

## Guide for Using Social Media to Share Photos

In addition to submitting your photos/descriptions through Flickr or through the Qualtrics survey located on our website, the Profiles in Wyoming Resilience Research Project can receive your photos/descriptions through some social media platforms: Facebook, Instagram, and LinkedIn. Before you upload your photos and descriptions to social media, please complete the required informed consent form on our website: [Profiles in Wyoming Resilience Consent form \(uwyo.edu\)](#).

There are two ways you can send your materials to use via social media:

1. Privately message us your photos and descriptions via Facebook Messenger or Instagram Messages (private messaging option is not available for LinkedIn Pages).
2. Post your pictures and descriptions on your Facebook, Instagram, or LinkedIn profiles and tag us. This will mean you are sharing these photos publicly.

To make sure you are able to easily message us or tag our project team in your photos, please follow us on social media. You can find us at “Malcolm Wallop Civic Engagement Program” on [Facebook](#) and [LinkedIn](#) and on [Instagram](#) at wallop civicengagement.

To learn more about the project or find other ways to share your photos and descriptions with us, visit [www.uwyo.edu/wallop](http://www.uwyo.edu/wallop).

### **1. How to share your photos through private messages on social media:**

#### ***Facebook:***

- a. Open Facebook. Type in “Malcolm Wallop Civic Engagement Program” in the Facebook search bar and select our page. Click “Message” near the top of the Malcolm Wallop Civic Engagement Program page.
- b. If you are in the Facebook mobile app, you’ll be taken to the Facebook Messenger app into a “chat” with the Malcolm Wallop Civic Engagement page. At the bottom of the message page, click the blue icon that looks like a photograph. This will allow you to select photos from your phone.
- c. If you are on Facebook in a browser, a chat box will pop up. At the bottom of the chat box, click the blue symbol that looks like a photograph. This will allow you to select photos from your computer to upload.
- d. You can upload and send us photos one at a time or multiple at a time.
- e. Message us your accompanying description for each photo. Include the location of your photo in your description. If you uploaded multiple photos at once, please send a description for each photo such as “Picture 1 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because...” and so on for each picture in the message.

#### ***Instagram:***

- a. Open Instagram. Type in “wallop civicengagement” in the Instagram search bar and select our page. Click “Message” near the top of the Wallop Civic Engagement page.

- b. On both the Instagram mobile app and the browser version, you'll be taken to a message page. At the bottom of the page next to the message text box, click the symbol that looks like a photograph. This will allow you to select photos from your phone or computer to upload.
- c. You can upload and send us photos one at a time or multiple at a time.
- d. Message us your accompanying description for each photo. Include the location of your photo in your description. If you uploaded multiple photos at once, please send a description for each photo such as "Picture 1 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because..."  
2. Picture 2 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because..." and so on for each picture in the message.

## **2. How to share your photos by publicly posting your pictures/descriptions:**

### ***Facebook:***

- a. Open Facebook. Create a new post and make sure at the top, right under your name, it says "Public," instead of "Friends" can see your post, in order for the project team to view your pictures and descriptions.
- b. Choose "Photo/video."
- c. Choose one or multiple photos you'd like to upload and hit "Done"
- d. Click on your photo and caption it. If you uploaded multiple photos, make sure to scroll through them all and add a caption under each photo such as "Picture 1 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because... : and so on for each picture in the post.
- e. Add the hashtag #Profiles307 to your caption for the overall post. Type "@malcolmwallopcivicengagement and our Facebook page should pop up as a suggestion. Click on it to tag us in the post.
- f. Hit "Post".

### ***Instagram:***

- a. Your Instagram must be public in order for the project team to view your pictures and descriptions. If you do not want to make your account public, please upload your photos through another method. Note that Instagram posts must be made from your mobile app, you cannot post photos through the browser version.
- b. Open Instagram, hit the "Plus" icon, and choose to create a new "Post".
- c. Choose one or multiple photos you'd like to upload, then hit "Next".
- d. Write your caption. Include the location of the photo and how the photo represents a barrier or opportunity to education, employment or resilience in your community. If you uploaded multiple pictures as one post, please caption each one in your caption as: "1. Picture 1 was taken in [your town in Wyoming] and is a barrier/opportunity to

education/employment/resilience in my community because... 2. Picture 2 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because..." and so on for each picture in the post.

- e. Add the hashtag #Profiles307 to your caption.
- f. Hit "Tag People" under your caption. Type in "wallopcivicengagement", select our Instagram profile, and hit "Done".
- g. Hit "Share".

***LinkedIn:***

- a. Open LinkedIn, hit "Post" and make sure at the top it says "Anyone" can see your post, not "Connections only," so our team can view your post.
- b. Choose "Add a photo" and choose one or multiple photos to upload.
- c. Write your caption. Include the location of the photo and how the photo represents a barrier or opportunity to education, employment or resilience in your community. If you uploaded multiple pictures as one post, please caption each one in your caption as: "1. Picture 1 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because... 2. Picture 2 was taken in [your town in Wyoming] and is a barrier/opportunity to education/employment/resilience in my community because..." and so on for each picture in the post.
- d. Add the hashtag #Profiles307 to your caption.
- e. Tag us in your photos by clicking on the photo and tapping anywhere to tag. If you type in "Wallop," our LinkedIn profile "Malcolm Wallop Civic Engagement Program" should pop up; select us and hit the forward arrow. Then hit "Post".

Thank you for your participation in the Profiles in Wyoming Resilience Research Project, we look forward to seeing your contributions.