

ULTIMATE POSTER FOR FACEBOOK GUIDELINES (4 pages)

SUBSCRIPTIONS: When you first register to use the extension, write down your password and email that you used, because if you want to subscribe after the 3 day trial you will need to use the same login credentials.

When the 3 days trial expires there are 2 subscription options. PREMIUM, in which you pay \$8.50 automatically each month for 12 months and GOLDEN in which you pay \$12.50 automatically each month for 6 months. The only difference is that you pay less per month if you sign up for 12 months. The function of the extension in each case is the same. Once you subscribe it may take Paypal about 24 hours to process your payment. During this time the extension may show you a popup message that says you are still in the “Free Trial Period”.

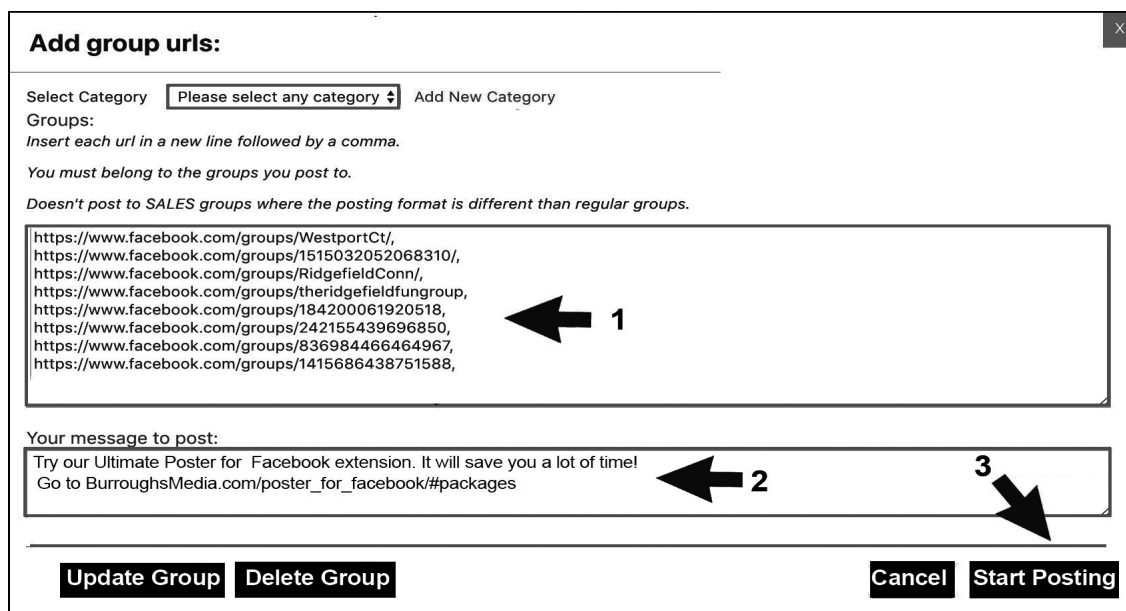
If you have any questions contact Trace Burroughs at BurroughsMedia@gmail.com

IMPORTANT NOTES:

1. It only works with the Chrome browser and Microsoft Edge browsers..
2. Do not post to more than 20 groups a day or Facebook may suspend your account for several days. It posts in random intervals between 6 and 10 seconds so Facebook won't detect you are using a bot.
3. It won't post and will skip over groups you don't belong to, and groups for specifically selling things, It won't post to personal pages and brand pages and one of those URL's are in your list to post to the extension will stop posting.

THE INTERFACE

ADDING URLS AND MESSAGE: 1. Put a vertical row of group URL's with a comma after each URL. 2. Your message goes here. You can include links. To include a video, upload it to Youtube or some other video hosting site and include a link. For an image, upload it to an image hosting site like <https://postimg.cc/> or your own Web site. If you include more than 1 link, image and or videos, only the first one will show as a visual. 3. When you are ready, click the “Start Posting” button.



The screenshot shows a window titled "Add group urls:" with a close button (X) in the top right corner. It contains the following elements:

- A "Select Category" dropdown menu with the text "Please select any category" and a plus sign icon, followed by a link "Add New Category".
- A "Groups:" section with the instruction "Insert each url in a new line followed by a comma." and a note "You must belong to the groups you post to." Below this is a warning: "Doesn't post to SALES groups where the posting format is different than regular groups."
- A text area containing a list of Facebook group URLs, each followed by a comma. A black arrow labeled "1" points to the list.
- A "Your message to post:" section with a text area containing the message: "Try our Ultimate Poster for Facebook extension. It will save you a lot of time! Go to BurroughsMedia.com/poster_for_facebook/#packages". A black arrow labeled "2" points to the message text.
- At the bottom, there are four buttons: "Update Group", "Delete Group", "Cancel", and "Start Posting". A black arrow labeled "3" points to the "Start Posting" button.

CONTINUED

CREATE A REUSEABLE GROUP/CATEGORY OF URL'S: 1. Put the URL's in the category you want to save in the URL areas 2. Click on "Add New Category". 3. Name your list of URL's. When you use the extension later you can choose which list you want to post to in that the drop down menu.

