



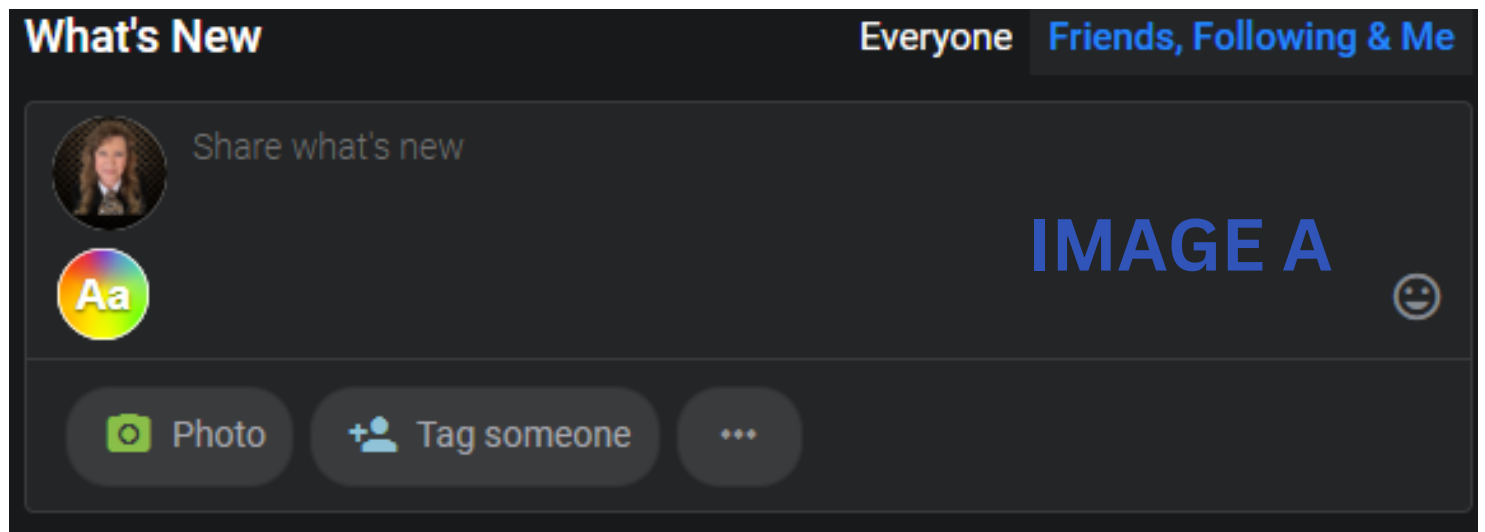
## **OMSDT KNIGHTS TEMPLAR POSTING PROTOCOL FOR BELIEFBOOK**

It is important that we all learn how to properly post on our social media platform, BeliefBook. Much of the interface for BeliefBook is similar to Facebook, however, the posting protocol is just a bit different since we have a variety of groups that are integral to the Order and to your own membership.

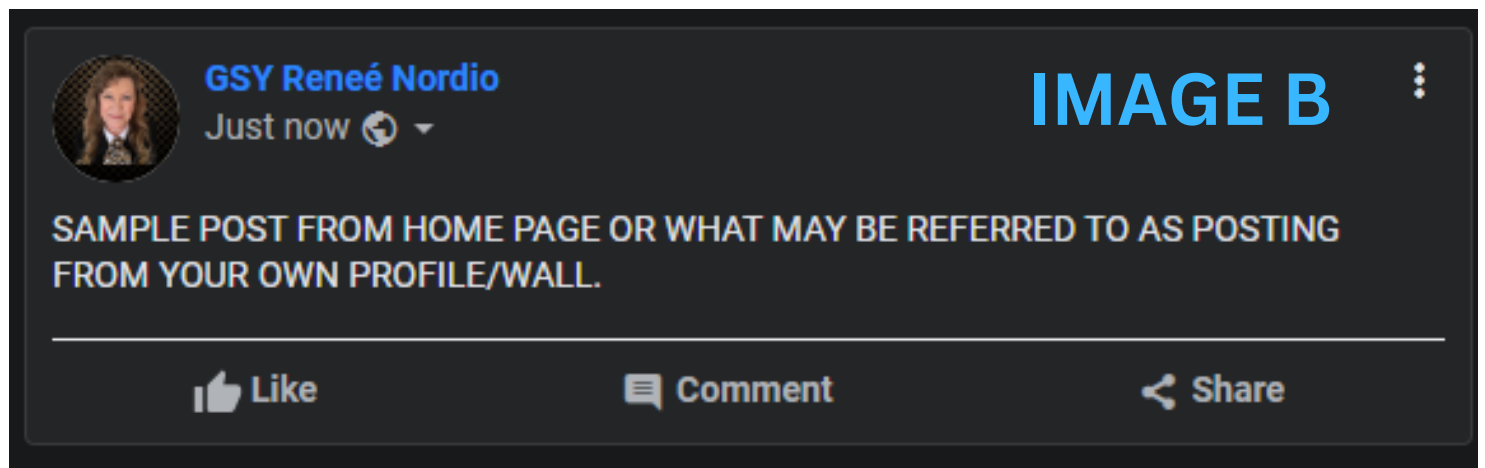
We want your posts to be seen by the all members and making your posts in groups will ensure that. And, this is why it's important to learn the proper protocols of posting.

