Member Approval Best Practices

Always be thinking long term scaling. Don't start a practice such as messaging each invited person to fill out the question and answer phase as you will not be able to do that for long. It will create burnout.

When admitting new members you are welcoming them into the fold. It is important to make them feel valued. Doing a welcome post is essential! At the minimum one time per week. If you are growing rapidly I would suggest doing it 2-3 times per week.

Turning on the setting for members to share about themselves will create engagement within your group and help it be seen by new members and boost your ability to be seen in the long run.

Your page may feel cluttered in the beginning but there is a difference between clutter and being busy, it will help them network.

SWEEP does not allow men into the national group, and many states have also made that decision. If you choose to allow men in your group that is a'okay! We are on board with that. They will however be turned down from the main group. if they attempt to join. That is an unapologetically female space. Men are welcome at all of our events!

Invites hanging in the queue

You will get members that invite their entire friends list. Not all of those people will see the request right away. Don't decline their request immediately. Wait 2 ish weeks then **decline with feedback.**

Facebook will prompt people to check their invites to groups periodically. Members do join in that window of time, some even later. (I don't advise holding them much later though.)

Feedback to decline invited members I sign with my first name to give a personalized feel. Use your own first name or even just -Admin. We have gotten a better response with a first name. Choose your comfort level.

Don't worry about getting bogged down in the weeds or nitty gritty with these. Sending personal DM's to people that are invited, is inviting trouble. We all have 'that friend' that may have gotten an invite we don't want to personally become involved with. It makes declining much easier. Also, scaling is super important.

"It looks like one of your friends invited you to join our group. Should you decide to become a member, please take a look at the rules and send a new request. Thanks! -Sarah"

Order of importance during member approvals and sorting is essential. You want to admit those that WANT to be here first before those that were invited. If you are keeping a record of data make sure that you are recording that data somewhere secure.

Double check that you are resetting your sort between each approva.

- Sort by Men- Decline - No feedback.
  - Do not deny based on name alone. Transgender, gender neutral/non binary and other gender nonconforming persons often have their Facebook pronouns or private identity set how they identify themselves.
  - Leaving feedback when declining based on sex causes more issues. If someone has an issue or a mistake is made they usually reach out.
- Sort by *Requested* did **agree** to the rules.
  - A quick look at their public profile to see if they are sharing M4L or other mis-info.
    - Misinfo?- **Deny and block**- No feedback
    - Looks good? Nothing scary? **Approve**. A lot of people have their profiles locked down hard. It is not unusual to see nothing and that is okay.
- Sort by **Requested did NOT** agree to the rules.
    - Deny with feedback
      - Suggested feedback   *"Hi, Thank you for requesting to join our group. Could you please take a quick look at the rules and acknowledge them? I will be happy to take a look at your request for membership at that time. - Admin"*
- *Sort by just Requested*
  - *Facebook occasionally hides people in 'requested' it is important to check that as well. Usually they requested and didn't agree to the rules. But they don't always show up in that search and vice versa. Do both.*

- ***Agreed*** *to the rules-* Every single member should agree to the rules. Accountability is essential
  - This will give you people that answered questions **AND** agreed to the rules.
  - Additionally you will get people that **ONLY** agree to the rules. **If** agreeing to the rules is enough (it is in SWEEP) then **approve**.
  - If they also need to fill out the other data as a group requirement to join, **deny** with feedback
    - Suggested Feedback - Wording will depend on the questions you require them answer.
      - *'Hi!- I got your request to join, can you please take a look at the group rules and answer (question number(s) you require for entry, remember to make it a low bar) I am happy to take a look at your request for membership at that time! -Admin*
- Answered SOME of the questions
  - This filter will give you people that did NOT agree to the rules but did answer some of the questions.
  - Deny these with feedback
    - Suggested feedback
      - *Hi, could you please take a quick look at the rules of the group and acknowledge them. I am happy to look at your request for membership at that time- Admin*

Suggested feedback when declining

Hi, could you please take a quick look at the rules of the group and acknowledge them. I am happy to take a look at your request for membership at that time. -Admin

Hi, could you please take a look at the rules of the group and answer (insert question number(s) you require for entry, make it a low bar for entry). I am happy to take a look at your request for membership at that time. -Admin

It looks like one of your friends invited you to join our group. Should you decide to become a member, please take a look at the rules and send a new request. Thanks! - (Your Name)