

# Social Media Collaboration Helpsheet

*This is a brief guide on how we can collaborate on social media posts to boost reach and increase the audience for both of our organisations.*

## Facebook

Only available using Meta Business Suite.  
This feature is not available through the Facebook mobile app.

When creating a post it will give you option to collaborate.

Enter **@Ipswicharttrail** into the search bar then select to send a collaboration invite to us.

## Instagram

Only available in Instagram mobile app.  
This feature is not available through the Meta Business Suite.

Enter **@Ipswicharttrail** into the search bar then select to send a collaboration invite to us.

You can invite collaborators after posting as well by editing the post and tapping 'add collaborators' at the top.

*If we choose to collaborate with your account on a post you will receive a notification asking if you would like to accept. If you approve the request, the post will also appear on your timeline.*



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