

## **First Steps for Club LinkedIn Admin**

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## Managing LinkedIn Join Requests

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LinkedIn page administrators control the LinkedIn members that can and cannot join the company's page. It's essential to monitor community access so posts and information reach the targeted audience and proper networking can occur.

Ensure you have "Super Admin" access to your company's LinkedIn page. If not, contact your LinkedIn Administrator.

1. Log into your personal LinkedIn account.
2. Search for your company group page using the search bar.
3. Click on your group page.
4. Select "Manage Groups, then "Requests."
5. If there are pending requests:
  - a) Select the user profile and look through their page.
  - b) Review if they have an affiliation with the company.
  - c) Deny the user if they do not have an affiliation with the company
  - d) Accept the user if they do have an affiliation with the company.
6. If there are no pending requests: No further action is needed.

You are done! Check back every few days to monitor the requests. If your email notifications are turned on for LinkedIn, you will receive an email when someone requests to be added to the group.

## How to Write a Welcome Post

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It's important for page members to know who monitors the company's LinkedIn page to build brand trust. After becoming page admin, introduce yourself to page members with a welcome post.

To successfully write and publish a welcome post on LinkedIn, ensure you have access to a computer, stable internet connection, your job description, digital copy of your headshot, and access to your company page.

1. Log into your personal LinkedIn account.
2. Navigate to your homepage.
3. Located the company page on the left-hand side of your browser.
4. Click on the name of the company page.
5. Click the blue "+ Create" button and then select "Start a Post."
6. Add text written in third-person containing the following information:
  - a) Your first and last name.
  - b) Previous work and educational experience.
  - c) Job duties.
  - d) A fun fact.
  - e) Exclamation of excitement for the job.
  - f) Your headshot.
7. Click post.

# Types of LinkedIn Supported Media Files

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LinkedIn allows users to post documents, powerpoints, and images. The platform supports a wide range of media file types to ensure the best user experience.

**Table 1: Supported Media Files**

Type of Media	Files Supported
Documents	<ul style="list-style-type: none"><li>• Adobe PDF (.pdf)</li><li>• Microsoft Word (.doc/.docx)</li></ul>
Powerpoints	<ul style="list-style-type: none"><li>• Microsoft PowerPoint (.ppt/.pptx)</li></ul>
Images	<ul style="list-style-type: none"><li>• .png</li><li>• .jpg/.jpeg</li><li>• .gif - animation is not supported, however the first frame will be extracted.</li></ul>