The Wonderful World Of **Facebook**

A Syllabus And Work Book

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Introduction

Why Does Your Business Need a Facebook Fan Page?

A Facebook fan page is more than just another way to connect with prospects and customers online. Your Facebook fan page can:

- Drive more traffic to your website
- Build your email list
- Sell more products/services
- Announce special offers and promotions
- Announce events
- Share news
- Provide value to your prospects and customers
- Share photos and videos
- Get feedback from clients and prospects
- Improve your relationships with your prospects and customers
- Improve Search Engine Optimization

Additionally:

- Facebook fan pages are public
- You can communicate directly with your "fans".
- When a person joins your fan page, it's published in their News feed – this gives a viral quality to your fan page.
- You have access to more than 500 million active users who log onto Facebook regularly and spend an average of 55 minutes per day on the site.
- Facebook is now the 2nd most visited site in the world after Google
- And Facebook fan pages are free!

Plain and simple, Facebook offers a huge potential to profit and grow your business.

What This Syllabus Is Designed to Accomplish

This syllabus operates under the assumption that you already have a Facebook account. If you do not, you'll need to register – it's free.

This syllabus walks you through the five steps required to create and profit from a Facebook fan page. The steps include:

- Step #1 Define Your Facebook Page's Goals and Purpose
- Step #2 Identify and Research Your Audience
- Step #3 Plan Your Facebook Page
- Step #4 Create Your Facebook Page
- Step #5 Maintain Your Facebook Page – A Long Term Plan for Profit

So let's get started!

Step #1 Define Your Facebook Page's Goals and Purpose

It's a simple question. **"What do you want to accomplish with your Facebook page?"**

Yet the answer isn't always so simple. Ultimately you likely want to use your Facebook page to make more money and grow your business. But there are many ways to accomplish that and many directions to take. Perhaps a better question is, **"How do you want to use your Facebook page to grow your business?"**

Don't worry, you're not expected to know the answer right now. However, before you begin creating your fan page it's important to have a direction – to have goals.

As mentioned in the introduction there are several things your Facebook fan page can accomplish. They include but are not limited to:

- Traffic generation
- List building
- Selling products/services
- Announcements and promotions
- Content and value
- Building a community/strengthening relationship

In fact, Syncapse.com surveyed 4,000 people who “Liked” the top 20 brands with Facebook pages. They found that someone who has “Liked” a brand spends an average of **\$71.84** more each year on that brand’s products or services.

A little story about turning fans into paying customers...

Company ABC created a Facebook fan page. Their audience is strongly represented on Facebook so they went all out and hired someone to maintain their page for them. They created a custom Facebook page that offered a ton of valuable content, promotions, news items and interactive tools and applications. They even included a Q&A page and a page where Facebook fans could learn about products and services and purchase directly from the page.

When a fan made a purchase they also tended to post a note on their profile about the great new product they purchased from Company ABC. The company gained more fans from these mini reviews. Company ABC was able to increase their monthly sales by 10%.

This story can easily be you. And if selling products or services on your Facebook page isn't your goal and you'd rather build your opt in list, you can do that, too.

Before you move onto the next step, spend some time brainstorming what you want to accomplish with your Facebook fan page.

Step #2 Identify and Research Your Audience

Okay, you've brainstormed your Facebook fan page goals and you're anxious to get started planning and creating your page. Wait, not so fast!

Before you create your page you want to make sure your audience is represented on Facebook. You want to make sure you're planning and creating a page that will generate the profits you desire.

One great place to start might be the collection of data published by iStrategyLabs, collected from Facebook's Social Ads Platform.

http://www.istrategylabs.com/wp-content/uploads/2010/01/facebook_demographics_chart_statistics_2010.png

However, that chart and other charts found online don't tell the whole story. Often the best way to see if your audience is well represented on Facebook is to log on and start browsing. Search for friends by interest. Look at other pages that are relevant to your industry.

You can also go through the motions of creating a Facebook ad. You'll be asked to choose demographics for your ad. This can show you how many people your ad might reach. This is likely your potential audience for your fan page as well. (In fact, later, once your page has been created, you can create an ad to promote your fan page.)

Take a few minutes to jot down who your audience is for your fan page. Then spend some time on Facebook making sure that they're present and that your efforts will be profitable.

Step #3 Plan Your Facebook Page

Once you know your goals for your Facebook page and you're comfortable that you have an audience, it's time to get into the fun stuff – planning your Facebook page.

