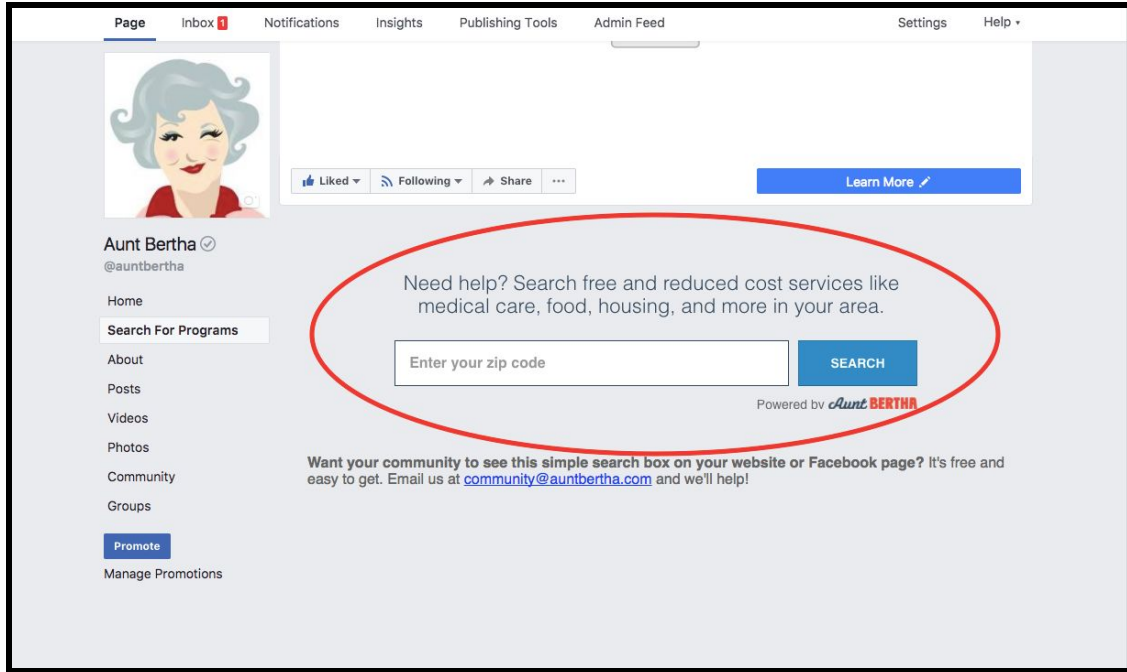


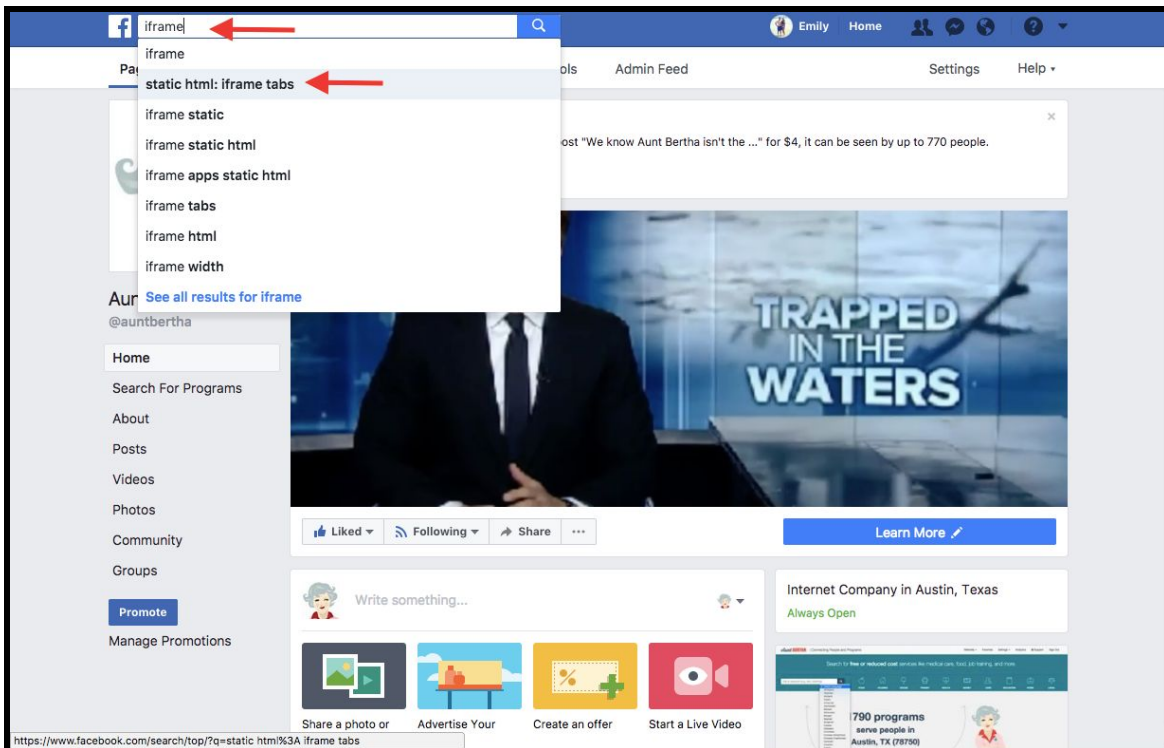
## \*Things to Know Before Getting Started\*

- For all of the below to work properly, you must be an Admin or Editor on the Facebook page.

