

## Social Media Configuration For Posting From Your School Interface

This document describes the steps required to setup your school or district community portal to post to your social media networks whenever you publish a notice or newsletter, or when you post a new event on your calendar or upload a file to your library. This set up process only needs to be done once per district or school interface.

Social media settings can vary from one interface to another, so each school can post to their own site. Currently Facebook Pages and Twitter accounts are supported through social media integration. You can have one Facebook fan page that you post your social media on, along with one Twitter account. (At this time, we are not supporting posting to a personal user wall in Facebook.)

**NOTE:** Social media posting is a permission granted both at the School interface level and admin role level. Your district, system administrator must first enable social media posting at your school interface. Then if you want certain users to publish notices, but not post to social media you can grant (or not) 'social media posting' permission to their assigned role.

## Setting Up Your Facebook Integration

To setup the integration between your school interface and Facebook you will need two key pieces of information. First, the details (email and password) of a Facebook account with permission to post to your district (or school) fan page. Second, you will need to know the name of the fan page to which you wish to post.

**IMPORTANT:** Before you begin the setup process for Facebook integration, you **MUST** sign-out of your Facebook account. Closing your browser window will not sign-out of your Facebook account. If you do not sign-out you will not successfully complete the setup process.

Next, sign-in to your community portal interface and use the administration link to access your admin console. Then follow these steps.

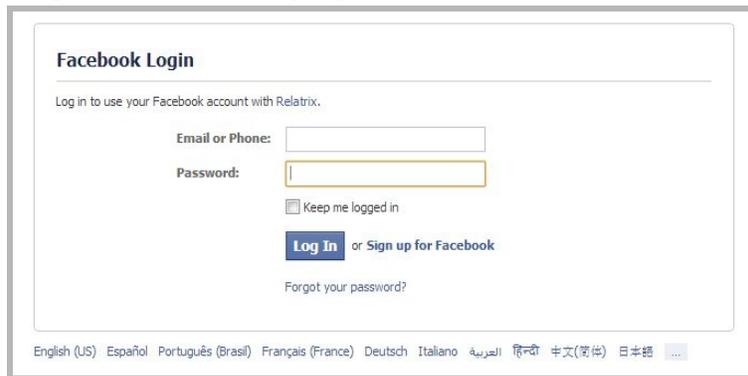
1. Navigate to the Settings module (Gear Icon), MORE.. and then the Social Media settings option. If you do not see social media as an option you will need to verify that it is enabled for your interface and the permission for social media access are assigned to your role.
2. Check the box to post to your **Facebook fan page**. (DO NOT check the box to post to your **Facebook user wall** this is NOT supported at this time.)
3. Click the button to **Authorize Facebook Application**.



The screenshot shows a 'Facebook Configuration' window. It contains two sections. The first section has a checkbox for 'Post to Facebook user wall' which is unchecked, followed by the text 'Facebook Username: NOT APPLICABLE'. The second section has a checkbox for 'Post to Facebook fan page' which is unchecked, followed by the text 'Facebook Fan Page ID: NOT APPLICABLE'. At the bottom of the window is a button labeled 'Authorize Facebook Application'.

Facebook settings

4. This will open a pop up and display the Facebook Login window as shown below. If you are signed in to your Facebook account this page will not display and you will need to sign out first and try again.



The screenshot shows a 'Facebook Login' window. It prompts the user to 'Log in to use your Facebook account with Relatrix.'. There are two input fields: 'Email or Phone:' and 'Password:'. Below the password field is a checkbox for 'Keep me logged in'. A blue 'Log In' button is followed by the text 'or Sign up for Facebook'. Below that is a link for 'Forgot your password?'. At the bottom, there is a row of language options: English (US), Español, Português (Brasil), Français (France), Deutsch, Italiano, العربية, हिन्दी, 中文(简体), 日本語, and a dropdown menu.

Login to Your Facebook Account

5. Once logged in, you will see a screen like the one below. Select the checkbox next to Post to Facebook Fan Page and then select the name of the page you want to post to from the drop down menu. (If you do not see the Fan Page in the drop down list, you have logged into Facebook with an account that does not have administration rights to that page, you will need to sign out of Facebook and start the process again with the correct user account.)

