



News to Facebook feature MyParishCouncil

AUTO POST NEWS TO FACEBOOK

V1



Contents

Background	2
Details	2
Step 1	2
Step 2	2
Step 3	3
Step 4	3
Step 5	4
Step 6	4
Step 7	5
Step 8	5
Step 9	6
Step 10 Making the App live.	6
Step 11	7
Conclusion.....	7

Background

A social media is used more and more by councils. A method was needed to both reduce the time needed to ensure information is shared on multiple digital channels and that the council maintained control of what is published in its name.

Given clerks and admins already have access to publish news on the website it became a natural extension to have that news published to a councils Facebook page at the same time.

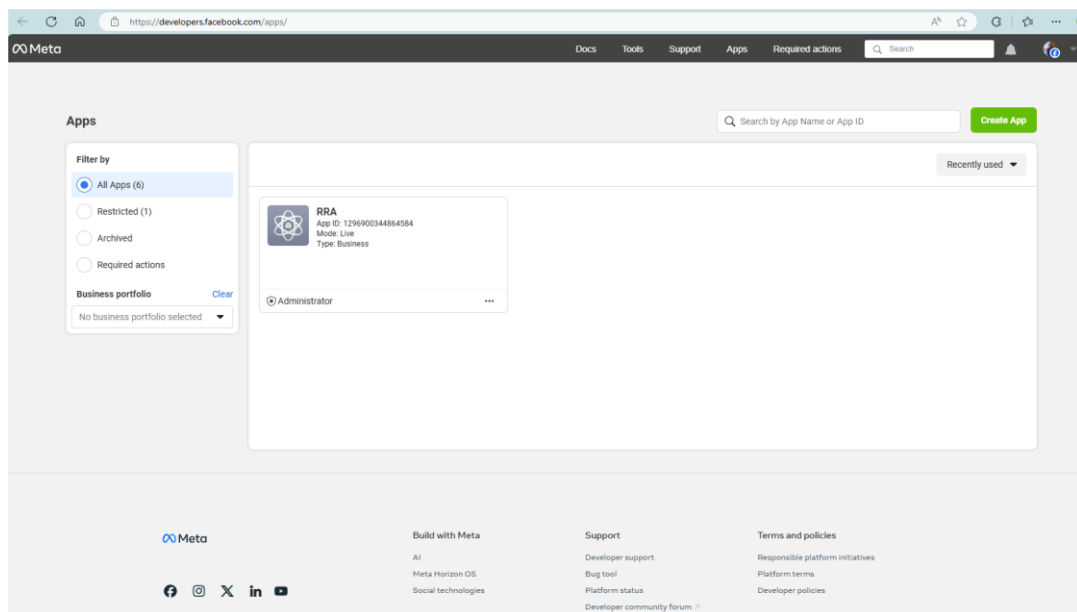
“Write once, publish twice”

Details

The news to Facebook feature of the template allows existing authorised users of the website News feature to automatically post to the councils Facebook page. The only thing needed is to authorise the website to do this. Below are the details of how to do it.

Step 1 Collect the information you will need to complete the authorisation on the councils Facebook page. Step 1 requires the login and password to access <https://developers.facebook.com/apps/>

