

HOW TO ADD AN ADMIN TO YOUR FACEBOOK PAGE AND MANAGE PAGE ROLES

How to add someone as an admin on your Facebook page

STEP 1

Head to the Settings tab at the top right of your page and then click on "Page Roles."



STEP 3

In the "Assign a New Page Role" section, start typing the name of the person you want to assign to the page. The drop-down menu will offer you suggestions and you can choose the person you want from there.

On this page, you can manage every role on your page.

Inbox Notifications Insights Publishing To	ols Ad Centre More - Settings	Help 7
Ceneral Page Info	Page roles Everyone who works on your Page can have a different role depending on what they need to	
Templates and tabs	work on. Learn more	Assign a new Page role
Post attribution	Sections	Assign a new Page role
Notifications	Assign a new Page role Jump to Section	i If you're adding a new admin to your Page, please bear in mind that they'll have
Advanced messaging	Existing Page roles Jump to Section	the same permissions as you do to make changes to this Page.
1 Page roles		Persons name X 🗸 Admin Add
People and other Pages	Add a community manager	Can manage all aspects of the Page. They can publish an Editor r messages as
* Preferred Page Audience	Type a name or email address Add	the Page, respond to and delete comments on the Page, I Moderator am to Facebook, create ads, see who created a post or comment, view insi
 Authorisations 	Community managers can moderate comments in chat and mute and remove people who violate standards in the community.	Instagram account is connected to the Page, they can result of the comments, send Direct messages, sync business contact info and crashing Analyst
😵 Branded content 🗦		
Instagram		
★ Featured	Assign a new Page role	STEP 4
Crossposting	Type a name or email address Editor + Add	
Page Support Inbox	Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook and view insights. 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.	Click the menu next to their name to
≅ Activity log Đ		select the "Admin" option.

STEP 5

Once you have the right name, click "Add." Facebook will then prompt you to re-enter your password to make sure it's you that is making the change.



YOUR ALL DONE!

Once the person receives the notification, they can accept and their role will show up under the "Existing Page Roles" section. This shows you each person on your page, categorized by their permissions. For example, you can have one person under admin and one person under editor.