

Social Media

The Good and The Bad

Remember social media is not real life

It seems an obvious statement but remember social media isn't real life and trolls' opinions shouldn't be viewed as real.

Remember your own wellbeing and mental health is more important than the amount of followers you have and how many likes you get or what people say about you.

Please speak to loved ones/somebody on your production if trolls are affecting your confidence, self-esteem or mental health.

Social Media Suggestions for Contributors

It is possible that the programme you are involved in, and your contribution within it, may come under scrutiny on social media. Even if you are an experienced user of social media and enjoy interacting with people you don't know, you may find that the kind of spotlight you come under because of the programme could be difficult to deal with.

The information in this guide is aimed at giving you some practical tools for how to prepare for and manage what may happen

Take a break

The simplest thing to do is to shut your social media accounts (Facebook, Twitter, Instagram, Tiktok and Snapchat) down for a short while during the days/weeks that the programme is going out.

If that isn't possible because you use them for work or other important things, then dial your privacy setting right up. This guide will show you how.

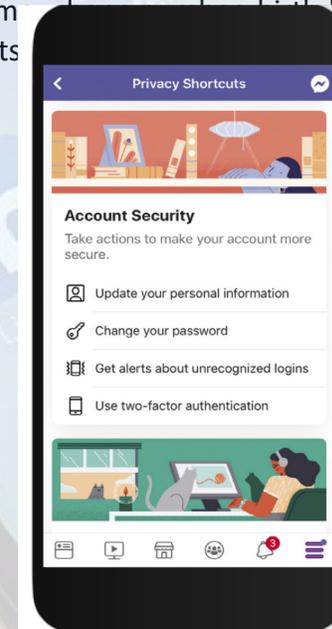
Here is the Guidelines on how to **PROTECT YOUR PASSWORD**

Check your Facebook and Instagram password!

Your passwords should be unique and never shared with anyone. Avoid using anything that's personally identifiable, like your name, date of birth, phone number, email address and address. One tip is to use a password manager that will save your passwords securely, as well as generate strong passwords for all of your accounts

Create a strong password and protect it:

- Make sure that it's at least 6 characters long. Try to use a complex combination of numbers, letters and punctuation marks.
- Don't use your password anywhere else online (like your email or bank account).
- Never share your password. You should be the only one who knows it.
- Avoid including your name or common words. Your password should be difficult to guess.
- Consider changing your password every 6 months for extra security

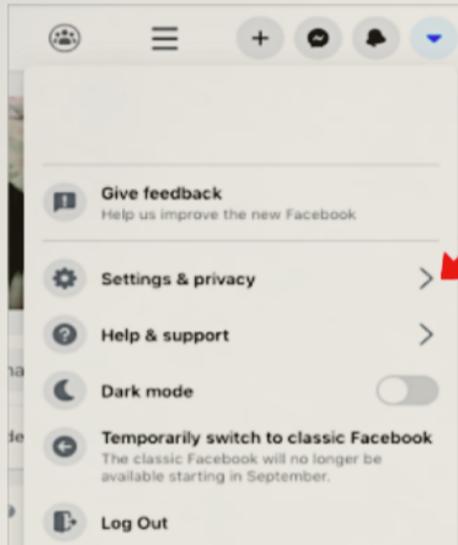


Tools to better protect you - Limit the unwanted attention with the following guidelines and tools

On Facebook:

Block accounts: Limit all engagement from your account and another.

Report abusive content: Flag comments if they do not meet the standards and violate the purpose of the intended post. When reporting is not enough and the comments continue please involve law enforcement. Always remember to take screenshots and copy the URL links of any unwanted engagement before blocking the abuser.