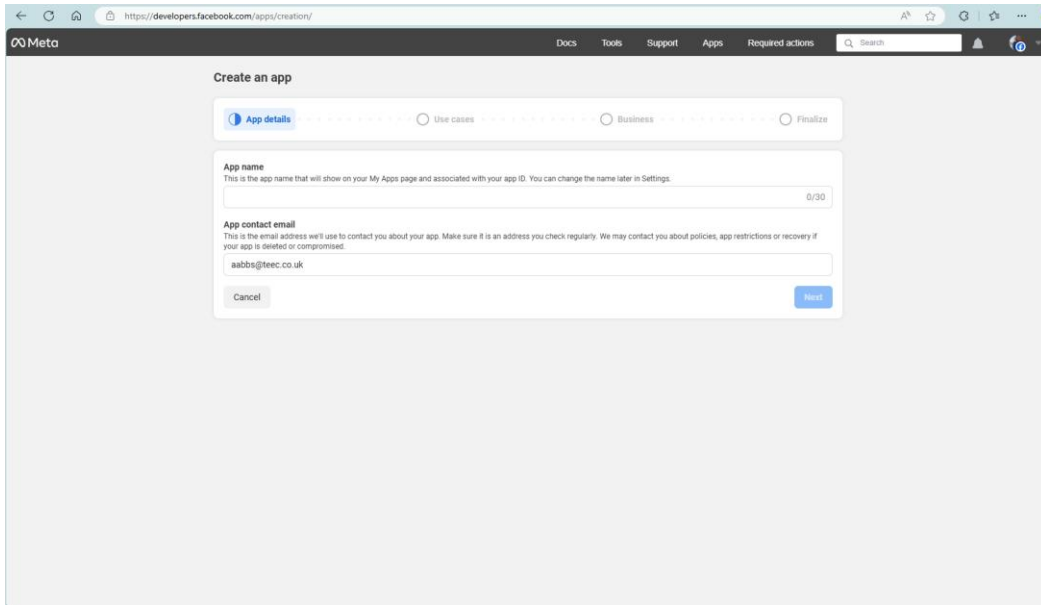
Once logged in the screen will look something like this.



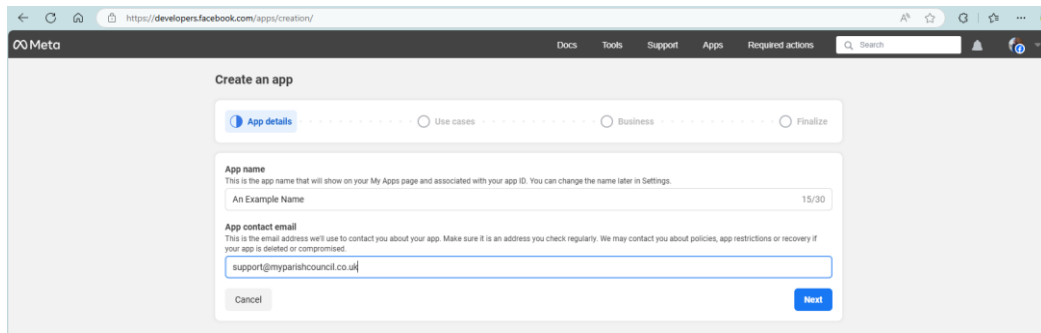
Step 2 creation of the App in Facebook which enables the posting of news from the website

Click the Create App button which should be in the top right of the screen.

This will bring up a new screen where you give the app a name and the contact email to be used. See below.

