UTAH WOMEN'S NETWORKING GROUP
POSTING GUIDELINES
MAIN FACEBOOK PAGE

Our goal with the Utah Women's Networking Group is to have a great experience for all. In an attempt to keep our page useful and relevant, please kindly abide by our posting rules set forth by the Ambassadors.

There are the types of discussions that should be on the Facebook page:
1. Questions to our members about how to do something in your business, best practices, types of programs they use, etc...
2. Referrals (to collaborate, for services/products, best practices, recommendations on business processes, apps, etc.) within our group. You can comment that you have a contact outside the group and then DM the info.
3. Shout outs to our members (thank you for services/products, to celebrate a member's success, etc.)
4. Discussions led by Ambassadors to encourage engagement, learn about other members and to hear more about the opinions, experiences and expertise of our members. This is the best way to introduce yourself to members and build connections.
5. UTWNG Hosted/Sponsored Events and some events from partner orgs like the Women's Business Center or UMLF.

Our general guidelines:

DO: Ask for advice, referrals, learn best practices, ask questions that you believe others can benefit from

DON'T: Sell, promote products and/or yourself, events, etc…. promo posts with links will be removed.

DO: Keep posts simple and not too long (a couple of sentences to assure feedback)

DO: Refer members within the group on posts looking for resources, referrals, products and Services. Remember to use an @sign to tag them in your post

DON'T: List people who are NOT members in the group. (Let members know you will DM info if you don't know a group member to refer.)

DO: Private message members if you have a referral that is not in the group. This helps build a personal relationship as well as trust

DO: Message friends who are not in the group who you think of for a referral. Tell them about the UTWNG and share the link for the Facebook group. They will need to answer a few questions and agree to our group rules.

DO: Check references of the individuals referred to you by UTWNG Members.
The UTWNG does not guarantee business transactions between members.
We encourage members to do business with each other, provide superior service and meet

their obligations to their customers/clients. However, we know that sometimes circumstances cause miscommunication or a bad experience to happen. We hope all members will do their best to resolve their differences with each other.

DO: Shop for Experts for your clients
DON'T: Shop for clients for your expertise

DO: Participate in conversations. Be professional, kind and supportive and be willing to give honest feedback in a respectful manner
DON'T: Hijack a member's post by trying to sell yourself, promote a product, person….
DO: Private message the individual if you truly want to help them

DO: Tag other members to learn more about them
DON'T: Don't use it as an opportunity to set up an appointment to sell

DO: Post personal accomplishments, awards, noteworthy achievements, positive articles about members.
DO: Share links/opportunities for our members to be recognized (Top 40 under 40, Woman of the Year Awards, etc…) and/or nominate members
DO: Collaborate with members
DO: Post job listings or refer someone looking for a job. Post new jobs or job requests under the ANCHOR POST: JOB POSTING. This keeps job opportunities in one spot and makes it searchable

DON'T: Treat the UTWNG Page as your personal page

DON'T: Do a general reach out for coffee/lunch. We have regular Coffee Connections led by County/Area Connectors. If you are interested in learning more, please post on in the group asking for details.

DON'T: Post memes or general articles. Although they may seem valuable, it bogs down the page. Should a meme or an article fit an Ambassador's post/question, you can post it in a comment under the post.

DO: Message an Ambassador about a post when in doubt of where it belongs or the appropriateness of the content.

WOMEN'S NETWORKING GROUP AMBASSADORS

We have a group of volunteers who help us moderate and manage the Facebook page, that we call our Ambassadors. This group does change over time, but you will see them leading discussions, posting events, and we will introduce them periodically.

Guidelines are subject to change. Ambassadors have the ultimate say in whether or not to delete a post. We do our best to be fair, communicate when possible and appropriate and do consult each other when posts border the guidelines. Remember - the Utah Women's Networking Group is a unique group connected by a desire to support each other and connect with like-minded people who believe in building relationships first. We are not like other groups and we want to keep it that way! Our guidelines are built to do just that. Please respect them and you will ultimately benefit from being a part of the Utah Women's Networking Group.

Common Offenses/Naughty Posts:
Posting Non-UTWNG Events on the UTWNG Main Page especially when you aren't directly a part of the event. We may occasionally create an ANCHOR POST: UPCOMING EVENTS and invite you to share in the comments. Shared events should only be those that you are involved in (not your brother's mother's mother's sister, significant other, etc…).

Offering a referral that is not a member of the UTWNG. We understand you are parts of other groups and organizations with great referrals. Should you feel the non-member is a good fit for a referral request, please private message the person making the request. Let them know you are sending them a PM so they can check their other folder.

Adding our members to other FB groups without their prior permission. We know there are some great FB groups out there, but always ask first and let them choose to join.

Trying to spam group discussions/chats or sell things like tickets.