Once you land on this, click **'Settings'** then select the **'Privacy'** tab from the dropdown menu on the left-hand side. Here you will find your **'Privacy Settings and Tools'** Scroll down to **'Your activity'** and match your settings **exactly** as listed in the step by-step guide below (also shown in the screengrab)

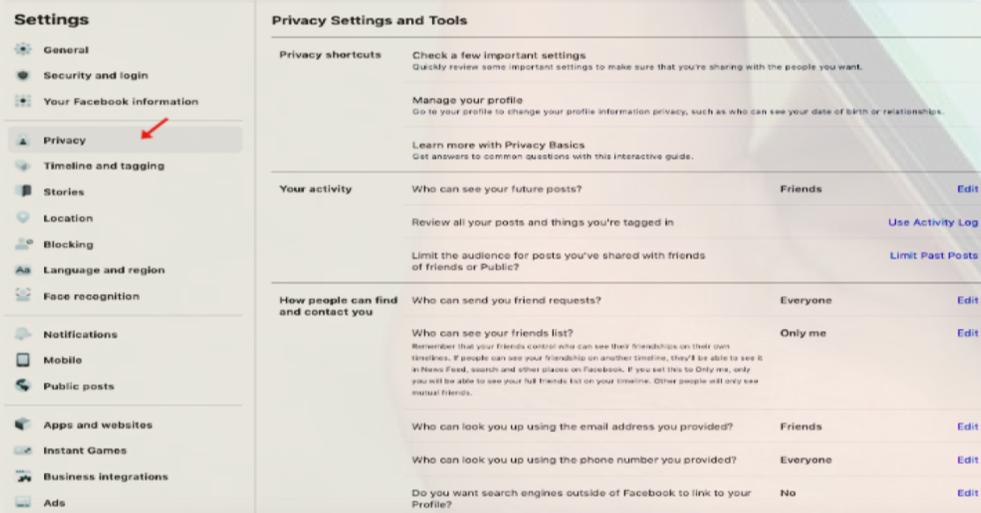
1: Under **'Who can see your future posts'** select **'Friends'**

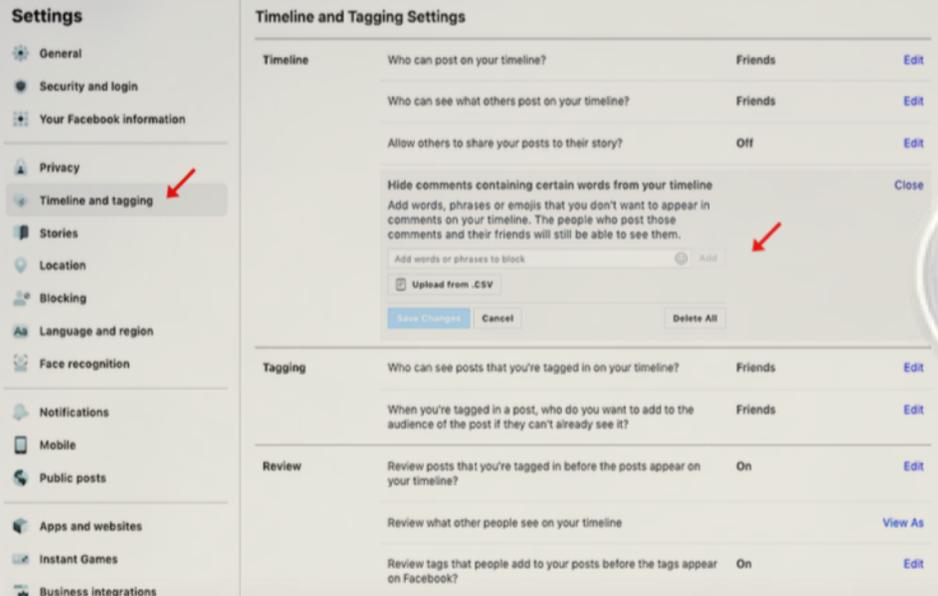
2: Enable **'review all your posts and things you're tagged in'** (this basically means any time you're tagged in a status, photo or comment on Facebook you'll get a notification sending you to **'Timeline Review'** to decide on whether you want this to appear on your profile or not)

3: Select **'Limit past posts'** this will change previous public posts to **'friends only'** This is so the public can't see old posts you've made and probably forgotten about.

