

Web Development Services

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Facebook Management

This document will guide you through the process of adding a business or individual to your Facebook business page. Depending on the role assigned to them, this new user will be able to assist you with certain tasks on your page.

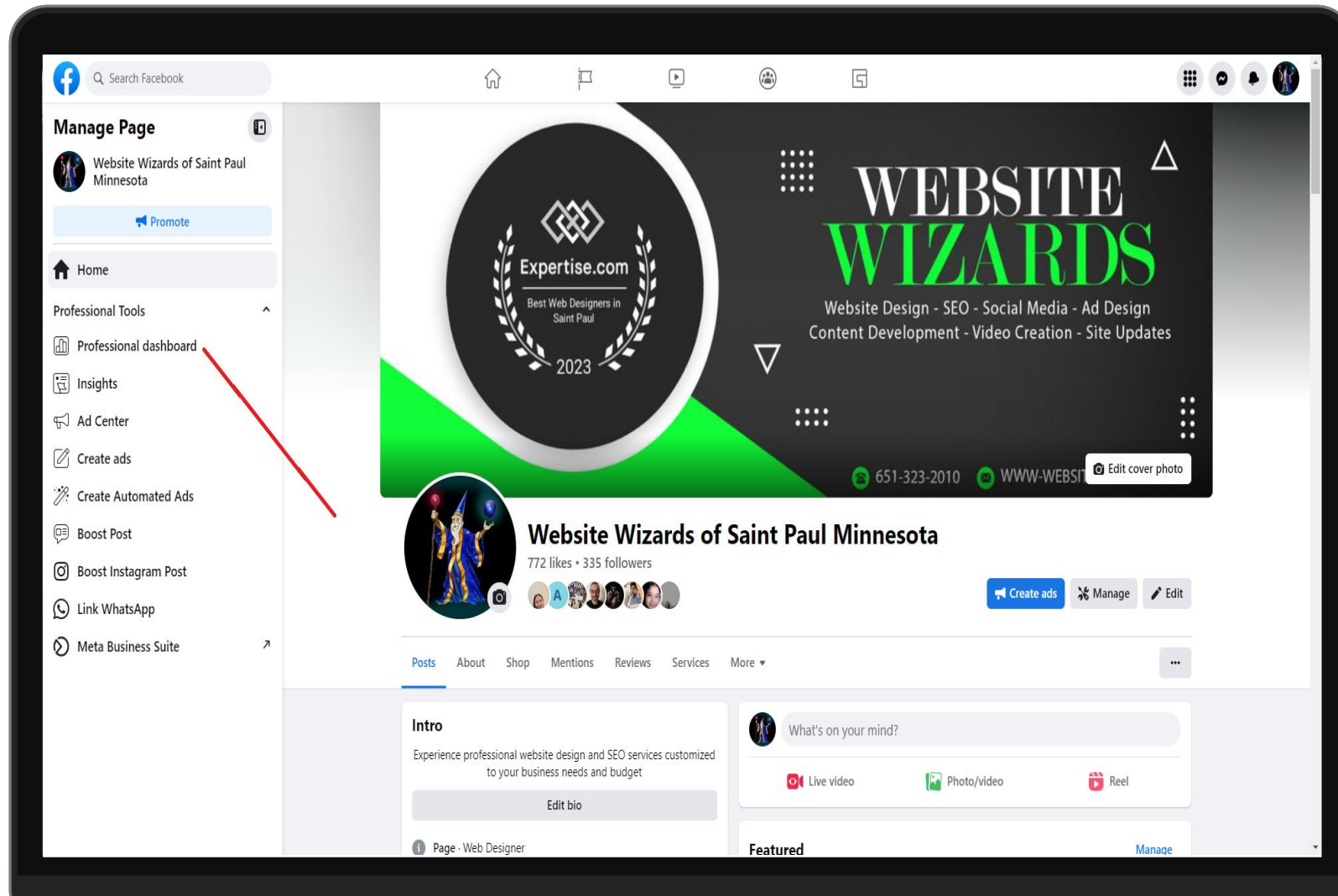


You'll need to be an admin to manage roles for your page.