What tabs do you want on your Facebook page?

You can create a number of tabs. Each one will be designed to help you achieve your goals.

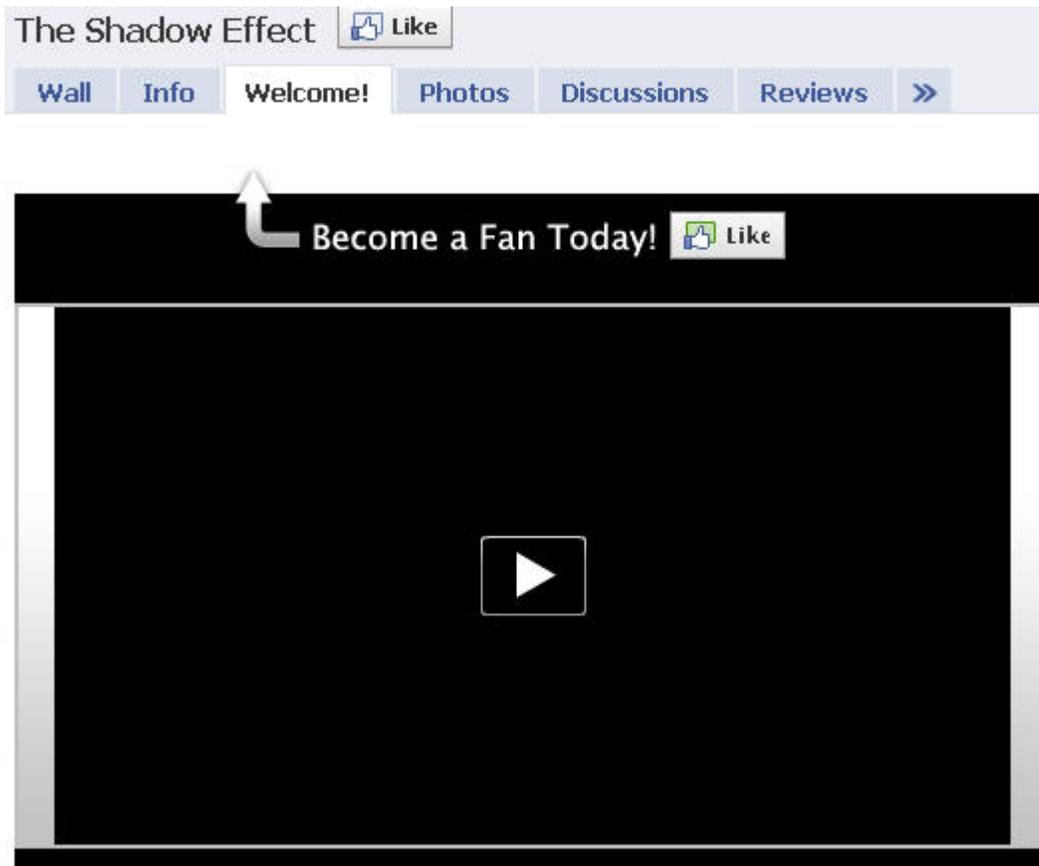
For example, a Welcome tab is a common choice for any successful Facebook page. You can adjust your settings so that's the first page anyone sees when they come to your Facebook page.

Other options include:

- Video
- Opt In tab
- Product tab
- Questionnaire/Survey tab
- Information tab

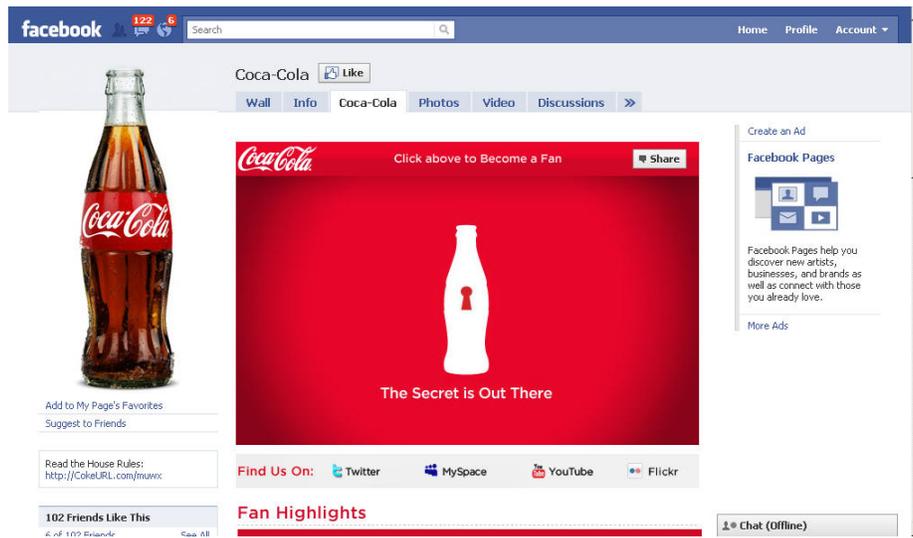
And so on.