4: Under **'How can people find you and contact you'** click on **"Who can see your friends list?"** We recommend that during the show you amend this to **'Only Me'**

5: Lastly click **'Do you want search engines outside of Facebook to link to your profile?' and select 'No'**

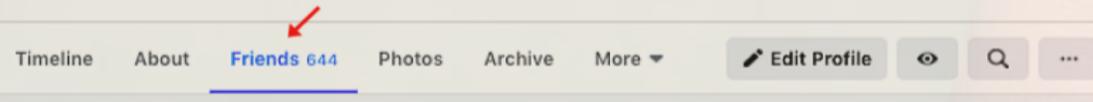




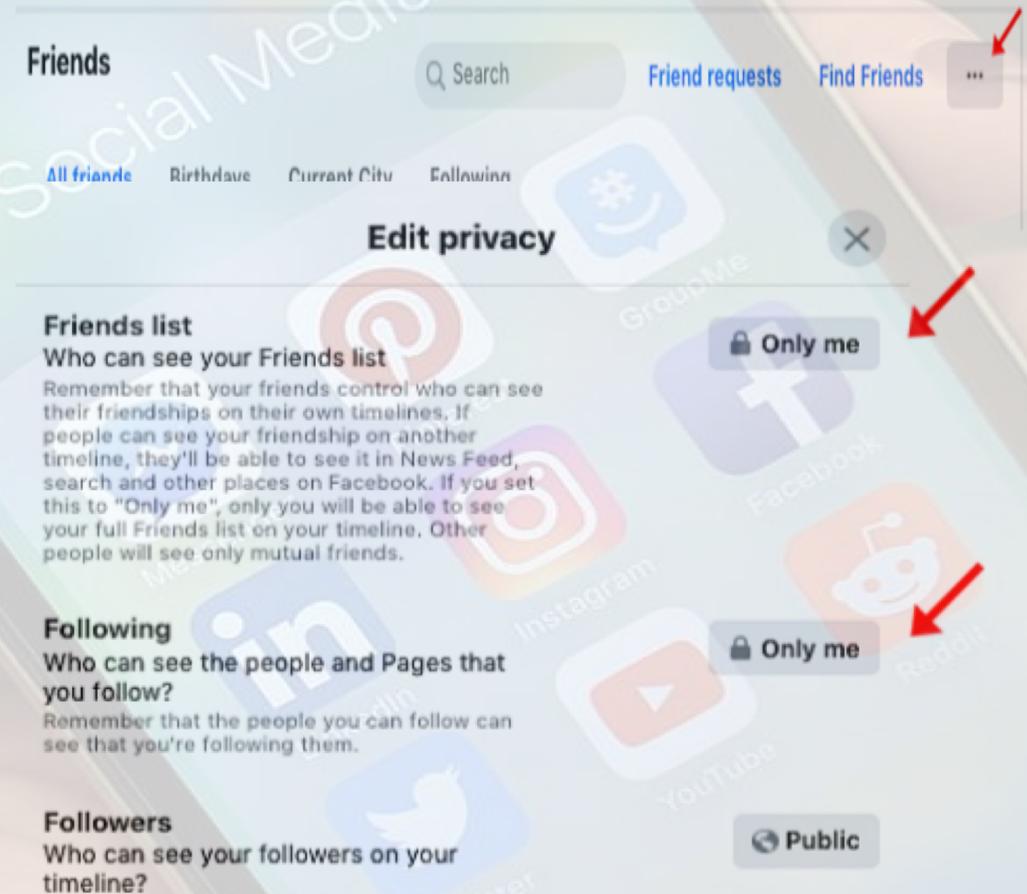
TIMELINE AND TAGGING

- Click 'Timeline and tagging' from menu on the left-hand side.
- Change your settings as shown in the images above.
- There is also an option to hide comments containing certain words, phrases and emojis from your timeline by entering them into the box as shown with the arrow above.

It's important to lock down who can view the people and pages you follow. These settings are managed elsewhere within Facebook. Click through to your profile page and hit 'Friends' in the bar below where the arrow is being shown.



- Once you have located your friends list, there are 3 dots on the top right hand corner, select this and this will allow you to Edit Privacy.
- Here is where you manage the privacy settings on who can view the people and pages you are following. You are able to make your friends list private.