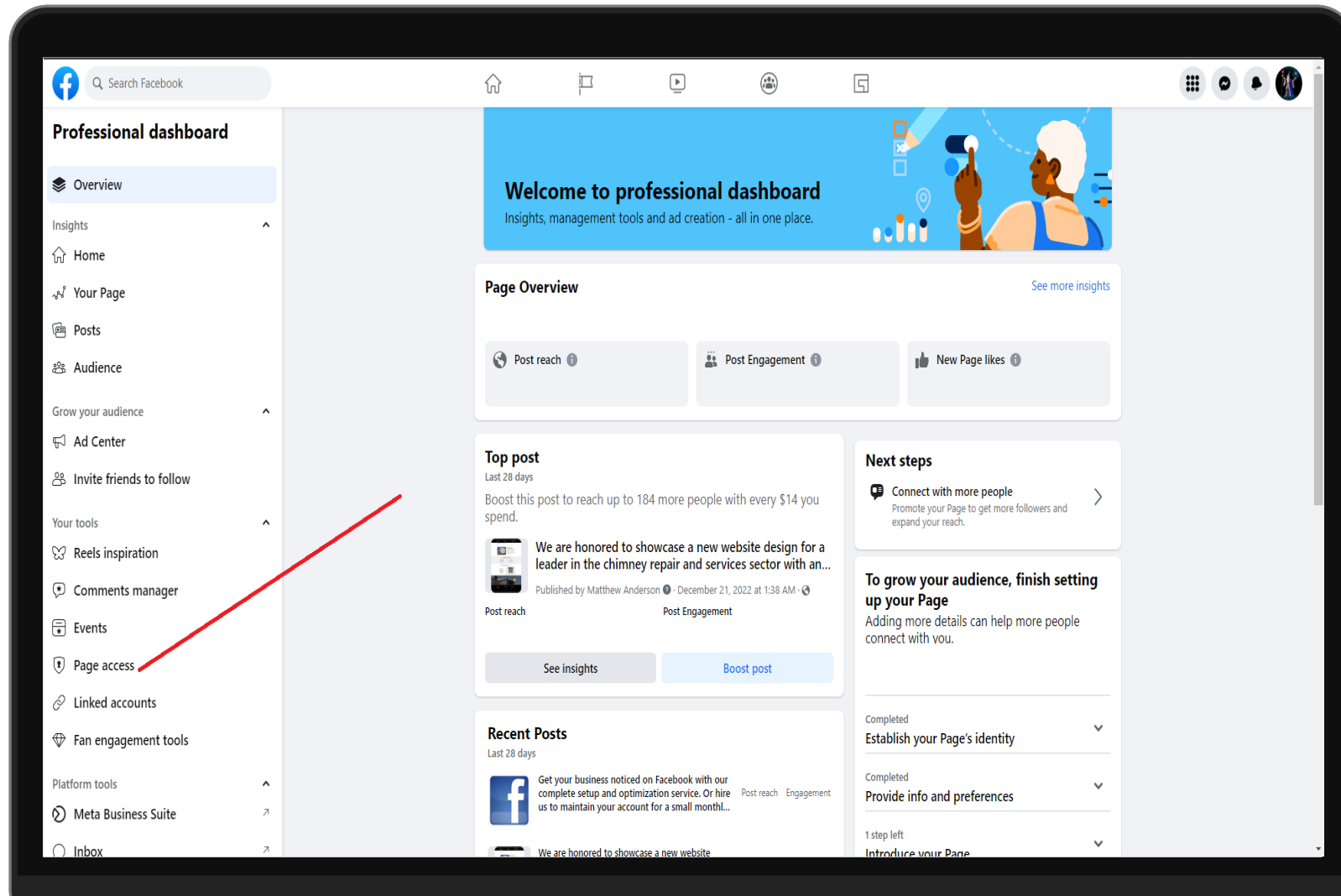
Step 1

Click **Professional Dashboard** at the top of your Business page tools.



