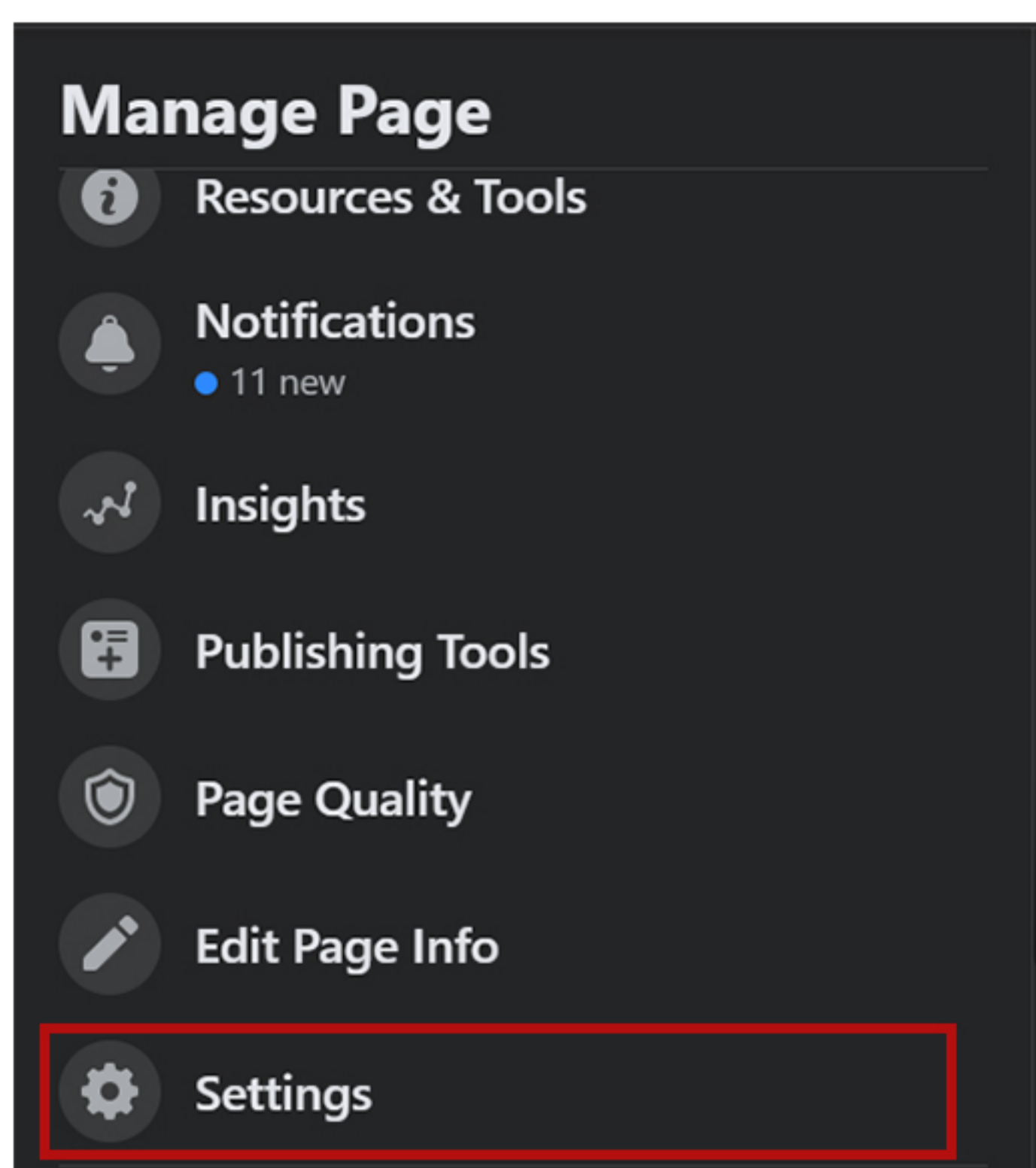


How to Add an Admin to a Facebook Page