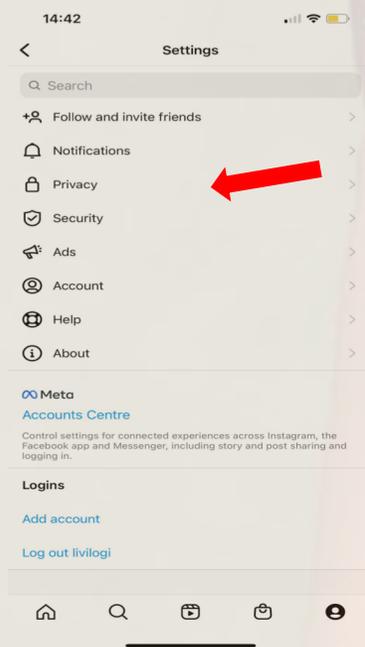
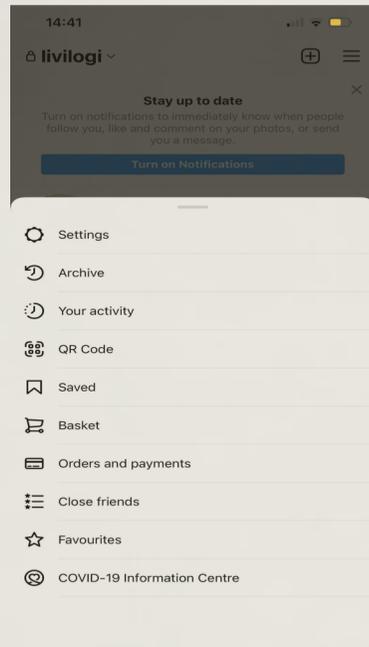


On Instagram:

Instagram is another account that should be made private to the public especially if you have family and friends that do not want their Instagram accounts to be viewed by the public. Instagram is another app to be used on the mobile or tablet but like the other apps this can also be viewed on a desktop.

Here are some guidelines on how to make your account private:

- Firstly change the account to a private account and this way you have control over who you approve to follow you on Instagram
- On your profile settings choose the menu icon on the top right hand
- Click on the settings icon and follow the screen to Privacy
- Click on the Account Privacy and this will allow you to switch to Private Account On



If you would like to delete pictures:

- Click on your profile button on the bottom of the page.
- This takes you to your photos that you have posted. Click the photos you want to delete
- Click the icon ... on the screen and click delete, confirm the deletion

TIKTOK:

If you use TIKTOK you may want to make this private and only have family and friends who can access your content.

TIKTOK is only on a mobile device

Here is how to set the account to private:

- Go to profile tab, tap the settings icon ... in the top right hand corner.
- Tap on the privacy and safety, then turn on the **private account**.

If you would like to change the privacy on exisiting videos and content:

- Go to the video you want to change, tap the setting icon ... in the top right hand corner
- Go to the **privacy settings** – who can view this video, then chose the viewing setting.

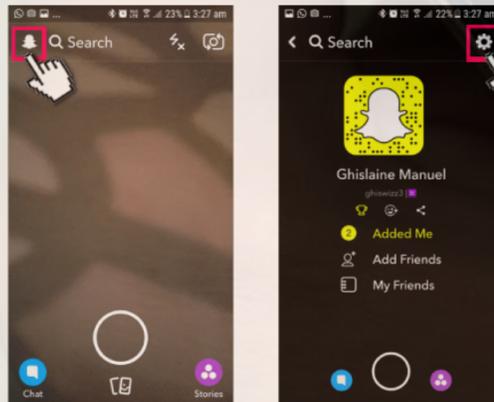
If you would like to delete content on TIKTOK:

- Go to the video you want to delete from TIKTOK, tap the icon ... on the top right hand corner
- A menu will appear on your screen, then select the delete
- Confirm the deletion

SNAPCHAT

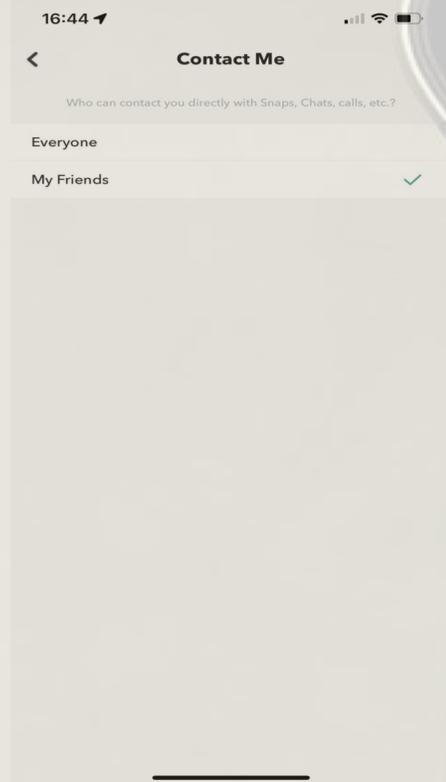
• Snapchat is another mobile app. If you are using snapchat and would like to make this private and only have family and friends who can access your content.