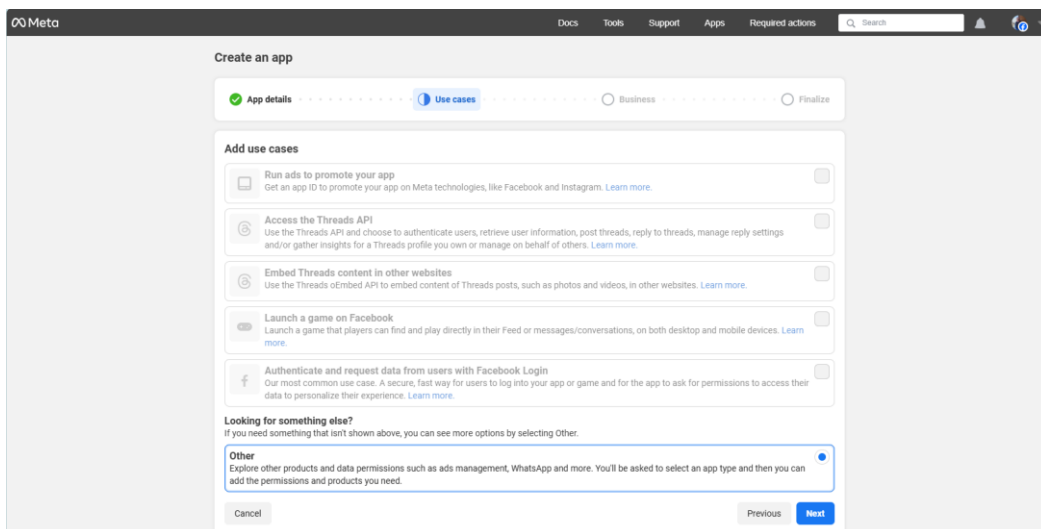


Example filled in

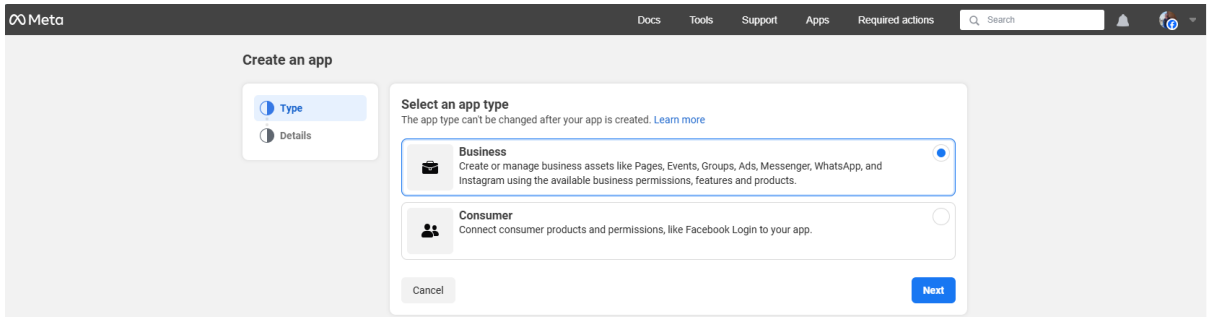


Step 3 select the “Next” button bottom right

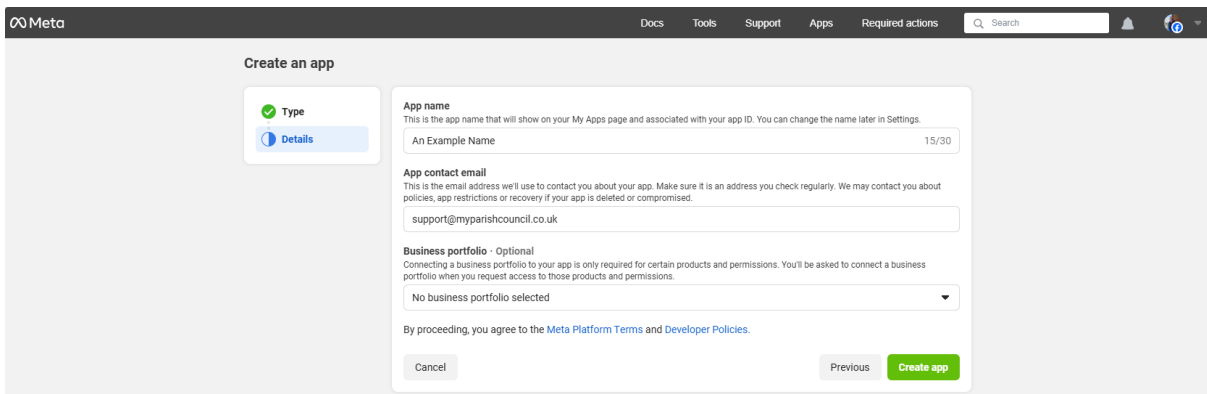
The following screen should appear. The “Add use cases” to use is at the bottom of the screen and is called “Other” see below