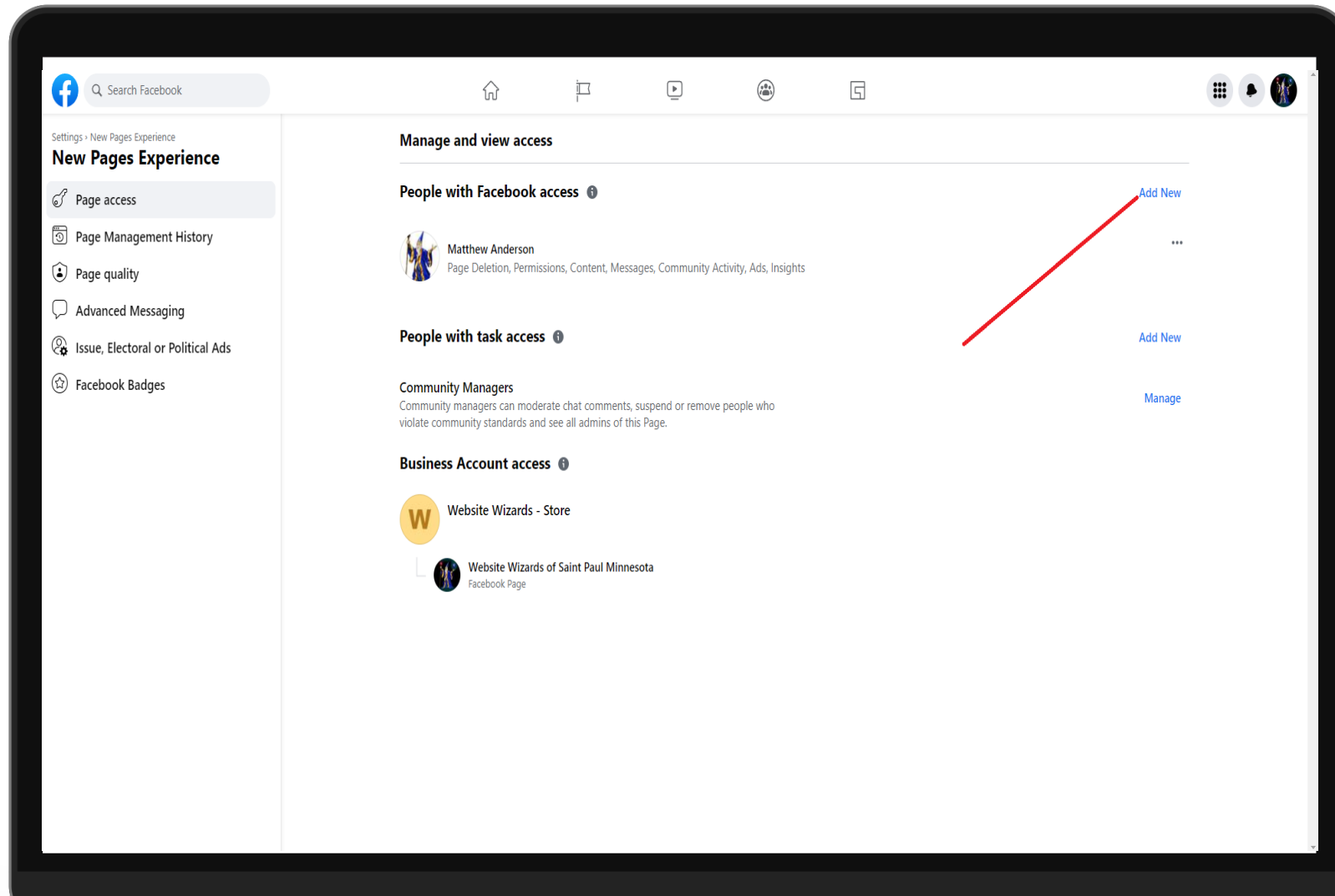
Step 2

Click Page Access in the left column.