Here are some guidelines on how to make your account private.



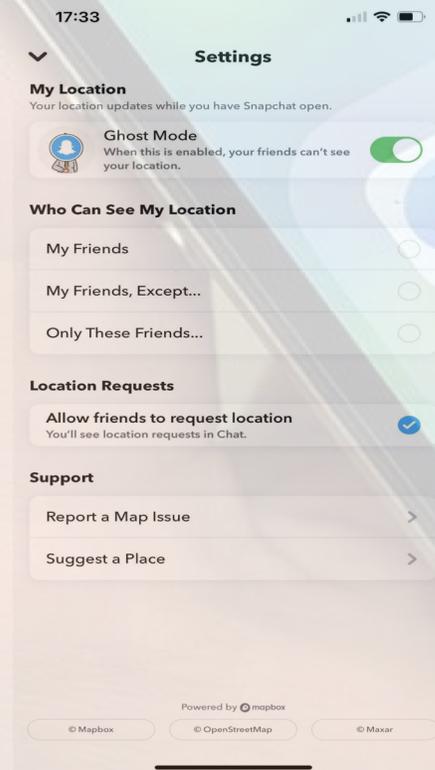
On the screens shown for snapchat, scroll to the settings icon on the top right hand corner.

- Half way down the page there is a heading called **WHO CAN...**
- Under this heading there is **Contact me**
- Once you see this then tab on the screen and it takes you into the Contact me where you can chose the option My Friends, just remember even though you have chosen this option anyone you are in a group with can still communicate with you.



In the **WHO CAN...** section there is also an option to change who is able to View your story, change this to My Friends.

To take this privacy further in the **WHO CAN** section there is a section called See my Location. Chose this as Ghost Mode to ensure that your location is not being shared with anybody.



TWITTER

If you have a twitter account that you don't want to be public, or if you have a family member that doesn't want their twitter to be public, please follow the steps below.

- Privacy settings on Twitter are a lot more basic. Log in to your account and select your profile picture in the top right hand side (Above the tweet button) and select 'Settings'. Select 'Settings and Privacy'.
- It's the 'Privacy and Safety' settings here that you'll need to amend. Click Protect My Tweets. Save the changes at the end and be prompted to enter your password to confirm the change.
- To block someone on Twitter please follow the steps below: 1. Go to the profile page of the account you wish to block. 2. Click the more icon on their profile 3. Select Block from the menu 4. Click Block to confirm

To report someone on Twitter please follow the steps below:

1. Go to the account profile and click or tap the **overflow** icon
2. Select **Report**.
3. Select **They're being abusive or harmful**.
4. Next, they'll ask you to provide additional information about the issue you're reporting. They may also ask you to select Tweets from that account so they have better context to evaluate your report.
5. They will include the text of the Tweets you reported in our follow-up emails and notifications to you. To optout of receiving this information, please uncheck the box next to **Updates about this report can show these Tweets**.
6. Once you've submitted your report, they will provide recommendations for additional actions you can take to improve your Twitter experience.

To report a tweet on twitter please follow the steps below:

1. Navigate to the Tweet you'd like to report on twitter.com or from the Twitter for iOS or Android app.
2. Click or tap the icon.
3. Select **Report**.
4. Select **It's abusive or harmful**.
5. Next, they'll ask you to provide more information about the issue you're reporting. They may also ask you to select additional Tweets from the account you're reporting so they have better context to evaluate your report.
6. They will include the text of the Tweets you reported in follow-up emails and notifications to you. To opt-out of receiving this information, uncheck the box next to **Updates about this report can show these Tweets**.
7. Once you've submitted your report, they'll provide recommendations for additional actions you can take to improve your Twitter experience.