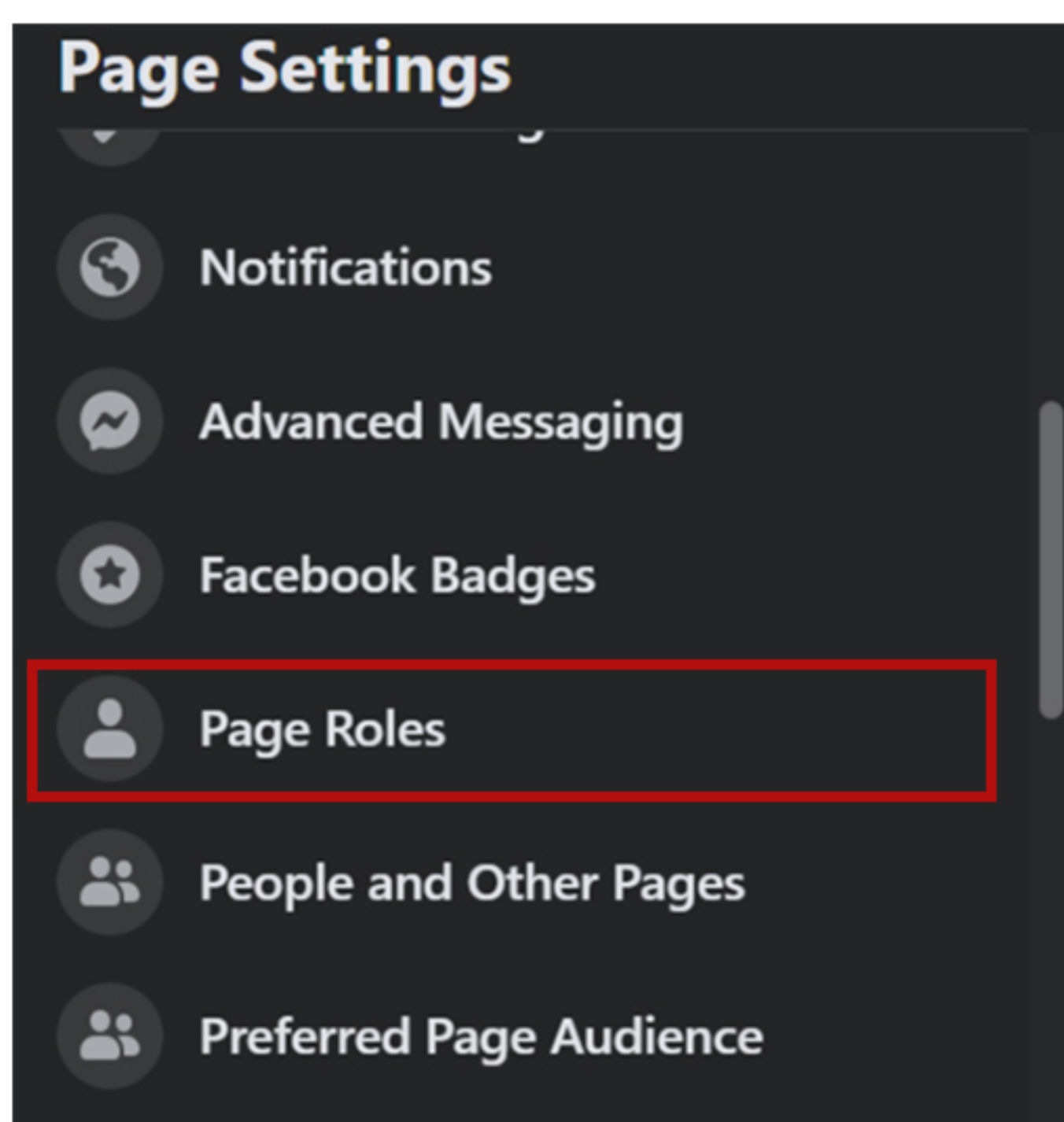
These instructions pertain to the Desktop Version of your Facebook Page.

