

FIRST STEPS FOR CLUB LINKEDIN ADMIN

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1 LinkedIn Join Request

LinkedIn users and LinkedIn company admins are responsible for managing join, or connection, requests.

What are LinkedIn Join Requests?

LinkedIn is a connection-based platform. Users connect with other users and company pages by sending a join request to the account administrator - either personal or company. Company admins and page owners choose which users can and cannot connect to their account.

An account's number of connections are sometimes viewed as a sign of page success. Remember, not all connections are good connections. Watch out for potential bots and scammers. Bots and scammers could cause issues within your account.

2 How to Manage LinkedIn Join Requests

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.
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.

User acceptance or rejection can be confirmed by viewing the number of follows on your LinkedIn company page. If the number increases, a user has been accepted. If not, the user was denied.

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.

3 How to Write a Welcome Post

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 your company page.
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**.

You have successfully posted your welcome post on your company LinkedIn page. You can check your company homepage to confirm successful posting.

4 Types of LinkedIn Supported Media Files

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