Here is an example of a Facebook page bar with tabs



In the screenshot above you'll notice there's also a video on the welcome page. This is a great way to instantly connect with your visitor.

Here's the fan page for Coca Cola



Notice that Coke also has a video along with a link to their other social networking sites. Connecting multiple social platforms can help funnel prospects and customers throughout your community. It can forge a stronger connection and grow your audience. Consider the other social networking sites you use and how they might fit into your overall Facebook goals.

More From Coke On The Next Page...

Below you'll see some other items on Coke's Facebook page. It includes links to their products, contact information, and links to other Coke communities and initiatives.



LIVE POSITIVELY 

- Climate Protection
- Water Conservation
- Community
- Balanced Living
- Product Innovation
- Recycling

Questions? Answers.

[Ask Coca-Cola](#)

Product List

Want to learn more about our 3,000 beverage products around the world?

[View Our Products](#)

© 2010 [The Coca-Cola Company](#) | [Terms of Use](#)

 **United States**
Change Your Country

Additionally, if you click on the side tab on the top bar of Coke's page you'll see a long menu list of pages, applications and tools people can visit.



Notice that everything on the Coke page is designed to provide value to visitors.

As you're planning your Facebook fan page, consider what content you can offer that will provide the most value to your prospects and visitors.

Provide content that:

- Is relevant to your industry
- Is insightful or entertaining
- Motivates people to interact, comment and take action.

Add tabs that offer value to your prospects and customers.

For example, if you're a professional coach you might have a tab that offers assessments and quizzes.

If you're an information marketer, perhaps one tab will be dedicated to "reviews." Contests and sweepstakes are also a great way to motivate people to participate on your page and become part of your community.

Create an outline for your Facebook page. Include all of the tabs you're going to have on your page. Note that you don't have to create all of them before you launch. Part of creating an engaging page is adding content and that includes adding new tabs as your page grows and evolves.

Start with a plan for what you want to launch your page with. Make sure your page and subsequent tabs support your goals. For example, if your goal is to build your list you'll likely want:

1. Welcome page with an opt-in form
2. Info/About page

Once you have your plan, it's time to get on Facebook and start the creation process.

Step #4 Create Your Facebook Page

Visit- <http://www.facebook.com/pages/create.php> and enter your log

Official Page

Communicate with your customers and fans by creating and maintaining an official Facebook Page.

Please note that you will not be able to edit the name of a Page after it has been created.

Create a Page for a:

Local business

Brand, product, or organization

Artist, band, or public figure

Page name:

(examples: Summer Sky Cafe, Springfield Jazz Trio)

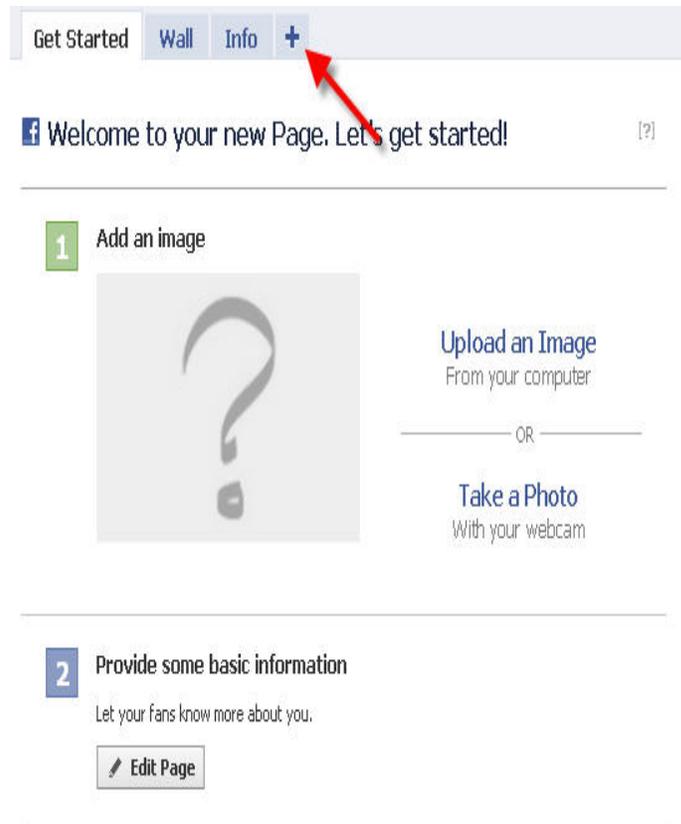
I'm the official representative of this person, business, band or product and have permission to create this Page.
[Review the Facebook Terms](#)

