



SOCIAL MEDIA GUIDELINES

Thank you for taking part in our production, we are very excited about the results, and we hope you are too.

Due to the nature of social media, it is possible that you will receive some attention (potentially positive and negative) throughout the telecast. If you would prefer to avoid engaging with this, then it is recommended that you change your social media privacy settings to minimise unwanted attention.

This will ensure that people you don't know can't contact you so easily via Facebook/Twitter, etc. On the following pages you will find instructions on how to protect your privacy.

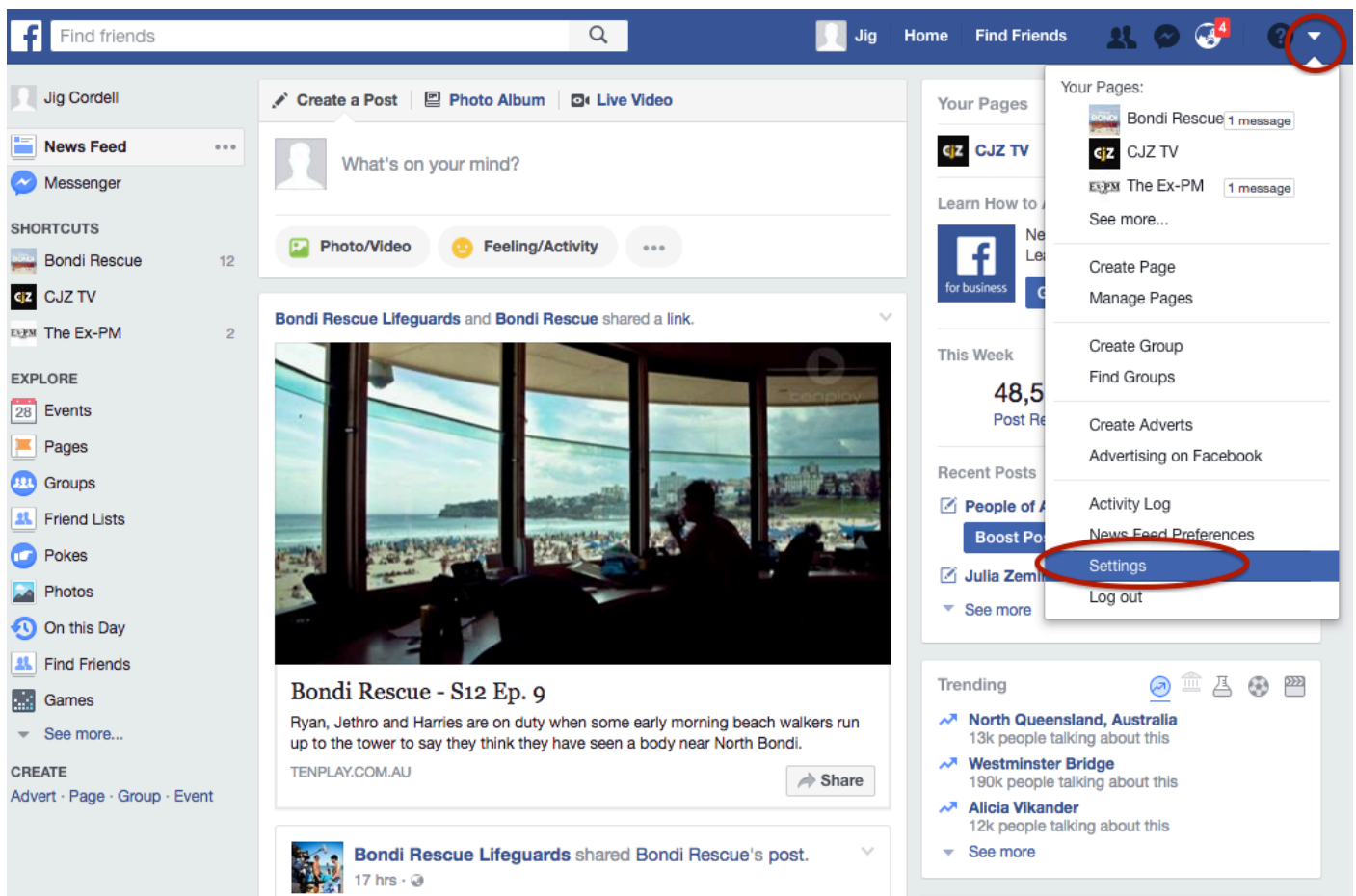
CJZ and the network will be sharing content related to the series. If you would rather stay active on social media, and feel comfortable doing so, you may share these posts or tag people you'd like to alert.

