

Figure 1: Social Media Icon

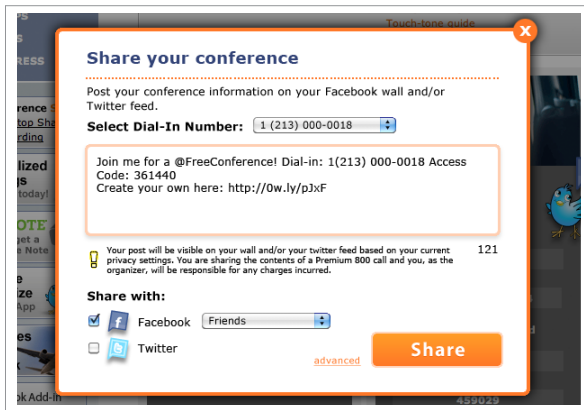


Figure 2: Reservationless Share Window

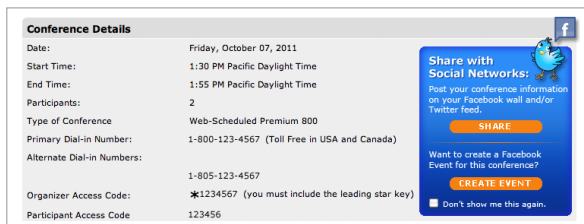


Figure 3: Share with Social Networks

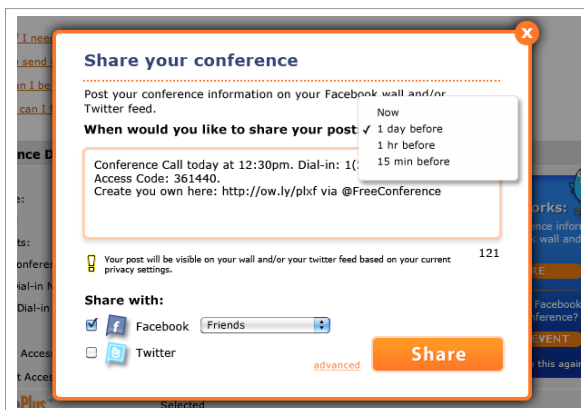


Figure 4: Web-Scheduled Share Window

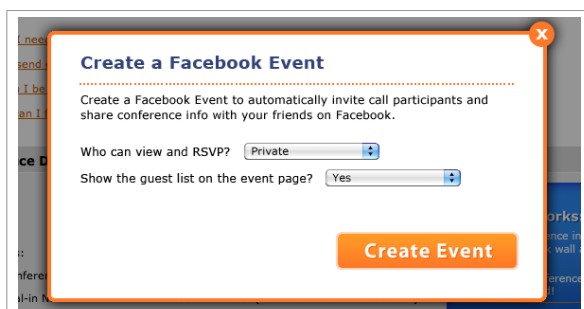


Figure 5: Create a Facebook Event Window

## Sharing with FreeConference.com

As the conference Organizer, you can share both your web-scheduled and reservationless conferences on Facebook and/or Twitter. Easily let your friends know when you'll be conducting your call, providing your dial-in number and access code so that they can join too!

### Reservationless Sharing

**Login** to your FreeConference account and click on the Social Media icon in the "Conference on Demand" section to share your reservationless dial-in information, then use the drop-down menu to select which dial-in number to display (see figure 2). Customize your message and specify who can view your posts by selecting Public or Friends, or by choosing from your list of Groups. If you'd like to have separate messages for Facebook and Twitter, just click on "advanced" to open the "Advanced Options" window. Click "Share" when finished.

### Web-Scheduled Sharing

**Login** to your FreeConference account and schedule your conference just as you normally would. Once the conference is confirmed, you can share details of the conference reservation with your social networks: Just select "Share" from the "Share with Social Networks" section (see figure 3). You can schedule your post to appear on your Facebook wall or Twitter feed right away, 1 day, 1 hour, or 15 minutes before your conference is scheduled to begin (see figure 4). Customize your message and specify who can view your posts by selecting Public or Friends, or by choosing from your list of Groups. If you'd like to have separate messages for Facebook and Twitter, just click on "advanced" to open the "Advanced Options" window. Click "Share" when finished.

### Creating a Facebook Event with FreeConference

Create a Facebook Event where you can quickly and easily invite Friends and/or Groups to your conference. A Facebook Event not only gives you the convenience of tracking RSVP's, but also provides you with an additional level of security when sharing the details of a Premium 800 conference. Select "Create Event" from the "Share with Social Networks" section (see figure 3). Here you can choose the privacy setting for your event – Public, Private, or Private and Guest can Invite – as well as whether the Guest List should appear on the Event page (see figure 5). Click "Create Event" when finished.



Please note that you'll be responsible for all charges incurred when you, as the Organizer, display your Premium 800 dial-in information.