



facebook

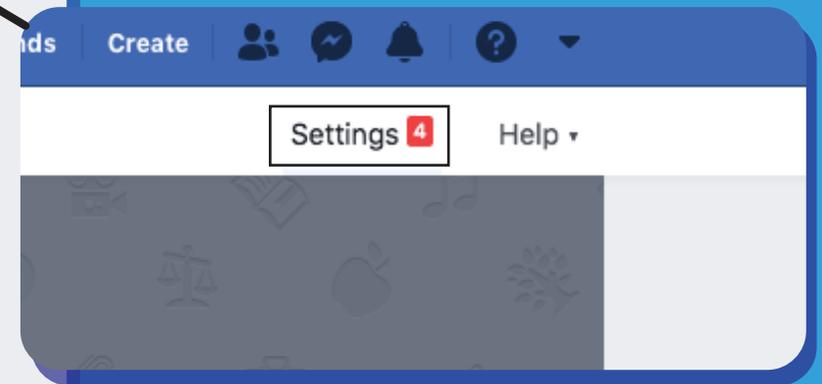
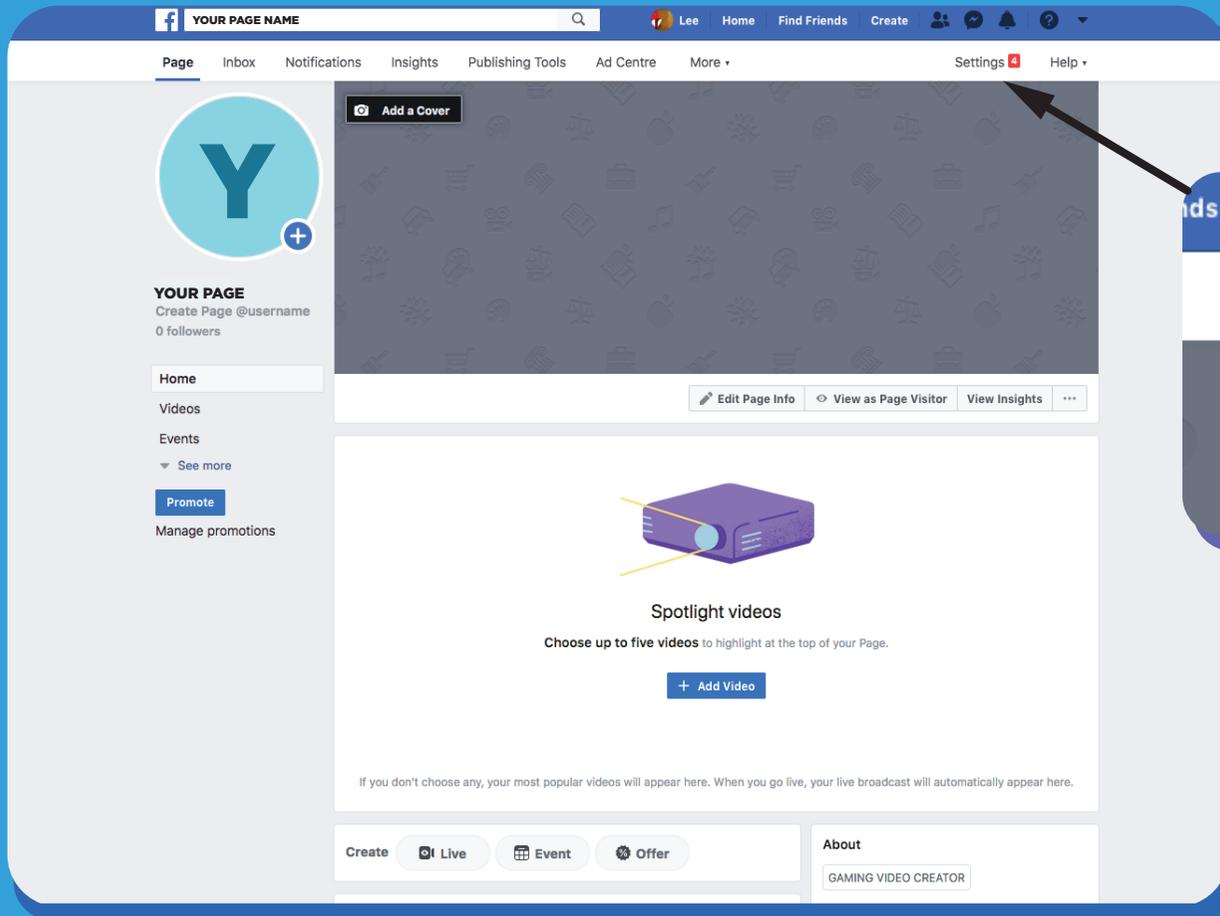