NOTE: For the list of URLs and its category name to keep until the next time you open the extension, you need to post a message.

Add group urls:

Select Category Add New Category

Groups:
 Insert each url in a new line followed by a comma.
 You must belong to the groups you post to.
 Doesn't post to SALES groups where the posting format is different than regular groups.

<https://www.facebook.com/groups/WestportCt/>,
<https://www.facebook.com/groups/1515032052068310/>,
<https://www.facebook.com/groups/RidgefieldConn/>,
<https://www.facebook.com/groups/theridgefieldfungroup>,
<https://www.facebook.com/groups/184200061920518>,
<https://www.facebook.com/westontoday>,
<https://www.facebook.com/groups/242155439696850>,
<https://www.facebook.com/groups/836984466464967>,
<https://www.facebook.com/groups/1415686438751588>,

Your message to post:

Update Group **Delete Group** **Cancel** **Start Posting**

DELETE A LIST/CATEGORY OF URL'S: 1. Select the group/category you want to delete in the dropdown menu. 2. Toggle the "Delete Group" button. That category name and the URL's associated with will be deleted.

Add group urls:

Select Category Add New Category

Groups:
 Insert each url in a new line followed by a comma.
 You must belong to the groups you post to.
 Doesn't post to SALES groups where the posting format is different than regular g

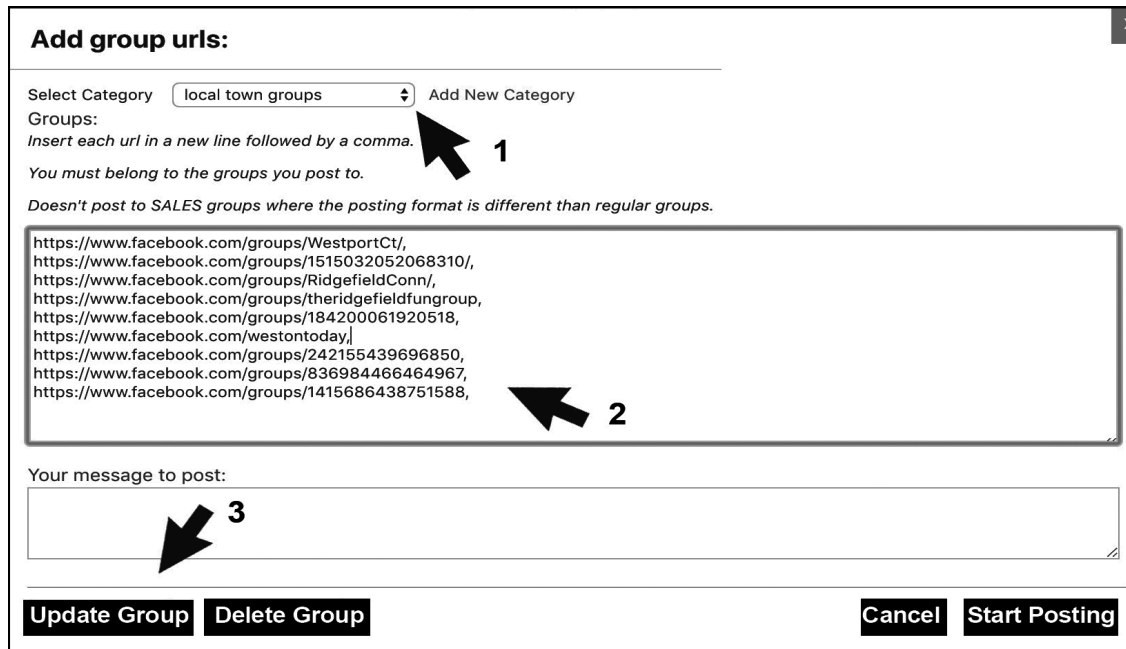
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<https://www.facebook.com/groups/836984466464967>,
<https://www.facebook.com/groups/1415686438751588>,

Your message to post:

Update Group **Delete Group** **Cancel** **Start Posting**

CONTINUED

EDITING THE URL'S IN A GROUP/CATEGORY: 1. Select a group/category in the drop down menu. You will see the list of URL's in that group. 2. Delete or add URL's. 3. Toggle "Update Group" button and that list will be updated.



Add group urls:

Select Category Add New Category

Groups:
Insert each url in a new line followed by a comma.
You must belong to the groups you post to.
Doesn't post to SALES groups where the posting format is different than regular groups.

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https://www.facebook.com/groups/836984466464967,
https://www.facebook.com/groups/1415686438751588,

Your message to post:

Update Group **Delete Group** **Cancel** **Start Posting**

POSTING:

1. The extension will only work on the Chrome browser.
2. When the extension is posting do not go to another tab or site. But you can open another browser and use that.

