

HOW TO ADD ADMINISTRATORS TO A FACEBOOK BUSINESS PAGE

Below you can see a step-by-step guide on how to make someone an administrator for a Facebook business page:

1. Sign in with the Facebook account you use to manage your business page:



2. After you sign in, look at the right side of your home page, locate your Facebook business page and click on it:



Ph: 772 905-3005 / Fax: 772 409-8687

in

0



3. Once you are in your business page, go to the right-hand column and click on "Settings":

Q Search Facebook	ល	8	. .	8	۲	○= + ● ● -
Manage Page Vour page name						
G Home						
News Feed						
Ad Center V						
Inbox		_				
Resources & Tools	7)		80		_
Notifications		Yo	our page name	9 Nostegy-Company	Edit Shop Now	
Publishing Tools	Home	About Shop	o More 🕶		Promote O View as Visitor Q	
Page Quality	Free	Facebook Busi	iness Tools	\bigcirc	Create Post	
Edit Page Info	R7	Sell Your Products	ts >	Photo/V	/ideo 🛛 🔗 Get Messages 🛛 🕞 Feeling/Activity	
Settings	-	of potential custom	ers across			
		Display your service so that people can i	s and availability	Create DI Liv	re 🛱 Event 🕲 Offer 💼 Job …	
	*	Host Paid Online Create online event pay to access.	Events >	PINNED POST		
romote		Showcase Your N	Menu >	Citate	ing franchesisten and Careful (2012)	-

4. In "Settings", go to "Page Roles" as indicated:

Q. Search Facebook	ŵ	å	Ē	6			\bigcirc	- + • •	1
Page Settings	Page Visibility		Page published				Edit		Î
Search Base Settings	Visitor Posts		Anyone can publish to the Page Post moderation is turned on				Edit		L
a search rage settings	Post and Story Shari	ing	Post sharing to Stories is On				Edit		L
General	Audience Optimizatio	on for	The ability to select News Feed	targeting and restrict the au	fience for your posts is turned	i off	Edit		L
Messaging	Messages		People can contact my Page pri	rately.			Edit		L
Page Info	Tagging Ability		Only people who help manage r	ny Page can tag photos pos	ied on it.		Edit		L
Tomplatos and Tabs	Others Tagging this I	Page	People and other Pages can tag	my Page.			Edit		L
Templates and Tabs	Country Restrictions	•	Page is visible to everyone.				Edit		L
Event Ticketing	Age Restrictions		Page is shown to everyone.	n the Pane			Edit		L
Notifications	Profanity Filter		Turned off	r ine r uge.			Edit		I.
Advanced Messaging	Similar Page Sugges	stions	Choose whether your Page is re	commended to others			Edit		L
Page Boles	Page Updates		Page posts will not be published	when you update Page info	, reach milestones, receive re	views and more.	Edit		I.
	Post in Multiple Lang	guages	Ability to write posts in multiple I	anguages is turned off			Edit		I.
People and Other Pages	Translate Automatica	ally	Your posts may show translation	s automatically for people w	ho read other languages.		Edit		I.
Preferred Page Audience	Comment Ranking		Most relevant comments are sho	wn for my Page by default.			Edit		I.
Issue, Electoral or Political Ads	Content Distribution		Downloading to Facebook is allo	wed.			Edit		I.
Branded Content	Merce Pages		Merce duplicate Pages				Edit		I.
3. Sentences	Remove Page		Delete your Page				Edit		L
Pari						XP Marke	er	l en g Solut	i

in

O

P

f



5. Go to "Assign a new page role" and type in the following email: <u>sole.xms@gmail.com</u>:

veryone who works on your Page can have a different role depending on what they need to worl earn More	k on.		
ections			
ssign a New Page Role			Jump to Section
xisting Page Roles			Jump to Section
Assign a New Page Role			
sole.xms@gmail.com	×	Editor \$	Add
Sole Xms	a	ids, see who cre n lespond to an	eated a post or id delete

6. Go to the dropdown menu right next to the email field and change it from "Editor" to "Admin":

Everyone who works on your Page can have a different role depending on what they need to work on. Learn More		
Sections	Ŧ	
Assign a New Page Role	Jump to Section	
Existing Page Roles	Jump to Section	
Assign a New Page Role	Imin	
😂 Sole Xms	Add	
Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create comment post from Instanram to Facebook, and view insights. If an Instanram account is connected to the Page, they c	oderator ated a post or lvertiser delete	IC

Ph: 772 905-3005 / Fax: 772 409-8687

in

O

P



7. Click on "Add", enter your password to confirm the new page role and click on "Submit":

Assign a New Page Role

i If you're adding a new a	dmin to your Page, please keep in mind that they'll have the same permission as you	do to make chan	ges to this Page.
Sole Xms	×	Admin +	Add
Can manage all aspects of the Pa from Instagram to Facebook, crea	ge. They can publish and send Messenger messages as the Page, respond to and d te ads, see who created a post or comment, view insights, and assign Page roles. If a	elete comments o an Instagram acco	on the Page, post ount is connected to

I	Please Re-enter Your Password	×	
	and a finite hand.		
I.	For your security, you must re-enter your password to continue.		
•	Password: •••••		
n	Forgot your password? Cancel Subm	iit	0





Ø

in 🖸

Sill



8. Please repeat steps 5-7 with the email address <u>alejandra.xperience@gmail.com</u>:

a to work on.		
	-	
		Jump to Section
		Jump to Section
nission as you d	o to make chang	es to this Page.
×	Admin \$	Add
	ete comments on Instagram accor	the Page, post ant is connected to
r	iission as you d	hission as you do to make chang X Admin = ate comments or Instagram according

9. Immediately after you invite a user to be an administrator, their status will appear as "Pending":

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Admin	Edit	
Admin	Edit	
Sole Xms Admin - Pending	Cancel Invitation	ice
Daniela Alejandra Rodríguez Admin · Pending	Cancel Invitation	itions

Ph: 772 905-3005 / Fax: 772 409-8687

in

O

P



Once the user accepts your invitation to become an Administrator, they will have access to your page and will be able to post and interact on your page's behalf. They will then appear as an "Admin" under "Existing Page Roles".

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Adr	nin	Edit
Adr	nin	Edit
Sol Adr	e Xms nin	Cancel Invitation
Dar Adr	niela Alejandra Rodríguez nin ·	Cancel Invitation





O

P