Create Official Page

in information in the upper right hand corner.

As seen in the screenshot, you'll be asked to choose a category for your Facebook page. You'll also be asked to enter your page Name.

Experts strongly recommend using your name, not the name of your business. This is because people are looking to connect with other people on Facebook, not companies.



Once you have created your Facebook fan page, you will need to add photos and information in order to make it a page that Facebook users will want to visit again and again.

Again, use your own photo rather than a logo or business graphic.

In the screenshot you'll also notice a red arrow

pointing to a +. When you click on the plus symbol you can add a new tab to your page.

You've already planned your page, so this step should be fairly straightforward. Simply add the tabs you've planned. You can play with the wording and the copy on the page. It's all a draft and not "live" until you publish it.

To add a welcome tab, click on the plus symbol and search for "Welcome" in the drop down menu.

Once your page is ready to go, it's time to publish your page. Your Facebook fan page is not yet live until you click the "Publish this Page" link. You can edit your page at any time by simply clicking "edit page".

****It should also be noted that you can outsource this project to a professional or a service. There are a number of social media and Facebook experts that create custom fan pages to help you achieve your profit goals.**

Step #5 Maintain Your Facebook Page – A Long Term Plan

Your work isn't done once you've launched your page. You will have three primary functions to make your Facebook page a profitable success.

Network and Connect

You're going to want to let people know you have a Facebook fan page. Share links from your fan page on your profile. Invite friends, prospects and connections to become fans. Consider hosting contests and promotions to drive traffic to your Facebook page.

Promote your Facebook page on your email signature, on your homepage, and in other social networks that you're a part of. Integrate your fan page into your existing marketing tactics and strategy.

Consistently Add Value and Content

The best way to generate and maintain interest in your page is to consistently add fresh and valuable content. Post links, create discussions, publish pictures and content. Post surveys and have fun with applications.

Don't forget to also publish promotions and special offers. Get creative and generate excitement for your page and your business.

Study Your Results

Finally, it's important to stay on top of your page to ensure it is meeting your goals. Facebook provides a wealth of information to help you stay informed. You can analyze:

- The number of interactions you have had with fans each day or week.
- The number of comments you had on your posts.
- The demographics of your fans
- The tabs, content, or applications that receive the most interest and interaction

And of course you can and should track your success. If your goal was to build your lead list, are your efforts helping you achieve your goal? If your goal is to send traffic to your website sales page, what's your click through rate? How many of those clicks are converting?

Create a plan to:

1. Network and spread the word about your fan page
2. Consistently add value and content to your Facebook fan page
(Consider hiring an administrative assistant to manage your page.)
3. Analyze the results and build on your success.

Conclusion

Facebook fan pages are an exceptional tool to achieve a number of business building goals. Whether you're driving traffic to your website, building your lead list or actually selling products or services on your page, the end result is a boost in profits.

Create your goals, research your audience, plan and create your page to support your goals. Once your page has been published, create a long-term plan to maintain it by consistently adding valuable content, networking with users and fans and tracking results. Profits will naturally result from your dedicated efforts.

Creating and Profiting from Your Facebook Fan Page

Your Workbook

Congratulations! Getting to the point where you're ready to launch your Facebook Fan Page and grow your profits is an event to be celebrated. It has taken a lot of planning and hard work to get to this point and you deserve a pat on the back. Before you start blushing in the glow of success, use this handy checklist to make sure you've covered all your bases.

