



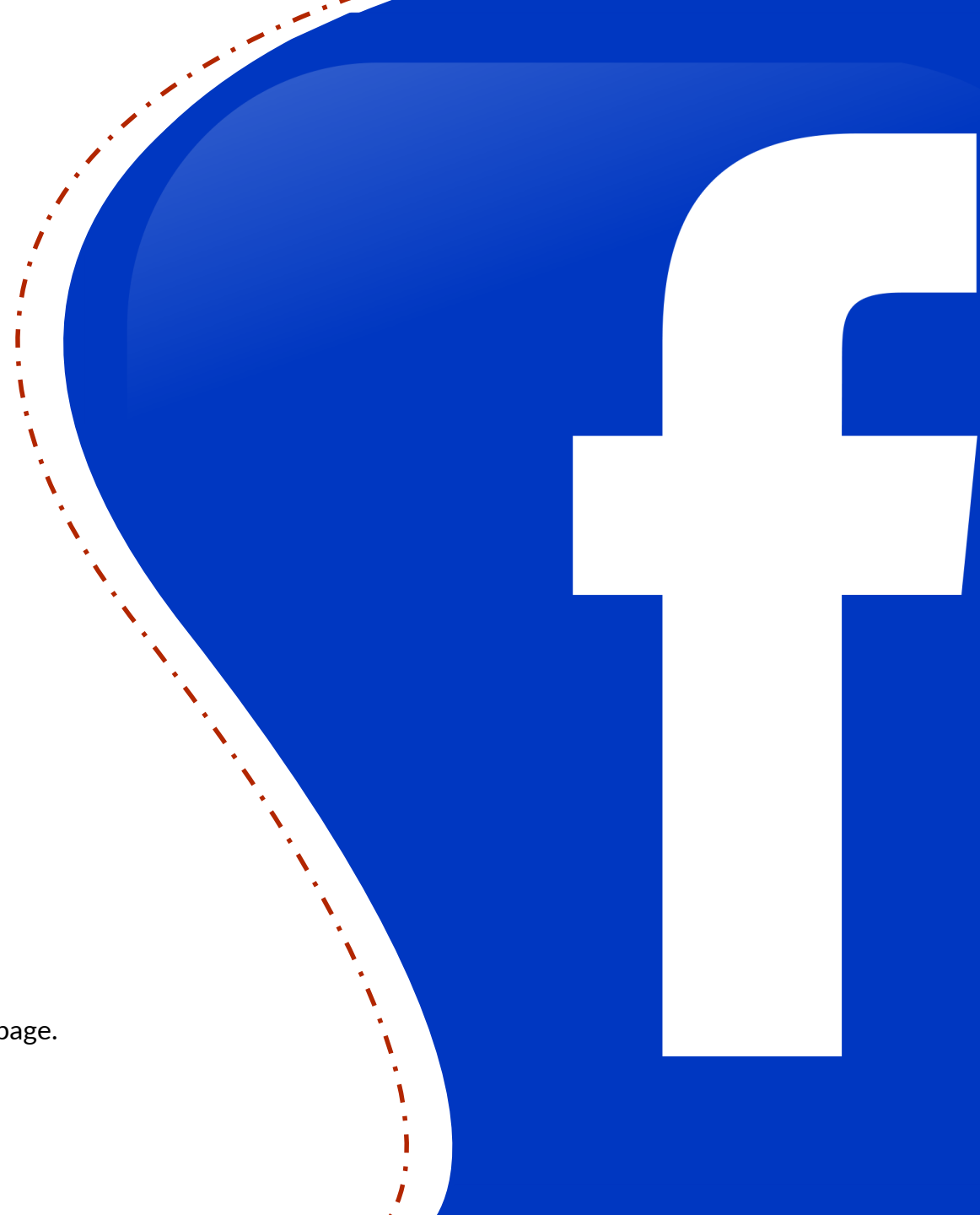
Created By: [Website Wizards](http://www.website-wizards.com)  
Website: [www.website-wizards.com](http://www.website-wizards.com)

# Facebook Management

Use this document to find and add a company or individual to your business Facebook page in order for them to help manage the page content.