The screenshot shows a form titled "Facebook Configuration" with a blue header. It contains two sections: "Post to Facebook user wall" with a checkbox and a text input field for "Facebook Username"; and "Post to Facebook fan page" with a checkbox and a dropdown menu for "Post to Facebook fan page:". A "Save" button is located at the bottom center of the form.

Select the Page to Post To

6. If you were successful, you will be redirected to a confirmation page letting you know you completed the integration process with Facebook. Close this window and return to your social media settings page.

The screenshot shows a dialog box titled "Facebook Configuration" with a blue header. It displays a "SUCCESS!" message: "You have successfully configured your EZCommunicator Interface to work with Facebook. You will now be able to publish notices, newsletters, calendar events and files and post them to your social media network page at the same time." A "Close" button is centered at the bottom of the dialog box.

Success Message

7. The Facebook section of your social media settings page will now display a message indicating your integration setup has been completed. (If the page has not refreshed, click the REFRESH icon on your browser.)

The screenshot shows the "Facebook Configuration" form after successful integration. The "Post to Facebook user wall" checkbox is unchecked, and the "Facebook Username" field contains "NOT APPLICABLE". The "Post to Facebook fan page" checkbox is checked. The "Facebook Fan Page ID" field is empty. An "Authorize Facebook Application" button is present. At the bottom, a blue message reads: "Your Interface Is Now Configured To Post To Facebook".

Success Message for Facebook on Social Media Configuration Page

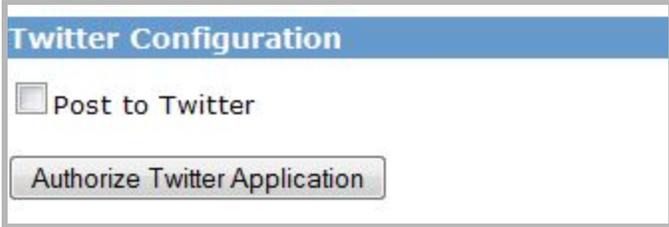
## Setting Up Your Twitter Integration

You can set up integration with one Twitter account per community portal interface – meaning schools and departments can have their own.

**IMPORTANT:** Before you begin the setup process for Twitter integration, you **MUST** sign-out of your Twitter account. Closing your browser window will not sign-out of your Twitter account. If you do not sign-out you will not successfully complete the setup process.

Next, sign-in to your community portal interface and use the administration link to access your admin console. Then follow these steps.

1. Navigate to Settings (Gear Icon) > MORE...e and then the Social Media settings option. If you do not see social media as an option you will need to verify that it is enabled for your interface and the permission for social media access are assigned to your role.
2. On the social media settings page you will see a section for Twitter that looks like the following.



Twitter Integration Setup

3. Check the box next to Post to Twitter
4. Click the button to Authorize Twitter Application. This will open a new tab in your browser and display a page where you will sign-in to your Twitter account. Type the Username/Email and Password for the Twitter account you want to set up. Then click Sign In.

**You can use your Twitter account to sign in to other sites and services.**  
By signing in here, you can use EZCTweet without sharing your Twitter password.

## Authorize EZCTweet to use your account?

This application **will be able to:**

- Read Tweets from your timeline.
- See who you follow, and follow new people.
- Update your profile.
- Post Tweets for you.

Username or email

Password

Remember me · [Forgot password?](#)

**Sign In** **Cancel**

This application **will not be able to:**

- Access your direct messages.
- See your Twitter password.



**EZCTweet**  
www.relatrix.com

EZCTweet helps posting tweets from EZCommunicator on your behalf using your Twitter account.

Twitter Account Sign In

5. If you were successful, you should be redirected to a confirmation page letting you know you have completed the integration process with Twitter. Close this tab and return to your social media settings page.
6. The Twitter section of your social media settings page will now display a message indicating your integration setup has been completed. (If the page has not refreshed, click the REFRESH icon on your browser.)

Post to Twitter

**Authorize Twitter Application**

**Your Interface Is Now Configured To Post To Twitter**

Settings Page After Integrating with Twitter