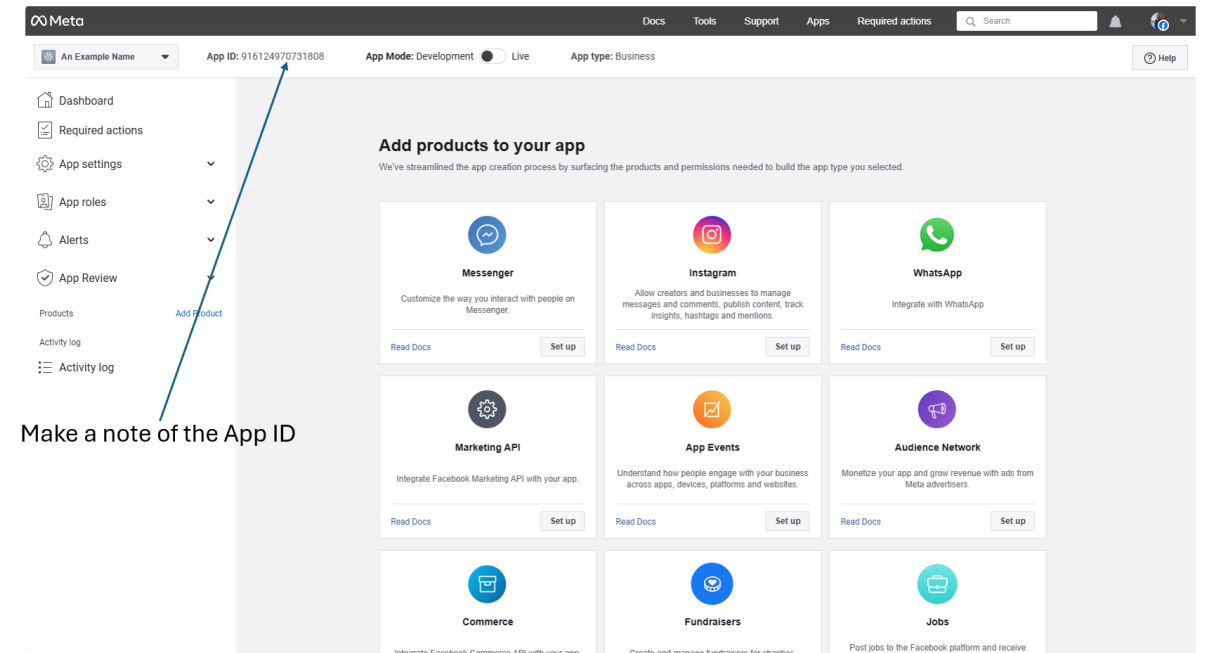
Step 4 Having selected “Next” you set the App type – In this case “Business” see below



Step 5 With the above done you will see a new screen with a summary of what you previously selected. Check the details and then select “Create App” button which should be bottom right of the screen window.



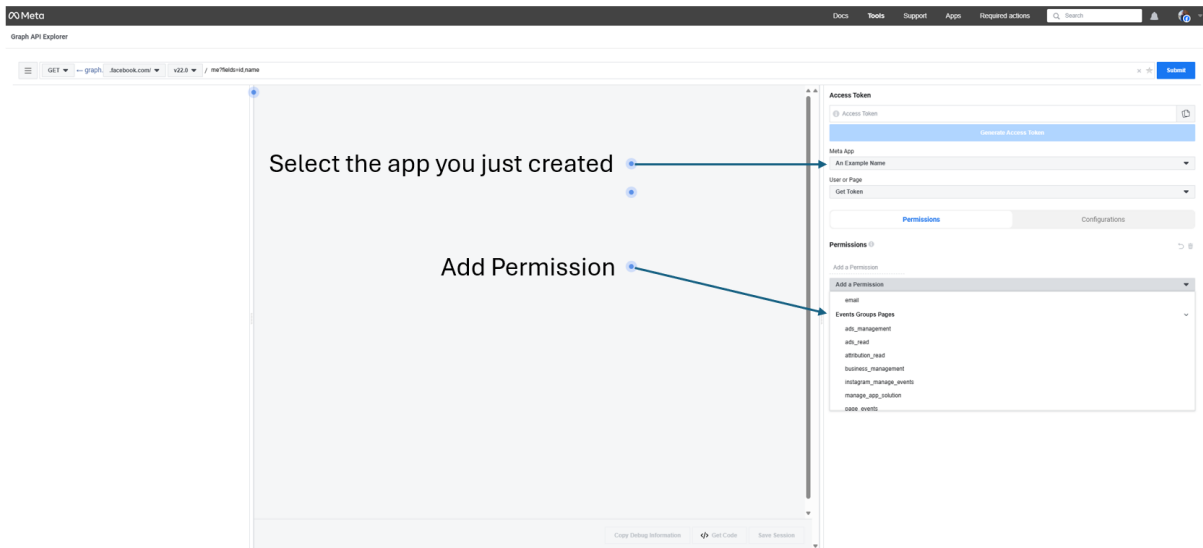
After selecting “Crete App” it may ask you for your Facebook password again but the end result is that you should see this screen. Make a note of the “App ID:” Leave this tab open in your browser as you will need it later.



