



Thank you for offering to help Global Virtual Assistant Week raise its profile in the Twitterverse. Our aim is to get **#GlobalVAweek** listed as a top trend on Twitter in the run up to the event, so we need as many people as possible tweeting that hashtag!!!

You can download an example of previous **#globalVAweek** tweets here:

<http://www.societyofvirtualassistants.co.uk/2011/04/17/global-va-week-the-tweets-have-landed/>

You can either copy & paste or use a “bulk upload” system like on Hootsuite. If there are some you don’t want to tweet or that aren’t relevant to you (say for example, if the tweet is about call answering and you don’t offer that service), feel free to edit them out and use the rest. We tried to generate as many as possible so that you could pick and choose the ones which you liked best and were most relevant to your business.

Our top tip would be to pre-schedule these tweets using a bulk scheduler like www.Hootsuite.com or www.twaitter.com or www.phptweet.com.

Happy Tweeting!!

Caroline



(P.S. If that last paragraph sounded like double dutch, don’t worry, we’ll be guiding you through this step by step.)

- 1. Get yourself a Twitter account, signing up at www.twitter.com*
- 2. Make sure you “follow” these accounts: @societyofvas and @oivac– you’ll get their updates included in your stream of information from twitter when you log onto www.twitter.com/yourusername*
- 3. Start Tweeting!*
- 4. There are loads of tools out there to help with managing your Twitter account and pre-schedule Tweets. Our favourite freebie is: http://hootsuite.com/p_1165*
- 5. Schedule the Tweets from the list in the run up to International Virtual Assistant Week 13th – 19th May 2011. They will appear as from you, so make sure you include your own skill set in there and always include the #globalVAweek tag so that your tweet is recognised as being part of the event.*
- 6. You can copy and paste from the spreadsheet (or if you have a premium account you can bulk upload).*
- 7. Retweet the posts about #globalVAweek from the official accounts – just press the RT button!*

Tweeting regularly will help you build followers and tell people about all the varied tasks which VAs can help with. We’re providing these for free as part of our commitment to raising the profile of virtual assistants in the UK.

Should you have any queries regarding scheduling the Tweets or setting up your account, please email info@societyofvirtualassistants.co.uk

Happy Tweeting!

Caroline