We recommend that any engagement you undertake is done on your own social profiles with people known to you. We don't recommend you comment or engage with the public on CJZ or network profiles.

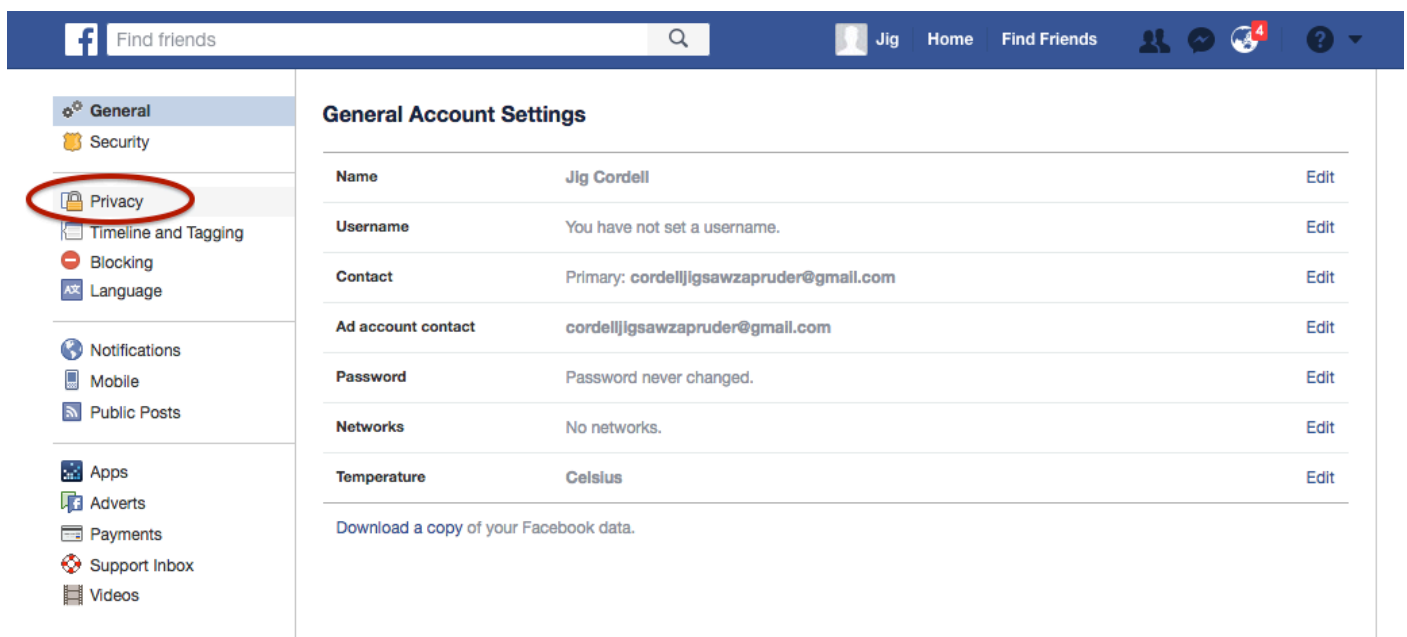
If you are approached directly, by any media or other organisations regarding the programme please advise them that they should contact CJZ.

FACEBOOK

1. In order to make your Facebook account as private as possible, go to “Settings”



2. This will take you to General Account Settings and on the left side of the screen you will find a list of options. Select “PRIVACY”



3. The Privacy Settings will look something like this. If “Who can see your future posts” is “Public” or anything other than “Friends”, click “Edit”:

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Public	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

4. There you can change it to “Friends” only.

Privacy Settings and Tools

Who can see my stuff? **Who can see your future posts?** Close

You can manage the privacy of things you share by using the audience selector right where you post. This control remembers your selection so future posts will be shared with the same audience unless you change it.

What's on your mind?

Your friends
Friends Post

Who should see this?

