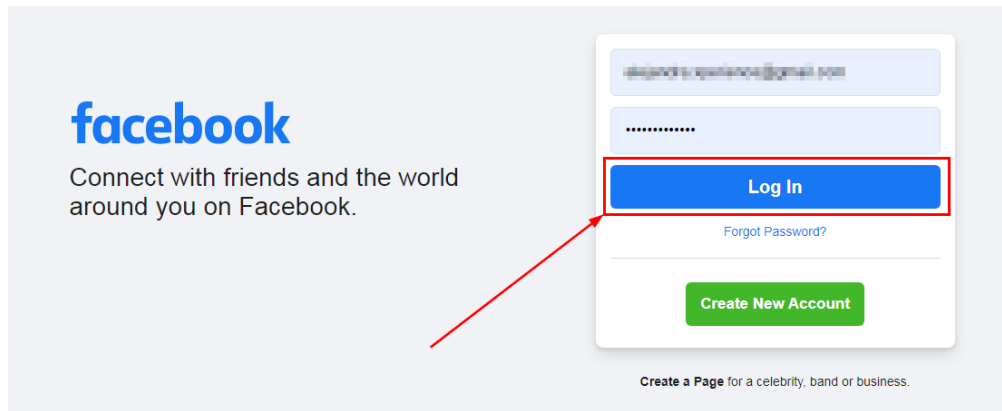




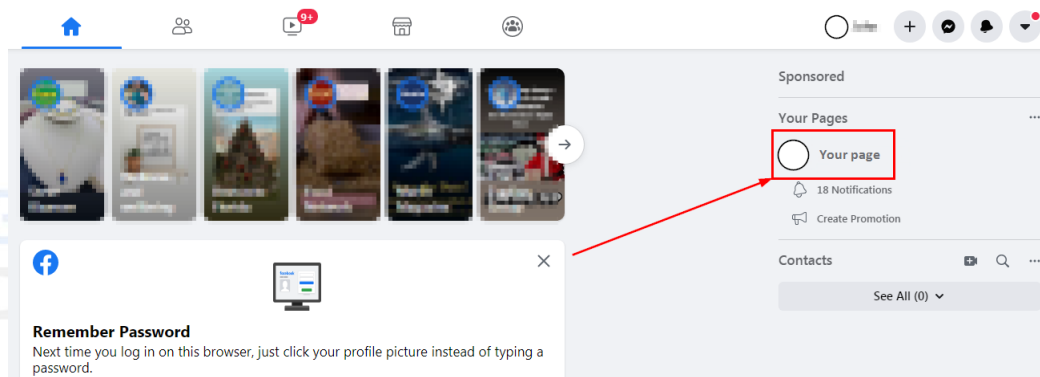
## HOW TO ADD ADMINISTRATORS TO A FACEBOOK BUSINESS PAGE

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:



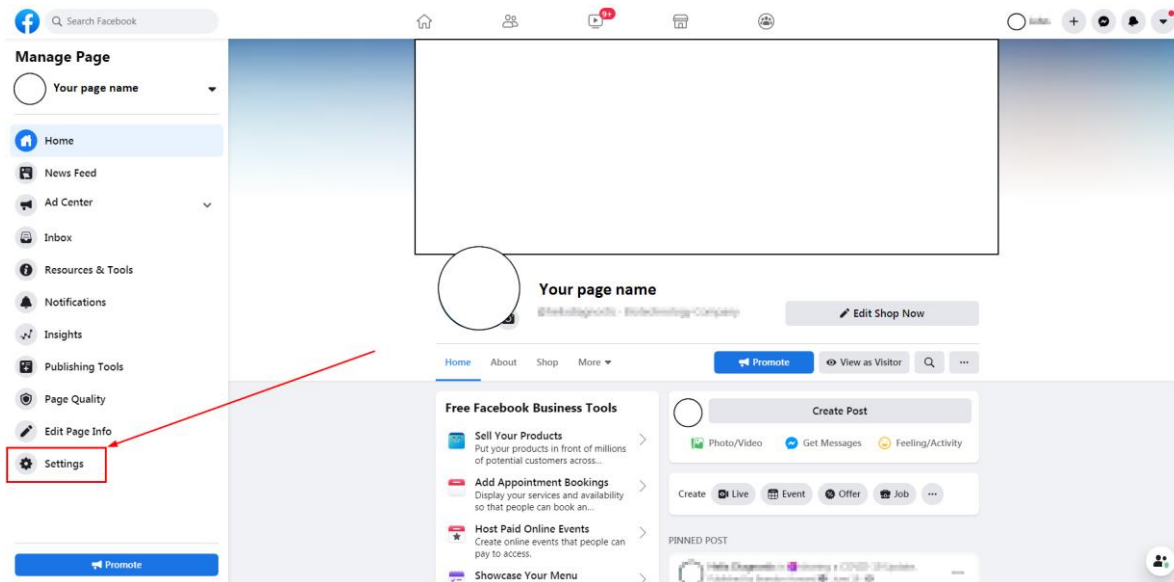
2. After you sign in, look at the right side of your home page, locate your Facebook business page and click on it:



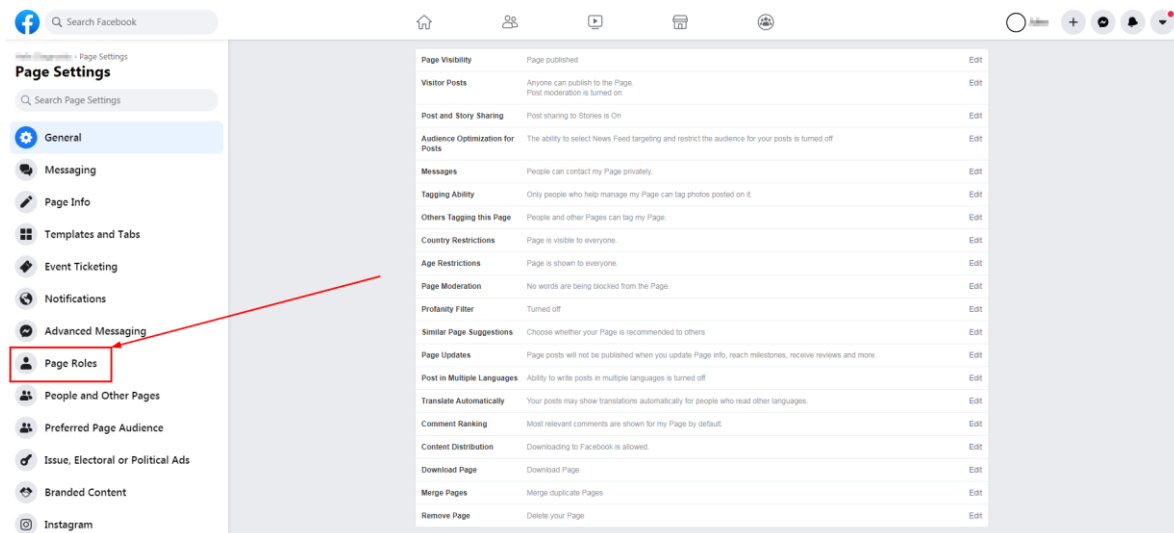


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3. Once you are in your business page, go to the right-hand column and click on "Settings":



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



Partner XMs Xperience Marketing Solutions



5. Go to "Assign a new page role" and type in the following email: [sole.xms@gmail.com](mailto:sole.xms@gmail.com):

**Page Roles**

Everyone who works on your Page can have a different role depending on what they need to work on.  
[Learn More](#)

**Sections**

[Assign a New Page Role](#) [Jump to Section](#)

[Existing Page Roles](#) [Jump to Section](#)

**Assign a New Page Role**

× Editor Add

**Sole Xms**

ad, see who created a post or  
in respond to and delete

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

**Page Roles**

Everyone who works on your Page can have a different role depending on what they need to work on.  
[Learn More](#)

**Sections**

[Assign a New Page Role](#) [Jump to Section](#)

[Existing Page Roles](#) [Jump to Section](#)

**Assign a New Page Role**

**Sole Xms**

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create  
comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they c  
comments, send Direct messages, sync business contact info and create ads.

Admin Editor Add


Moderator  
Advertiser  
Analyst




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



#### Assign a New Page Role

 If you're adding a new admin to your Page, please keep in mind that they'll have the same permission as you do to make changes to this Page.

 Sole Xms × Admin + **Add**

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.

**Please Re-enter Your Password** ×

For your security, you must re-enter your password to continue.

Password:

[Forgot your password?](#) Cancel **Submit**



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8. Please repeat steps 5-7 with the email address [alejandra.xperience@gmail.com](mailto:alejandra.xperience@gmail.com):

**Page Roles**

Everyone who works on your Page can have a different role depending on what they need to work on.  
[Learn More](#)

**Sections**

[Assign a New Page Role](#) [Jump to Section](#)

[Existing Page Roles](#) [Jump to Section](#)

**Assign a New Page Role**

*If you're adding a new admin to your Page, please keep in mind that they'll have the same permission as you do to make changes to this Page.*

Admin Add

Daniela Alejandra Rodríguez Can create posts on the Page, post comments on the Page, post to the Page, and send messages to the Page. An Instagram account is connected to this Page.

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

Daniela Alejandra Rodríguez  
Admin · Pending Cancel Invitation

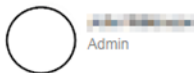


Once the user accepts your invitation to become an Administrator, they will have access to your page and will be able to post and interact on your page's behalf. They will then appear as an "Admin" under "Existing Page Roles".

## Existing Page Roles

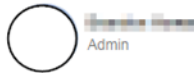
### Admin

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.



Admin

Edit



Admin

Edit



Sole Xms  
Admin

Cancel Invitation



Daniela Alejandra Rodriguez  
Admin

Cancel Invitation



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