You have created measurable goals for your Facebook Fan Page including but not limited to: (Check all that apply)

- Drive more traffic to your website
- Build your email list
- Sell more products/services
- Announce special offers and promotions
- Announce events
- Share news
- Provide value to your prospects and customers
- Share photos and videos
- Get feedback from clients and prospects
- Improve your relationships with your prospects and customers
- Improve Search Engine Optimization
- Other _____

- You've identified and researched your target audience.

- You know who they are and what problems they have
- You know they're present on Facebook because you've:
 - Interacted with them on Facebook already
 - Utilized published research found online. For example graphs and charts.

- Utilized the Facebook Ad creation process to study the actual numbers of potential prospects.
- Been using Facebook successfully and know it's time to add a fan page.
- Other_____

You've create a short term plan for your Facebook page that includes but is not limited to: (Check all that apply)

- Welcome tab
- Opt In tab
- Product/Services tab
- Questionnaire/Survey tab
- Video tab
- Discussions
- About/Information
- News
- Contests
- Promotions/special offers
- Twitter and other social networking links
- Other_____

You've created a long term plan for your Facebook page that adds content and value on a regular basis.

You've logged into Facebook and created your page. (Or hired someone to create a custom page for you.)

- You've used your real name instead of your business name
- You've uploaded a photo of yourself, not a logo or other business related graphic

- You've created the tabs you want to launch your page with and each tab supports your goals.
- You've proofread and edited the content on the page to ensure it accurately represents who you are and what you want to accomplish with your page.

- You've created a long term plan to maintain your Facebook fan page. This plan includes, but is not limited to:** (Check all that apply)
 - Networking** - you've integrated your fan page into your existing marketing tactics and strategies. Including:
 - Email signature
 - Autoresponders
 - Advertising
 - Other social networking sites
 - Information products
 - Content
 - Website
 - Other _____

- You've invited all of your current Facebook friends to "Like" your page.**

- You've invited all existing customers and subscribers to "You're your page.**

- You've connected with industry leaders on Facebook and invited them to become a fan.**

- You've connected with your competition on Facebook and invited them to become a fan.**

- Content and value** - you've created a plan to consistently add value to your Facebook page. (or you've hired someone to manage and maintain your page)

- Analytics** - you've created a plan to consistently analyze and study your page results to ensure you're on track to meet your goals. You've created a plan to analyze:
 - The number of interactions you have had with fans each day or week.
 - The number of comments you had on your posts.
 - The demographics of your fans
 - The tabs, content, or applications that receive the most interest and interaction
 - Other _____

If you can HONESTLY check off each of those tasks and KNOW that they've been done to the absolute BEST OF YOUR ABILITY, then your Facebook fan page is ready for its big debut! Go on and let it fly!

Congratulations, you've done something that very few people have...set up a Facebook Fan Page correctly! That will pay you dividends in the future.

Thanks for reading and good luck in the **wonderful world of Facebook.**

Dennis Lively

Founder, Tourism Learning Center

Facebook Resources

These links are straight out of my digital rolodex

[How Brands Can Make the Most of Facebook's New Pages](#)

[Facebook Foundations for Nonprofits - Critical Tactics for Success](#)

[How To Create A Facebook Page Reveal Tab](#)

[Facebook Static FBML – Use External Stylesheet or Won't Work in Internet Explorer | HyperArts](#)

[How To Get More Traffic From Facebook \(Day 16\) - Social media marketing for small non-profits](#)

[Twelve Steps To Creating A Bootylicious Facebook Page \(Day 15\) - Social media marketing for small non-profits](#)

[How To Create An Incentive For Visitors To Fan Your Facebook Page \(Day 17\) - Social media marketing for small non-profits](#)

[How to use Facebook to promote your hotel, restaurant, tourism activity and travel marketing](#)

THIS link will take you to a web page that gives you the easy way out. Literally, 5 minutes after you get this program, you'll have a beautiful, working fan page. There IS a cost to this...\$29.00 a month...and I DO get a commission from the developers for telling you about their program...\$5.40 a month.

Here's my link: <https://billing.lujure.com/idev/idevaffiliate.php?id=115>

And here's a link directly to the site with no commission.

<http://assemblyline.lujure.com/>

YOUR choice!

By adding the knowledge in those links to the knowledge you gained from my syllabus and workbook, you're going to make a BIG splash when you **Jump Into The Wonderful World Of Facebook!**

Dennis