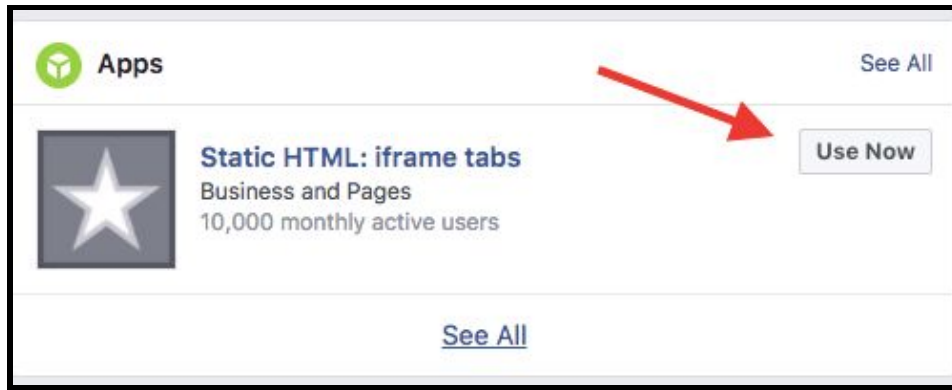


## Step 1: Head to Facebook and type "iframe" in the search box.

There are multiple apps that will do this, but we suggest "Static HTML".