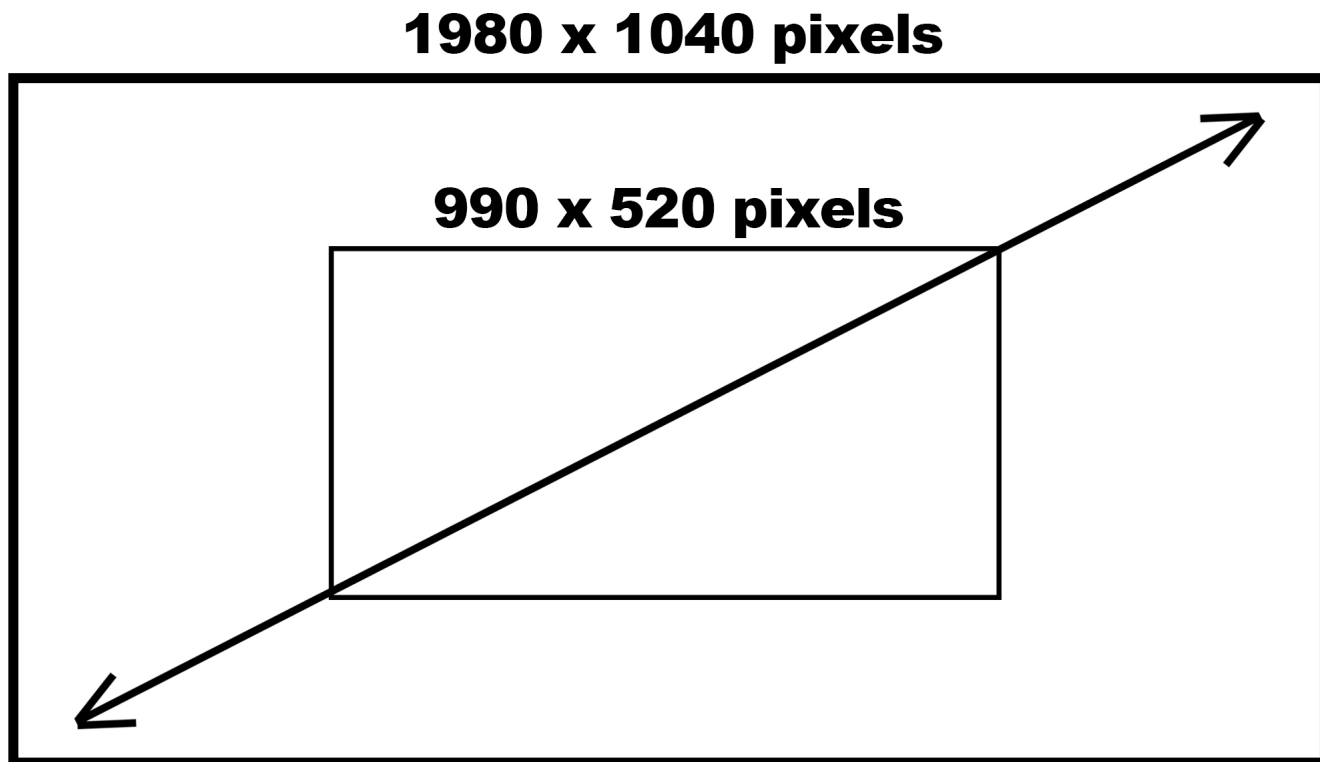
GROUPS YOU CAN POST TO:

1. You must belong to the groups you post to.
2. It will not post to personal pages.
3. The extension will not post to groups that has "sell" in the posting format.
4. You can't post to "brand pages". This is the type of page that allows companies or brands to introduce their services and activities.
5. After the extension posts to a group a message will come up with the name or number of the group you just posted to. If the posting freezes take note of the group where the process has stopped. Go to that group and make sure it's the kind of group you can post to. Maybe try to post to it manually.

CONTINUED

GRAPHICS & VIDEOS LINKS IN YOUR MESSAGE:

1. To include an image or video in your message you need to include a URL. You can upload your video you YouTube or your own site. For example if it's YouTube, include that link in your message. For Images you can upload them to an image hosting site like <https://postimg.cc/> or your own site. (When naming your image, don't use numbers) Here is what your URL might look like. We uploaded an image to our site: http://burroughsmedia.com/Poster_Image_Template.jpg
2. If the message you are posting has a graphic or video you will not see it as a thumbnail in the extension interface but it will show up as a visual in the timeline of the groups you are posting to
3. Before sending a post with the extension, try it out on your personal page to see if you like the way it looks. You can always delete it immediately afterward.
4. If you have more than one link in your message only the first one will show up as a visual in your post and the others will show up as URLs in your message.
5. The size or space in which your video will appear in your posting message will be 990 x 520. So consider that when you include a graphic. You can make it bigger, but keep it in that proportional ratio. HD videos are already very close to this proportion so you don't have do anything there. Here is a template you can download http://burroughsmedia.com/Poster_Image_Template.jpg



CONTACT

If you have questions contact Trace Burroughs/Burroughs Bots at BurroughsMedia@gmail.com