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**STEP 1.** When you first open up BeliefBook, you will see the words, "What's New" and a blank field with the words, "Share what's new" (see **IMAGE A** below).



Please **DO NOT** start typing here to create your post. If you create a post from this location, no notifications to members will be sent letting them know you made a post. This may reduce how many members may see your post. Notifications to members are only sent when a post is made in a group.



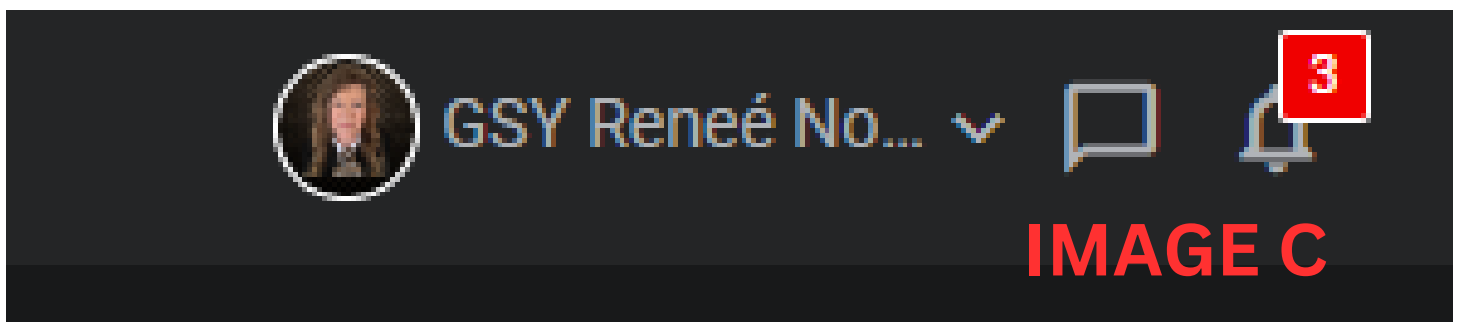
Shown in **IMAGE B** above, you will see a sample post I made using that location. You will notice that only my name appears at the top of the sample post I made. This indicates that I have made this post from the Home page or what can also be referred to as making a post from my own profile/wall. It does not show the name of a group because I did not create the post in a group. And, because of this, none of the members will receive a notification that I made

this post. The post will appear only in the Home feed. And sadly, the post could just end up getting lost among the posts that are made in groups and are commented upon.

A factor in how a post may get lost is that BeliefBook platform operates as a 'live' feed. That means posts with the most recent activity will appear at the very top of the feed. If I were to make a comment on a post from two months ago, BeliefBook will automatically bring that post to the very top of the feed because it had the most recent activity.

This is why posts made from the Home page may get lost, because posts made in groups generally garner 'likes' and comments because members receive notifications of those posts having been made.


For me, when I open up BeliefBook, the first thing I do is check my notifications. It's the little red number at the upper right-hand corner near the small icon that looks like a bell (see **IMAGE C** below).