Step 6 You now need to set the permissions for the app and place that information in the website configuration.

Go to <https://developers.facebook.com/tools/explorer>, ensure you are logged in with the same Facebook identity as used to create the app. A new screen will appear like the one below.

Step 7 select the App you just created from the drop down menu.

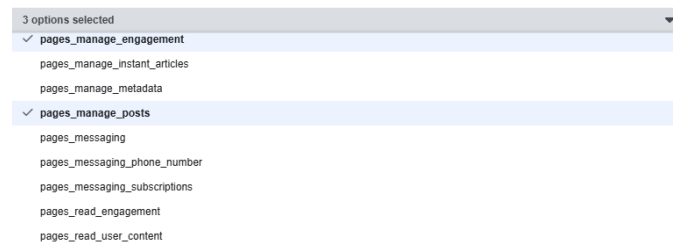


Now add permissions, You select the “Add permission” drop down and then the “Events Groups Pages” options.

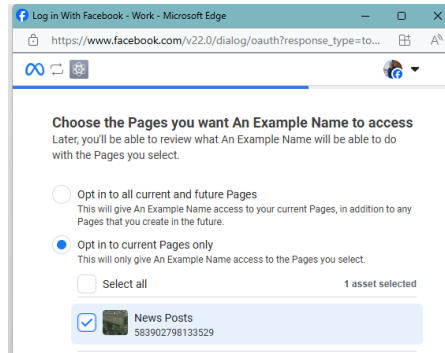
The 3 you are looking for are

- Pages_manage_posts
- Pages_read_engagement
- Page_show_list

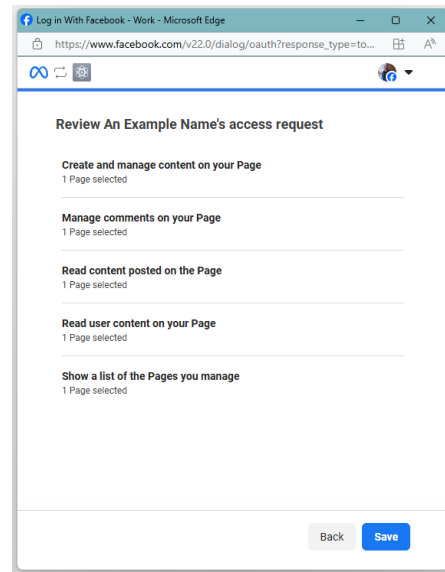
FYI It is a multi-select, so just scroll up and down and click on the ones needed.



Step 8 You are now going to “Generate Access Token”. This is the blue bar towards the top right of the screen. Once pressed it may prompt you for your credentials. Once they are entered, it will ask you to select the council page on Facebook that you want the App to go to and therefore which Facebook page the website will have permission to send posts to. In this example there is a page called “News Posts”. For your implementation it will be the council’s page. We called the app “An Example Name” which you will see mentioned in the 1st sentence of the screen grab.

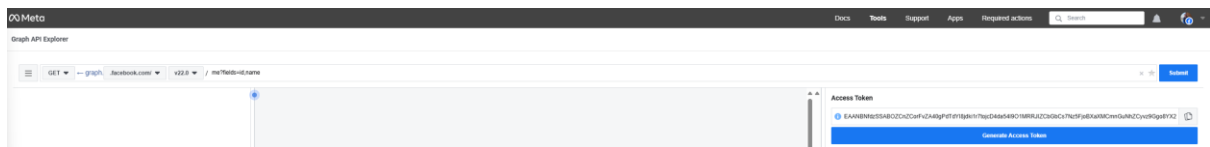


Once you select “Continue”, it will give you a summary like the one below. Just finish by selecting “Save”