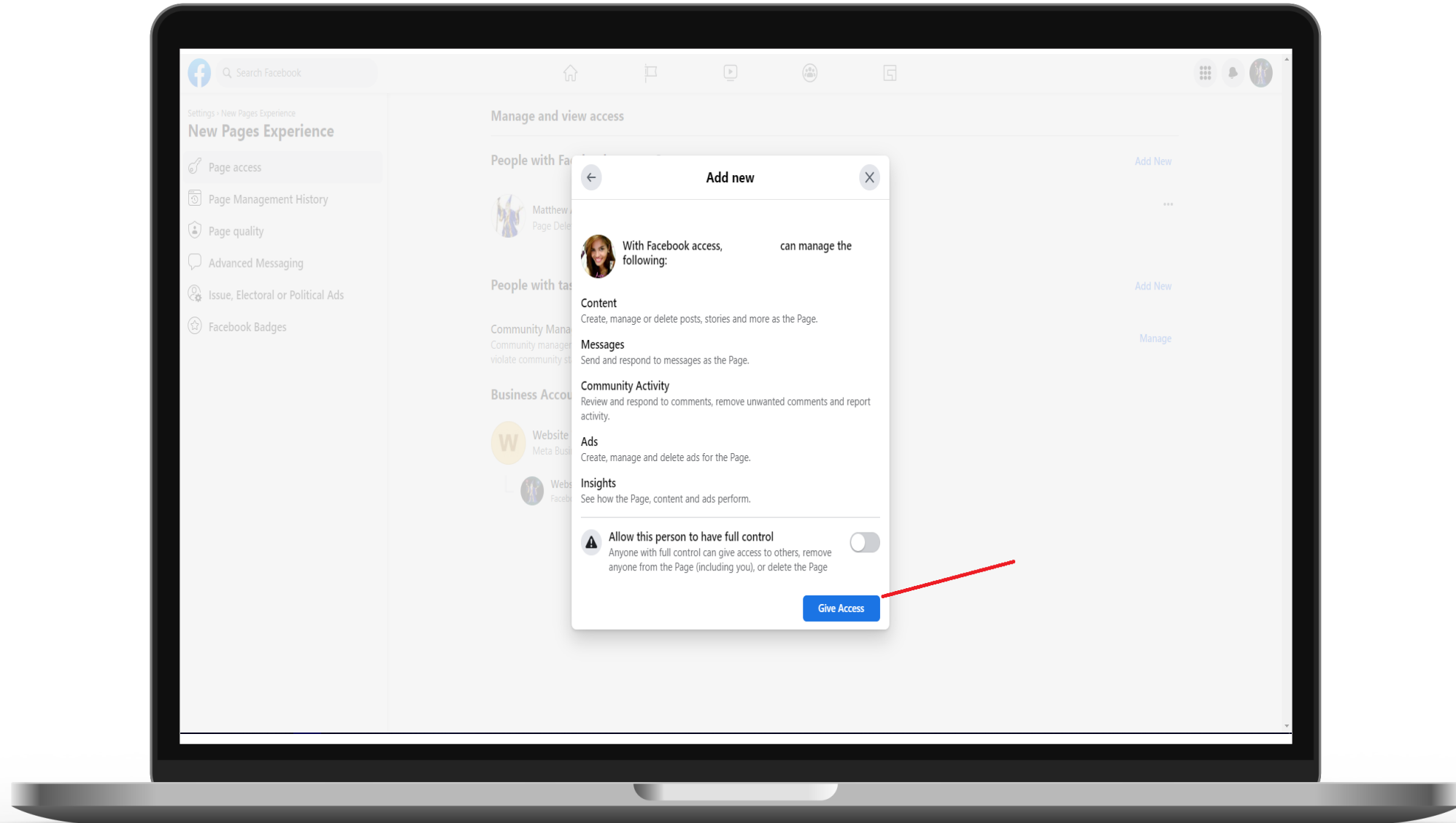
Step 3

Click **Add New** under the People with Facebook access section.



Step 4

Click next on the Facebook access means window, then add username in the search box and select the correct user you want added and click **Give Access**.





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