- Public**
Anyone on or off Facebook
- Friends**
Your friends on Facebook
- Friends except...**
Don't show to some friends
- Only me**
Only me
- More...**


Who can contact me?	Who can send you friend requests?		Edit
Who can look me up?	Who can look you up using the email address you provided?		Edit
	Who can look you up using the phone number you provided?		Edit
	Do you want search engines outside of Facebook to link to your Profile?	Yes	Edit

5. Now that you've limited the people who can see your future posts, it's good to make sure your old posts can only be seen by friends as well. To do that, select "Limit Past Posts"

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit The Audience for Old Posts on Your Timeline		Close
 If you use this tool, content on your profile that you've shared with friends of friends or on your Public wall will change to Friends. Remember: people who are tagged and their friends may see those posts as well.			
You also have the option to individually change the audience of your posts. Just go to the post you want to change and choose a different audience.			
Learn about changing old posts			
Limit Old Posts			
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

6. You can also limit who can actually find you on Facebook by changing the settings for "Who can contact me?". By selecting "Edit" and then changing the setting from the dropdown menu to "Friends of Friends".

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?		Close
Who can look me up?	Everyone		
	<input checked="" type="checkbox"/> Everyone	Who can look you up using the email address you provided?	Everyone Edit
	<input type="checkbox"/> Friends of friends	Who can look you up using the phone number you provided?	Everyone Edit
	Do you want search engines outside of Facebook to link to your Profile?	Yes	Edit

7. The final setting to change is “Do you want search engines outside of Facebook to link to your Profile?” Click “Edit” and make sure the box remains **UNTICKED**

Privacy Settings and Tools

Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
	Limit the audience for posts you've shared with friends of friends or Public?		Limit Past Posts
Who can contact me?	Who can send you friend requests?	Everyone	Edit
Who can look me up?	Who can look you up using the email address you provided?	Everyone	Edit
	Who can look you up using the phone number you provided?	Everyone	Edit
	Do you want search engines outside of Facebook to link to your Profile?		Close
	<ul style="list-style-type: none">When this setting is on, search engines may link to your Profile in their results.When this setting is off, search engines will stop linking to your Profile, but this may take some time. Your Profile can still be found on Facebook if people search for your name.		
	<input type="checkbox"/> Allow search engines outside of Facebook to link to your Profile		

8. If you wish you can also limit the number of people who can search for you with your phone number or email address. Just click “Edit” beside the option and change to “Friends of Friends”, or “Friends” if you prefer,

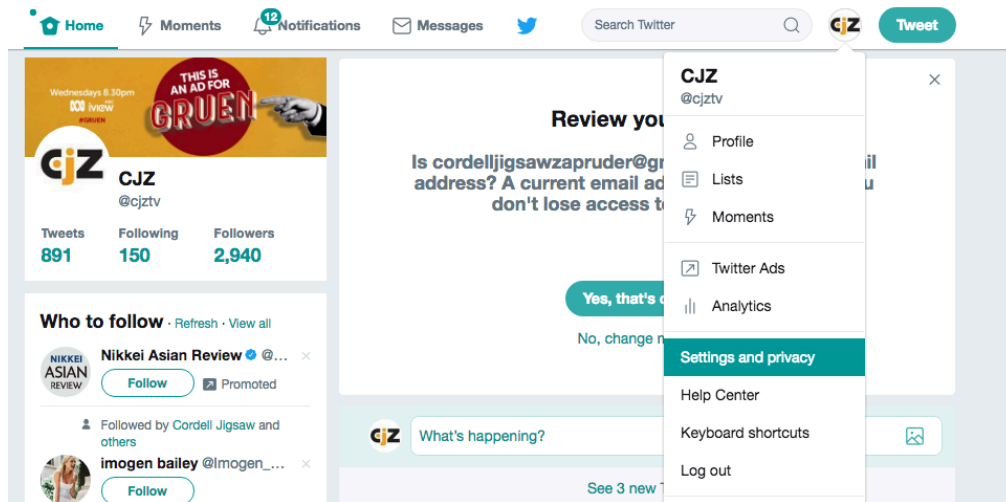
9. Now that you have finished editing your privacy settings, your screen should look like this:

Privacy Settings and Tools

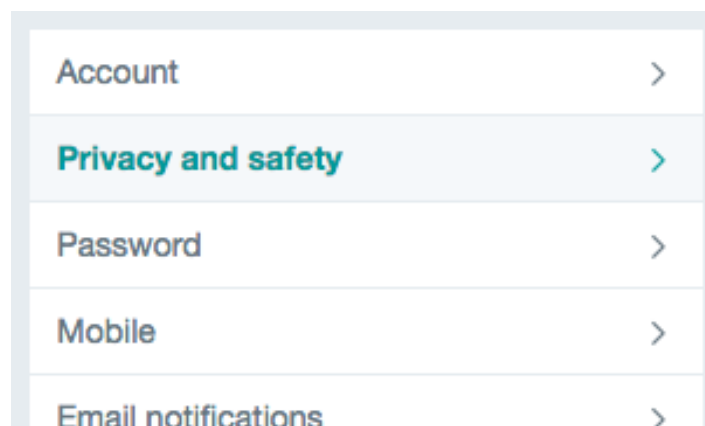
Who can see my stuff?	Who can see your future posts?	Friends	Edit
	Review all your posts and things you're tagged in		Use Activity Log
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Who can contact me?	Who can send you friend requests?	Friends of friends	Edit
Who can look me up?	Who can look you up using the email address you provided?	Friends	Edit
	Who can look you up using the phone number you provided?	Friends	Edit
	Do you want search engines outside of Facebook to link to your Profile?	No	Edit

TWITTER

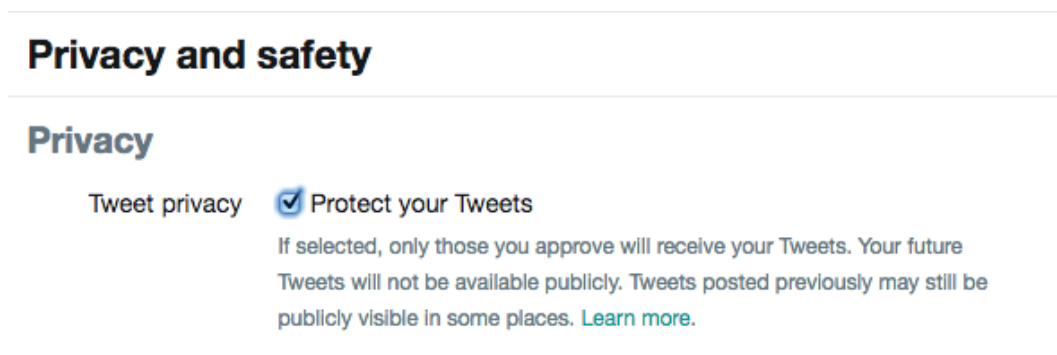
1. Click on your Profile Icon and select “Settings and Privacy”



2. On the right side of the screen there will be a list of options. Select “Privacy and Safety”



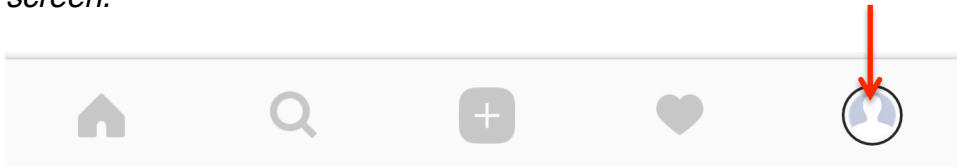
3. At the top you will find a check box saying “Protect My Tweets”. Tick this box



4. Don't forget to “SAVE CHANGES” at the bottom of the page. This will ask you to input your password to confirm the change.

INSTAGRAM

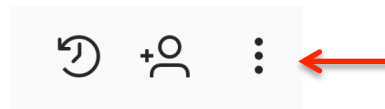
1. *Go to your profile by tapping your profile picture on the bottom right of the screen.*



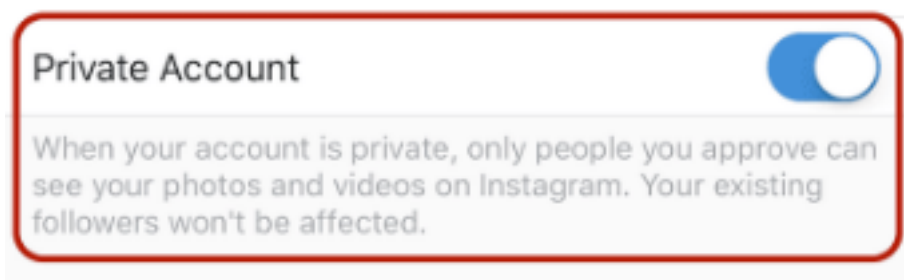
2. *If you have an iphone tap the*



On an android, this may look like this



3. *Turn on Private Account*



By setting your account to private, people will have to send you a follow request to see your posts, your followers list or your following list.