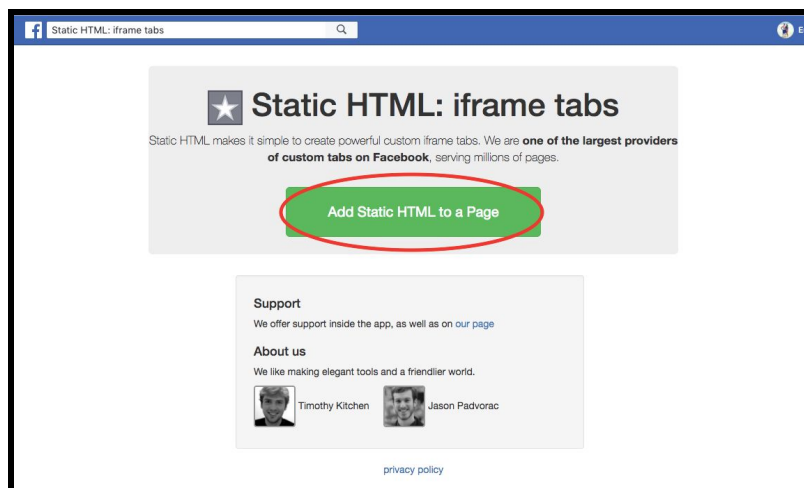


## Step 2: Click the “Use Now” button on the app you’d like to use.



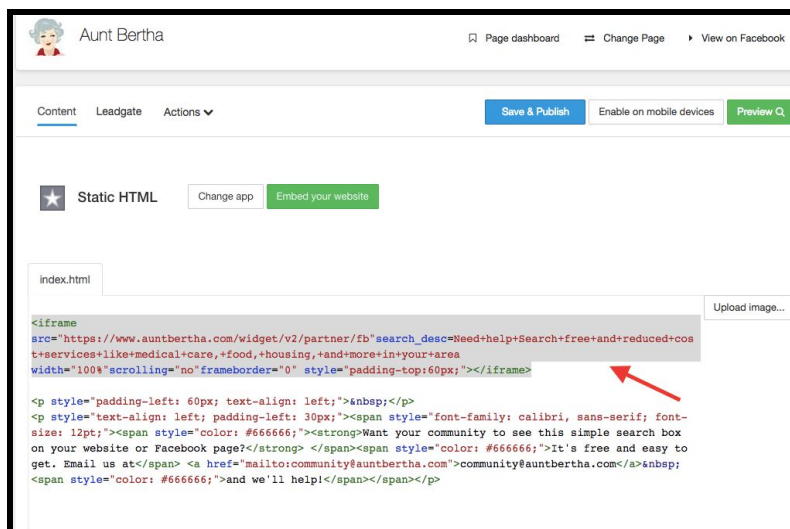
## Step 3: If using the Static HTML app, click “Add Static HTML to a Page”

Note: If using a different app, this step may look slightly different.



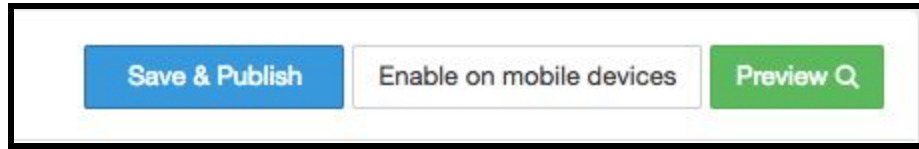
## Step 4a: Copy and paste the code provided to you by our team and add it into the “Content” section

Again, this may look slightly different if you’re using another app.



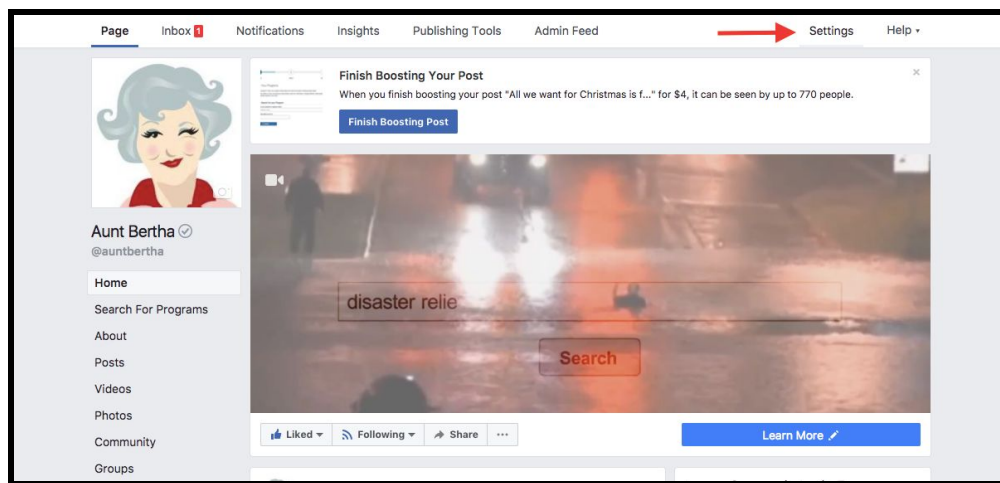
## Step 5: Click Save and Publish to add the Simple search Box to your page

