

KIPC Instagram Guidelines

December, 2023

KIPC has created an Instagram page (“kiphotoclub”), with the goal of sharing our images among club members and posting information for upcoming meetings and speakers. Having a club account could improve our individual skills and inspire us to take more pictures.

The account is set up using a unique email address and password, with access limited to the club president, the account moderator, and any board members whose position might require them to post content on the account’s page.

The account is currently private, with “requests to follow” managed by the administrators of the account. Only members of the KIPC will be allowed to follow the account.

The content of the of announcements about club events and photos from club members, with the goal of sharing both with as many members as possible. Member photos will be posted on the club’s page by the moderator by “reposting” photos from members’ individual Instagram accounts. Members who wish to have their photos available to the club for reposting can use the hashtag “KIPCshare” when they post photos to their individual accounts. Members who wish to have their photos available for reposting will need to allow the administrator(s) to follow their account OR to simply make their page public. BY USING THE HASHTAG MEMBERS ARE GIVING PERMISSION FOR KIPC TO REPOST THE SPECIFIC PHOTO WITH THE HASHTAG.

Personal photos or photos with people (other than, for example, our guests as we publicize their workshops) will not be posted. Credit will be given to the photographer when the photo is posted and tagging the person’s Instagram account (using their username).

*After the club account has been launched, using club announcements and photos from members who are already on Instagram, the club will host a workshop next winter/spring to assist people with setting up, posting, and managing their own accounts.

Setting up an Instagram Account:

-in order to follow the KIPC Instagram account, members must have the Instagram app and an account.

Download the Instagram App: Instagram is primarily accessed through its mobile app. Go to your smart phone's or tablet's app store (App Store for iOS or Google Play Store for Android) and download the Instagram app. Instagram can also be opened on a desktop or laptop by going to Instagram.com

Create an Account:

Open the Instagram app and tap on "Sign Up" to create a new account.

Enter your email address or phone number. You can also sign up using your Facebook account.

If using an email or phone number, enter your details and create a username and password.

Complete Your Profile:

Once you've created your account, you'll be prompted to complete your profile. Add a profile picture, a bio, and other any information you're comfortable sharing.

Settings and Privacy:

Customize your account settings, such as privacy, notifications, and security, by going to your profile, which can be accessed by clicking on the person icon to the far right of your home screen. You will want to make a choice about whether your account is private (meaning only people you allow to follow you can see your posts) or public (meaning anyone can see your posts). Tap the three lines in the top right corner and select "Settings and privacy." Scroll down to the Account privacy setting and choose to make your account public or private.

Following the KIPC Account

From the home screen select the search icon and type **kiphotoclub**, which will take you to our page. The settings on the account are set to private and it will say "this account is private, request to follow? Click on "request to follow." The account moderator will then receive a notification that you have requested to follow the account and will approve it; you will then be able to see the posts to the account.

If you need help with your account, just email Susan Calkins at sdcalkin@uncg.edu