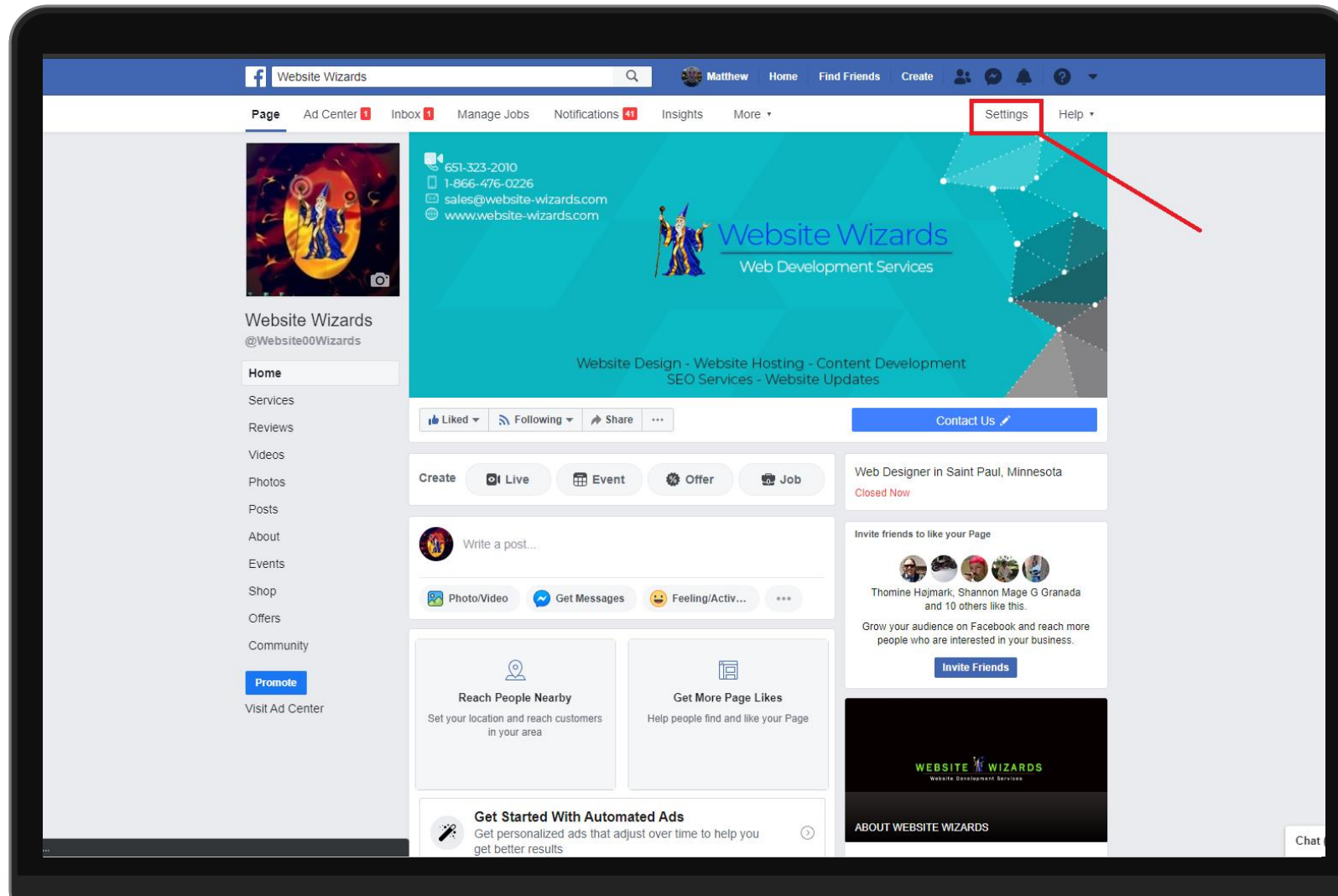


You'll need to be an admin to manage roles for your page.