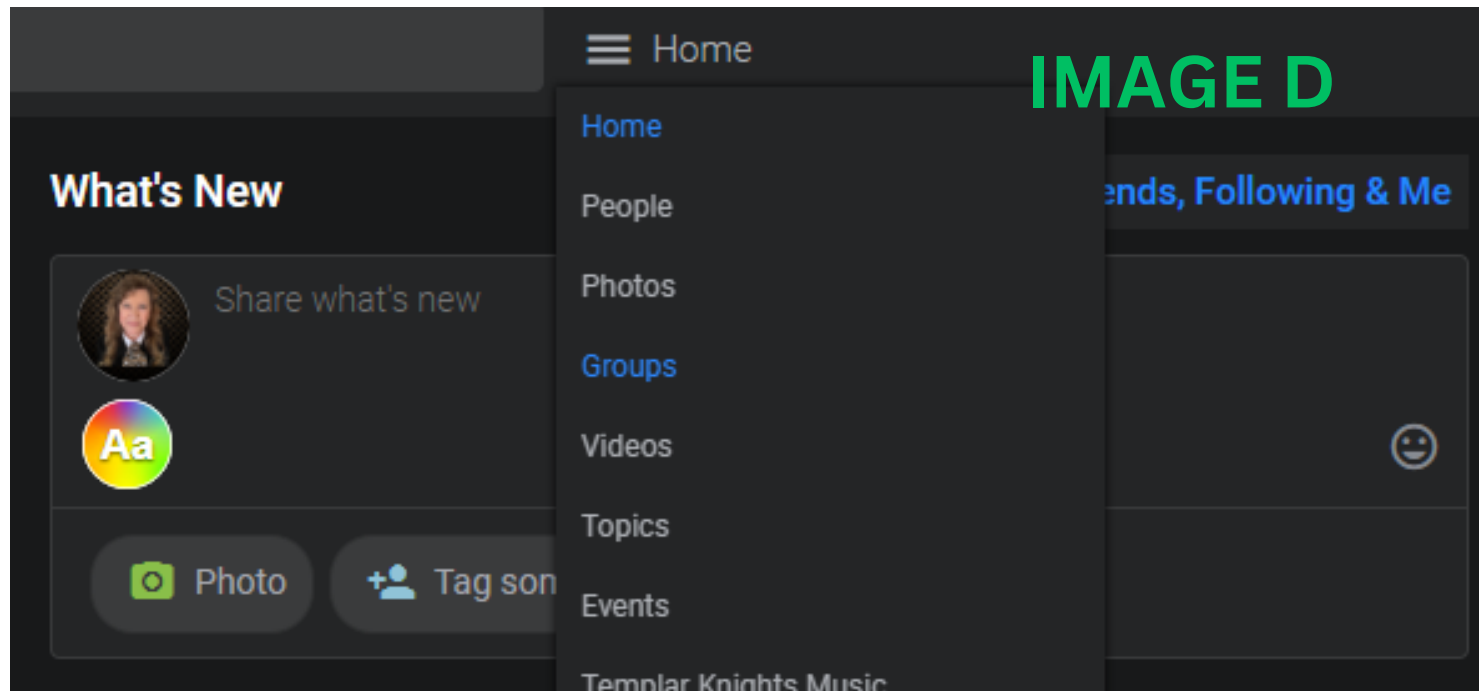
I may not even scroll down through the Home feed, thus missing anything posted from that location. I generally just check my notifications and call it good.

This is why some posts made from that Home page may be missed by some members. That's not to say those posts will always be missed, but posting to a group will ensure a higher number of members seeing it.