You can also choose “Preview” to review what your Simple Search Box will look like, as well as “Enable on mobile devices” to get a custom, mobile compatible link you can use to share the tab with your Search Box, as Facebook doesn’t automatically enable tabs when viewing pages on a mobile device.

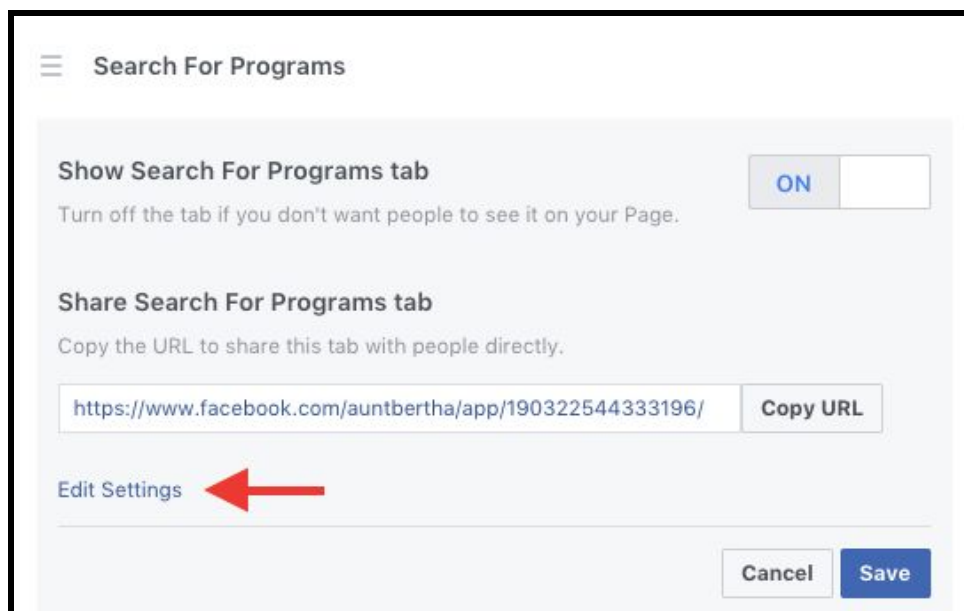


## Step 6: Change the name of the tab

Step 6a: Click “Settings” on the Facebook page



Step 6b: Navigate to the tab, click on it and choose “Edit Setting”



Step 6c: Edit the Name and click “Okay”

**Edit Static HTML: iframe tabs Settings**

Profile

Tab: Added (remove)

Custom Tab Image: Change

Custom Tab Name: Search For Progr: Save

Leave blank to use the default name.

Okay

## Setting up reporting on your Facebook Simple Search Box

- ❑ Have all users who need access to the analytics on your Simple Search Box must sign up for an account on your platform (if they haven't already).
- ❑ Once these accounts are set up, email [community@antbertha.com](mailto:community@antbertha.com) with the names and email addresses of all users who need access. Aunt Bertha's Community Engagement team will then enable your reports.

*\*Note: It can take up to one week for our reporting to be enabled, but all search data from the Simple Search Box will be captured retroactively once the report is live.*

You can access your Simple Search Box analytics by doing the following:

1. Log in to your platform
2. Click on “Analytics” in the top right hand menu
3. Click on “Simple Search Report” (Note: if you don't see this report, your account may not be linked yet. Let us know by emailing [community@antbertha.com](mailto:community@antbertha.com).)

*\*Note: you can filter searches by date and time by going to the upper left hand corner of the report and clicking on “FILTERS”.*