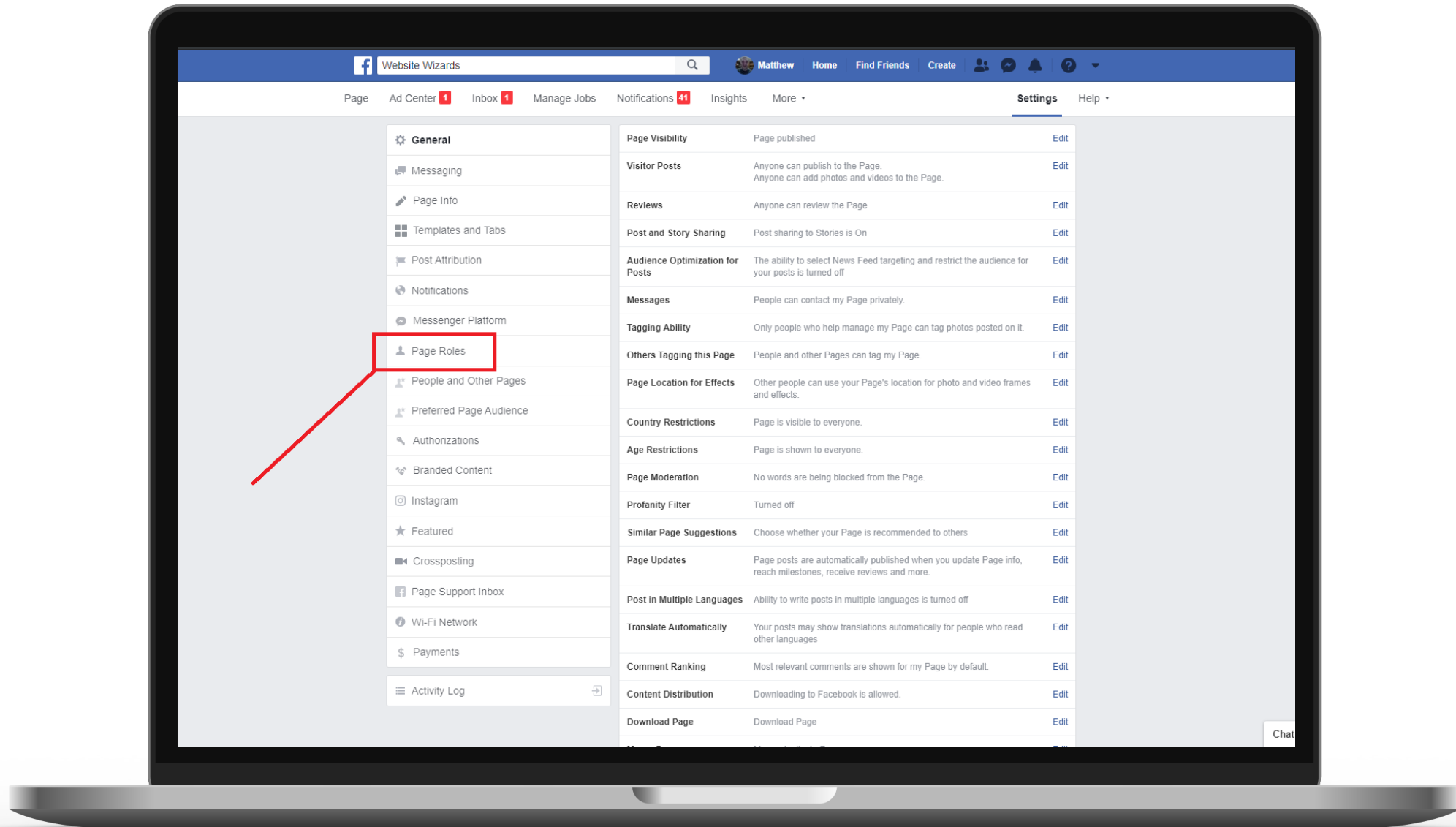
# Step 1

Click **Settings** at the top of your Business page.