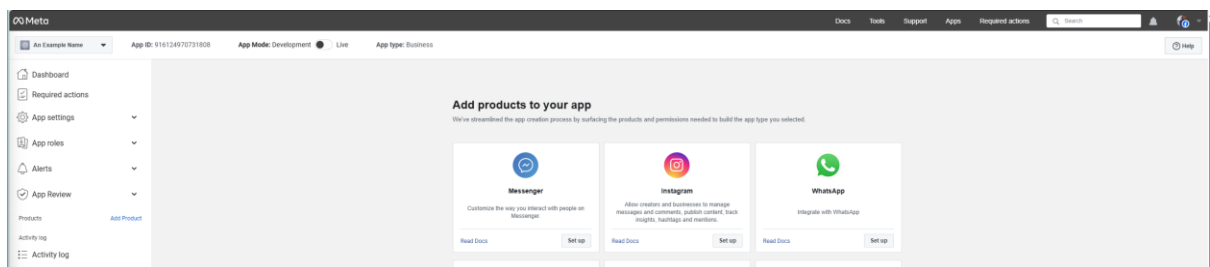
Step 9

You have now generated the “Access Token”. You will see it towards the top right of the screen as a long string of characters. Copy it using this icon.



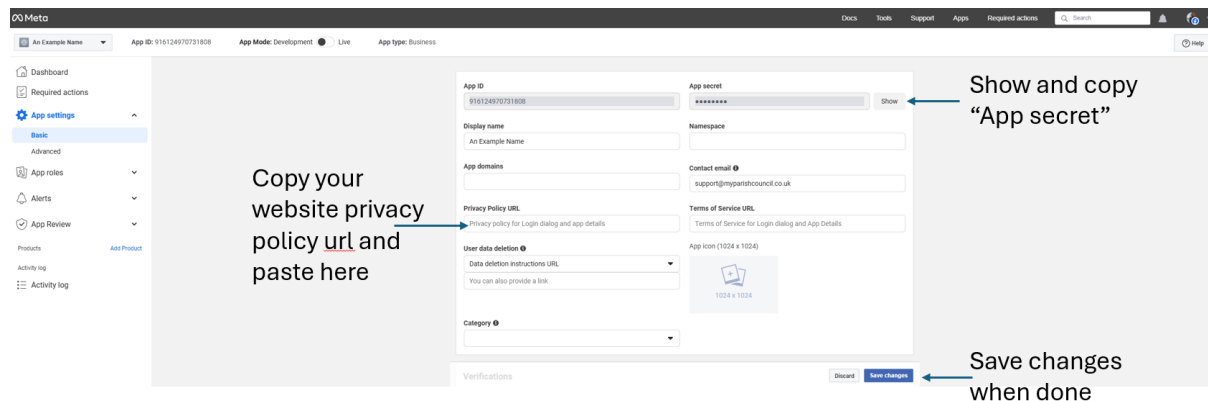
Step 10 Making the App live.

To do this return to the tab in your browser that is showing the app details. It looks like this from Step 5



To get the app live we must first provide a privacy link. This would normally be a link to your privacy policy on your website. To add it to the app open “App setting” and Select “Basic”

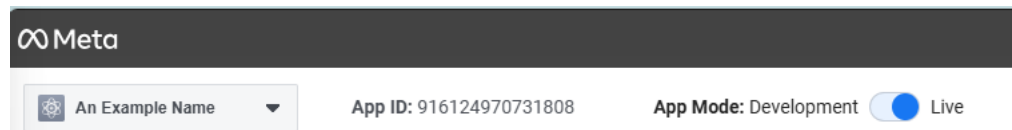
We will see this



As indicated in the annotated example above.

1. Paste your website privacy policy url into the correct box
2. Select “Show” and make a copy of the “App Secret”. You need to send us that so we can complete your setup
3. Save changes when you are done,

You can now move the “App Mode” slider from “Development” to “Live”



Step 11 You are now ready to send us the details so we can enable the back end for you.

Just send an email to support@myparishcouncil.co.uk with the following 3 bits of information.

1. App ID
2. App secret
3. User access token.

Conclusion

Most of the configuration is to do with setting up the app and giving that permission in Facebook. So that is subject to change. We will complete the setup for your site within a working day of getting your email.