## **HOW TO ADD AN ADMIN TO YOUR FACEBOOK PAGE AND MANAGE PAGE ROLES**

# 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."



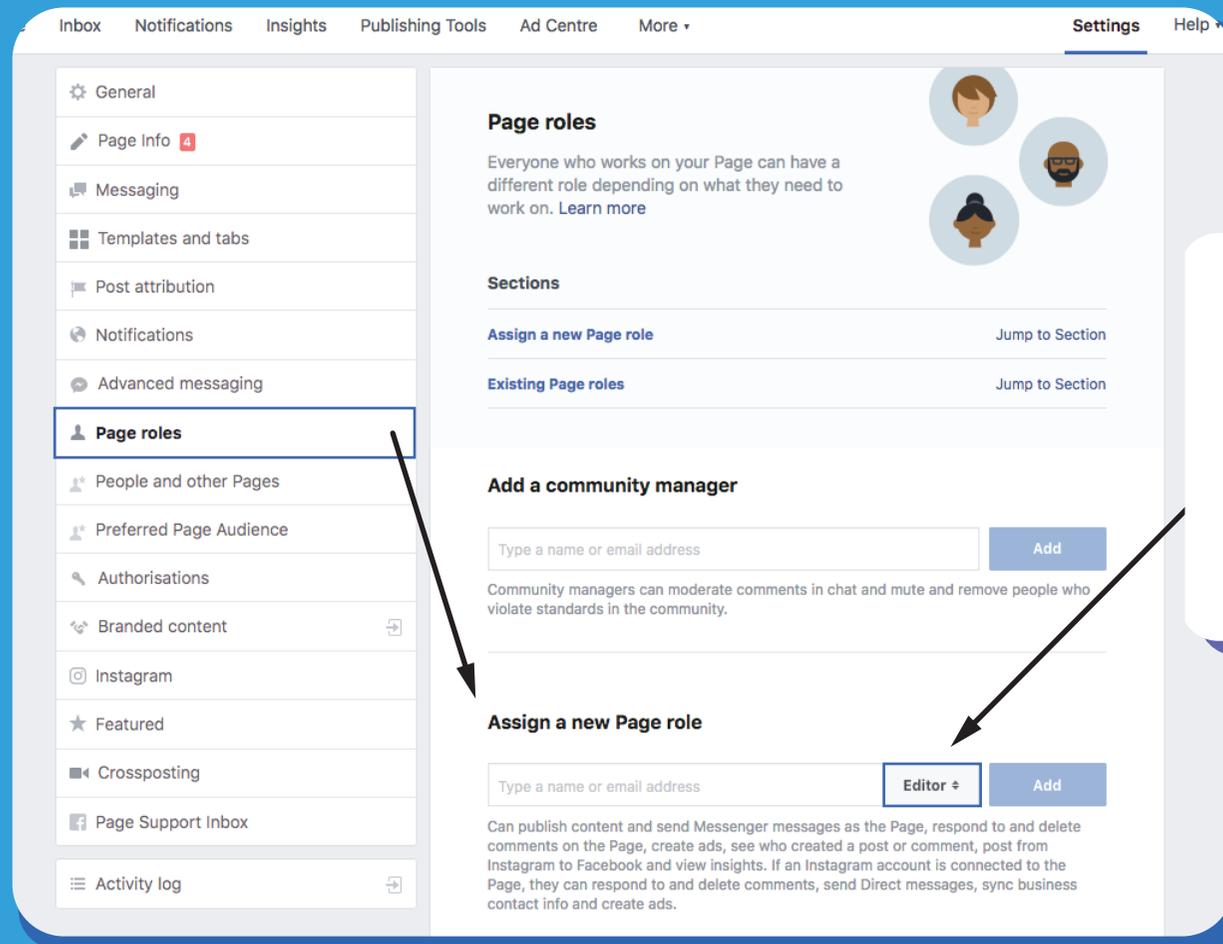
## STEP 2

It will open up a menu also called "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.



**Assign a new Page role**

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

Persons name   Admin

- Editor
- Moderator
- Advertiser
- Analyst

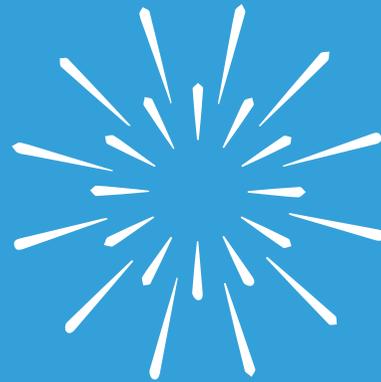
Can manage all aspects of the Page. They can publish and delete posts, respond to and delete comments on the Page, respond to and delete messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, view insights, and more. If an Instagram account is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

# STEP 4

Click the menu next to their name to 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.