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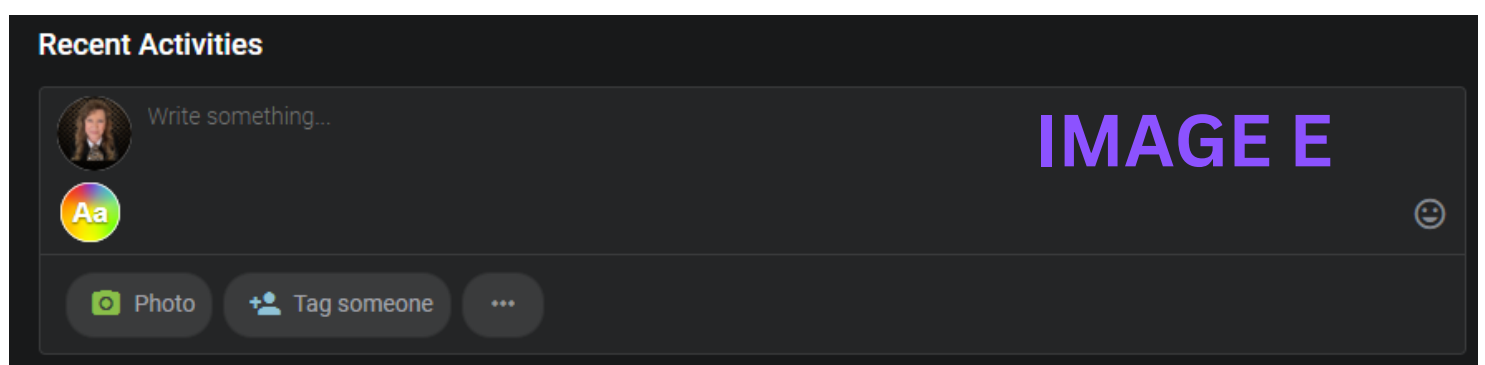
**STEP 2.** So that members will receive a notification when you make a post, please point your cursor over and click on the three horizontal lines  at the top of the BeliefBook page and

choose the word "Groups" from the drop down menu (see **IMAGE D** below).

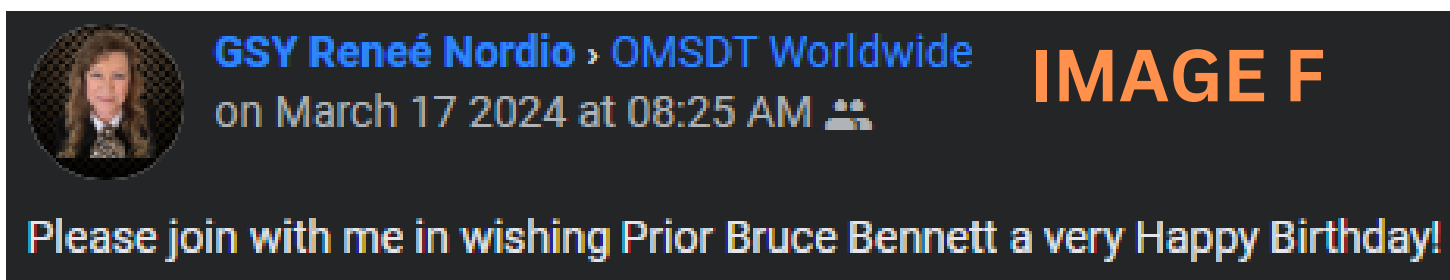


Once you click on "Groups", it will then list all the groups to which you belong. Click on a group name and it will take you to that group, enabling you to create a post in that group.

**STEP 3.** Once you land in the group you selected, you will see the words "Recent Activities" and a blank field with the words, "Write something" (see **IMAGE E** below). This is where you should begin typing to create your post.



In **IMAGE F** below, you will see a post I made to the OMSDT Worldwide group wishing Prior Bruce Bennett a Happy Birthday.



I created this post, first by going to the OMSDT Worldwide group and then creating the post once I was there. You will note that my name appears before a small arrow and the group name OMSDT Worldwide, which indicates I made this post to the OMSDT Worldwide group.

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For general posting, there are two groups where you should make your posts:

- Your own Priory group.
- The OMSDT Worldwide group.

For specialized postings, here are the preferred groups:

- The Templar Prayer Chapel group to make personal prayer requests for family or friends.
  - The Round Table group to make a comment on the pinned post if you wish to reserve a date to speak.
  - The Templar Academie group to make a post if you have questions regarding the Academie or to view special announcements made by the Grand Turco, who administers the Templar Academie.
  - The OMSDT Merchandise group to make an inquiry about the merchandise at our Bonfire store or items available from Vista Prints. Please go to any post in that group and make a comment on the post if you have a question or comment.
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Lastly, on any post that you make (except in your own Priory group), please sign your post with your rank, name and your Priory name. This helps members of the Order begin to learn everyone's current rank and to which Priory each member belongs.

If you need further help, please don't hesitate to reach out to me, GSY Renee' Nordio, or your Priory leader. Thank you so much for taking the time to learn how to post correctly.



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