1. Navigate to your Facebook Page.

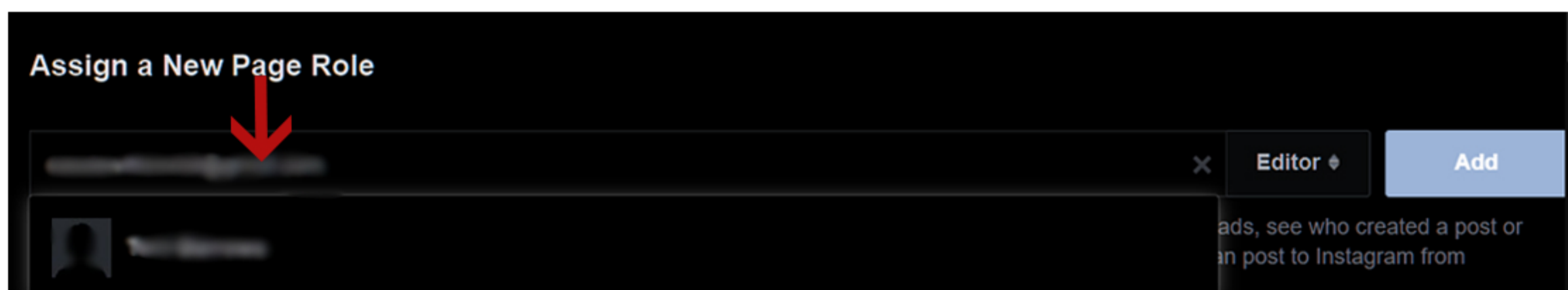
2. Click on Settings on the left of your Page in the “Manage Page” section. You may need to scroll down in this area to see the option.



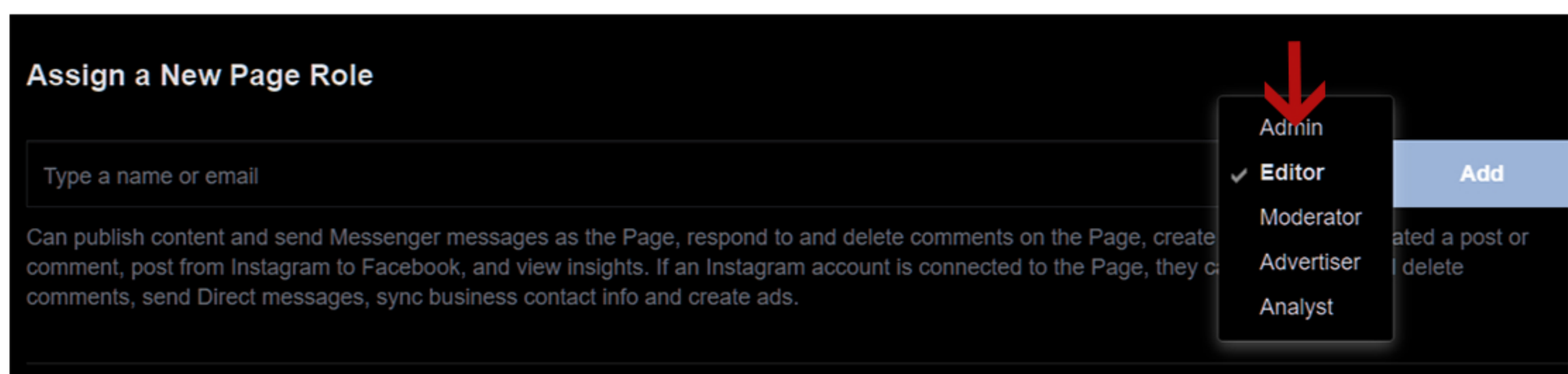
3. Click on “Page Roles” in the left-hand menu in the “Page Settings” section. You may need to scroll down in this area to see the option.



4. Scroll down until you find the section for “Assign a New Page Role”. Type either the email address (if the person is not your friend) or the name (if they are) in the text box. A dropdown with possible options matching the information you typed in will appear. Choose the one that is correct.



