CLUB LIFE
Empower, Engage, Sustain

Twitter

What is Twitter?
- Twitter is an information network for all clubs, Local Authorities and members.
- Twitter is a service for friends, family, and co–workers to communicate and stay connected through the exchange of quick, frequent messages
- Twitter is about interaction between members and Hockey Wales.

How do I access Twitter?

By logging onto www.twitter.com from a pc, laptop, phone or any other device that connects to the internet. You will need to create a username and password. Your username should be similar to your actual name, this allows people to search for your profile easily. Eg. @JohnDavies1 or @KellyDavies44.

So what is a 'Tweet'?
- At the heart of Twitter are small bursts of information called Tweets.
- Tweets can be about anything you want, but should be informative for other people.
- They must be 140 characters or less.
- Can include a link to a webpage for further information
- Can include a photo/image
- Use of a Hash tag (#) links your tweet to similar trends

Example:

Hockey Wales @HockeyWales   4h
UKCC Level 1 Coaching Course taking place at the #NHC #Cardiff 17th Nov & 1st Dec. Places still available goo.gl/9gGWN
Details

Who are my followers?
- People who follow you and your timeline are your followers
- You can follow people but they don't have to follow you back (and vice versa)
- Tweets from those you are following appear in your timeline
- Your tweets appear in the timeline of those following you

For more information, visit:
www.hockeywales.org.uk/play/club-life

HOCKEY WALES
HOCI CYMRU

Composing a Tweet

Click on compose a tweet

Insert a web page by copy and pasting the URL you want to share.
Check out http://www.shorturl.com/

Location of tweet

What's happening?

140 characters this will let you know if you go over the limit

140

tweet

Add a photo by clicking this icon, and searching on you computer for relevant image

When finished hit that TWEET button.
Your tweet will now appear in your timeline for all your followers (and visitors to your timeline) to see

What is a 'Retweet' & a 'Reply'?
- If someone likes your tweet they may "retweet" it to their followers.
- If you like someone's tweet or agree with what they say (or not) and want to share it with your followers, you can "retweet" theirs
- To retweet simply click on the RETWEET button
- It will appear exactly the same, with a comment acknowledging that you have retweeted someone else's tweet.
- You can 'reply' to a tweet which will form a public conversation about someone's tweet.
- If you do not want a public conversation, you can Direct Message (DM) someone by pressing the message icon on their profile.

What do I write in the biography section of my profile?
- Anything that describes who you are and what your interests are.
- If you are using your account for work purposes, you should state that views are your own.
- Your tweets should remain professional and avoid controversial topics.
- Ensure your profile is engaging and represents you and your company.

A few do's and don'ts…
- Don't get too personal & involved in discussions that could reflect badly on the organisation
- Be aware that anything you retweet will appear to all your followers.
- Always be conscious of your audience, you cannot control who follows you, including young players.
- Any issues or concerns should not be dealt with publicly, ensure you approach problems professionally.

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