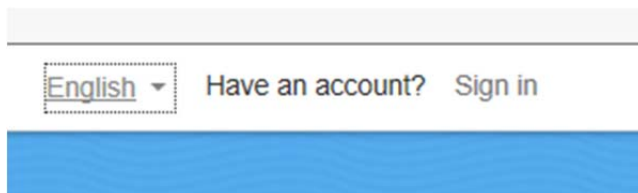# Missouri PTA's ABC's of Twitter

Getting started on twitter is as easy as abc.

1. Your first step is setting up an account. To do this follow the below steps(this will work best from your computer):
   a. Go to www.twitter.com
   b. Click the Sign in link at the top of the page, then click the sign up now link.

   If this is the first time you have accessed the twitter site, you might see a screen like the one below:
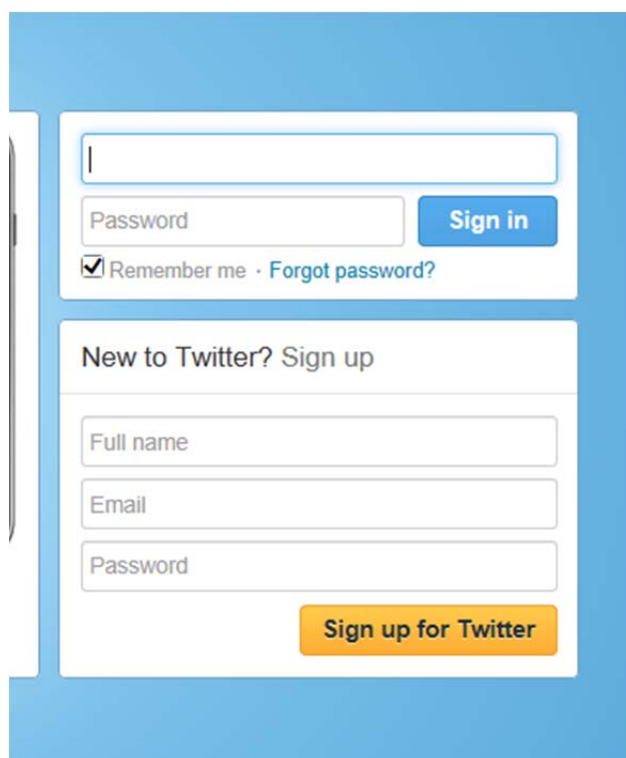
   c. Enter:
      a. your full name or your unit's name
      b. your email address or your unit's email address
      c. a password (make sure it is something you can remember) and then click the Sign up for Twitter button you will then be given a screen like the one below,

confirm that the user name listed is one you like or click one of the suggested user names and click the Create Account.

- Your user name (this will be what most people see behind the @ sign and is often referred to as your "Twitter Handle". Twitter will tell you if the user name you want to create has already been used in which case you will have to choose another. When creating your username – I suggest using a number or some other unique identifier. Twitter will also suggest some for your – if you find one you like – use it.

2. Now that you have your account created, twitter will guide you through finding friends to follow and some general basic information regarding using twitter. If you want twitter to help you find people; allow it access to your contacts and it will match other twitter followers based on email addresses in your contact list.

3. Now you can customize your twitter, by uploading a photo of yourself. If you are using your Missouri PTA email address, contact Amy Blakemore and she will email you your head shot directly to with a link to the settings screen to allow you to add your photo later; or you can upload one of your own.

4. Type a short bio – single words followed by commas.

5. Now you have an account now what? Let the tweeting begin!!! Below are some guidelines to follow(we have also attached the guidelines /recommendations of National PTA).

❖ Tweets have a maximum of 120 characters. When composing a tweet there is a word count in the bottom corner of the window. If you have too many words your tweet won't post. To compose a tweet, click the feather icon in the upper right corner.

❖ You can choose to have all of your tweets automatically post to Facebook, by adjusting your account settings.

❖ You can add bio information and special also in the account settings. You can access your account settings by selecting the gear icon in the tool bar in the upper right corner.

❖ When tweeting information about Missouri PTA Town Hall's or another PTA Supported bill or endeavor some popular twitter handles to tag in your posts are below (be sure to include the @ sign in all "tags".
    o @stltoday Saint Louis Post

- o @KCStar The Kansas City Star
- ❖ Hash Tags (#) are information that you can create, and or other create – this is a way to group tweets. You can create these, and you will see newspaper and TV stations also reference their twitter hash tags.
- ❖ If you "Like" a tweet then you must "favorite" it.
- ❖ If you want to repost a tweet then you must "retweet" it.
- ❖ All of these are icons that show up below tweets of people you are following.
- ❖ Each Cell Phone platform (iPhone, Android, Windows) has its own Twitter app that is downloadable from your app store, and they will all behave slightly different than the computer website.