5. Choose the access level by clicking on the dropdown just to the right of where you entered the name or email. Find out what each of the access levels mean below.



Explanation of Roles

Admin: Gives them full access to your page. Assign this if the person will be making settings changes to your page as well as running ads.

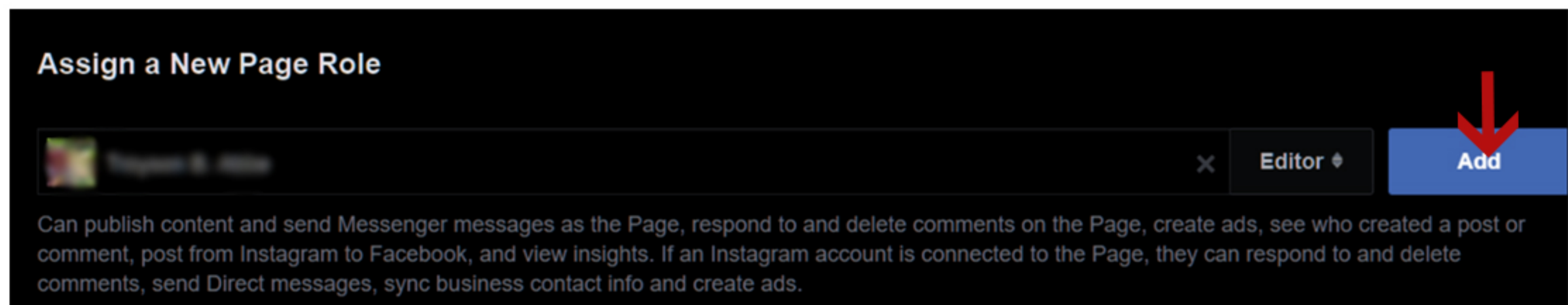
Editor: An editor can still edit the page, but cannot add or edit admins. They can also run ads and see insights (analytics).

Moderator: Cannot edit the page. This is a good setting for an admin who will be posting and commenting on posts. They can also run ads and see insights (analytics).

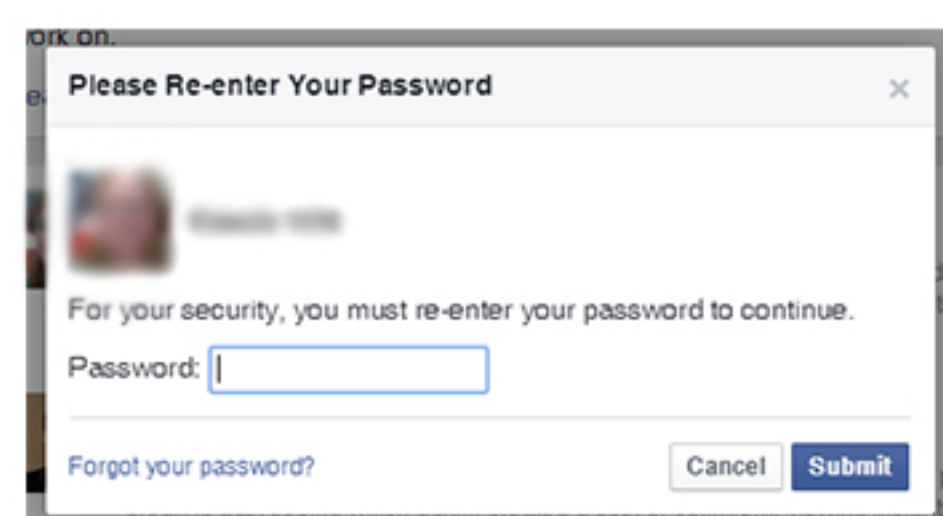
Advertiser: Can only run ads and see insights (analytics). Cannot post or comment.

Analyst: Can only see the insights (analytics).

6. Click “Add” to Save Changes.



7. Facebook will request that you enter your password as an added security measure.



Congrats! You're done! :)

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