

HOW-TO

ADD AN ADMIN TO YOUR FB PAGE



THE ADMIN ROLE EXPLAINED

This Facebook role has the most authority and access of all the six page manager roles - Admin, Editor, Moderator, Advertiser, Analyst, and Live Contributor.

An admin can manage and assign all other page roles and settings, so for security purposes, it's vital that you strictly limit who has this role. An admin can also:

- Edit the page and add apps;
- Create and delete posts;
- Send messages via your page;
- Respond to and delete comments and posts to your page;
- Remove and ban people from your page;
- Create ads;
- View page insights (analytics about the page); and
- See who published content on your page

YOUR 10-STEP GUIDE

1. Start by logging into your Facebook account using a desktop.
2. Click on **PAGES** located on the left side of the screen under 'explore' and find the correct page name that you're wanting to add an admin to.
3. Once you've navigated to the page, click **SETTINGS** located on the top right side of your screen.
4. Click **PAGE ROLES** located on the left side of the page dashboard.
5. Find the header **ASSIGN A NEW PAGE ROLE**.
6. Select **ADMIN** from the dropdown menu.
7. Type the name or e-mail address of the person you want to add as an admin. Note that the e-mail address must be the e-mail address they use to log in to their personal Facebook page.
8. Select a name from the list. Be 100% certain that it is the correct person before proceeding.
9. Click **ADD** and you'll be prompted to enter your password to confirm. Then click **SUBMIT**.
10. Find the header **EXISTING PAGE ROLES**. You should now see **PENDING** in red font next to their name. This means that they have not yet accepted your invitation to become admin. To speed up the process, have them check www.facebook.com/pages and look under the **INVITES** section. Keep in mind that if you're not friends with the person you're adding, they'll have to accept your invite before they can start managing your page.