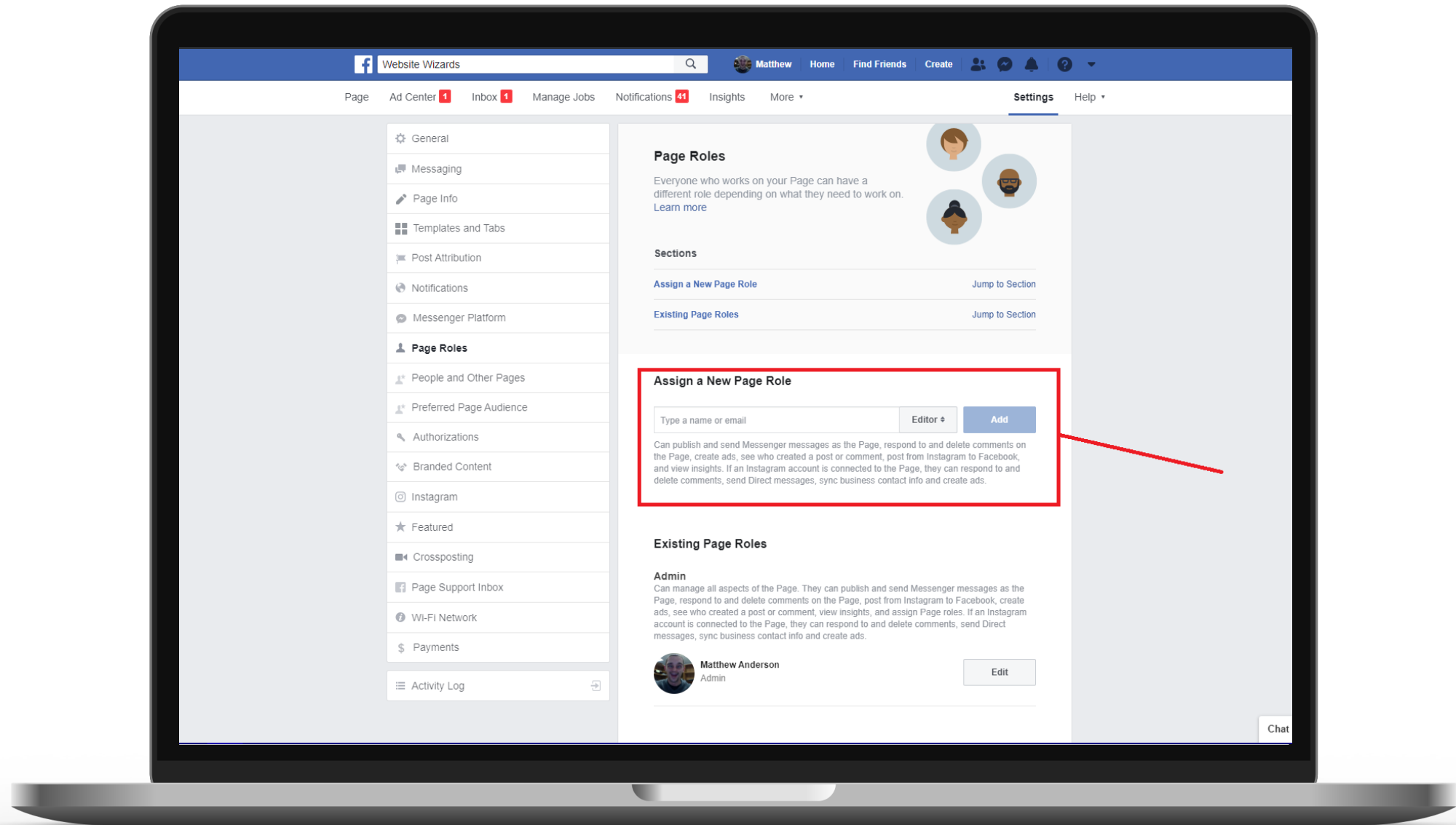
# Step 2

Click Page Roles in the left column.



# Step 3

Type a name or email in the box and select the person from the list that appears.



# Step 4

Finalize the addition.

The screenshot shows the Facebook Page Roles settings interface. The left sidebar contains a menu with options like General, Messaging, Page Info, and Page Roles. The main content area is titled 'Page Roles' and includes sections for 'Assign a New Page Role' and 'Existing Page Roles'. The 'Assign a New Page Role' section features a search input field, a dropdown menu currently set to 'Editor', and an 'Add' button. A green box highlights the role description for 'Editor'. The 'Existing Page Roles' section lists 'Matthew Anderson' as an 'Admin' with an 'Edit' button. Three callout boxes provide instructions: a blue box points to the role dropdown, a red box points to the 'Add' button, and a green box points to the role description text.

**Page Roles**

Everyone who works on your Page can have a different role depending on what they need to work on. [Learn more](#)

**Sections**

[Assign a New Page Role](#) [Jump to Section](#)

[Existing Page Roles](#) [Jump to Section](#)

**Assign a New Page Role**

Type a name or email

Editor ▾ Add

Can publish 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.

**Existing Page Roles**

**Admin**

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. 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.

**Matthew Anderson**  
Admin [Edit](#)

Chat (5)

Select their role from menu. In most cases, the role "editor" will be what is needed.

After adding the user and selecting the correct role, click add and enter your password to confirm the role addition.

This information will tell you what the new role will allow the person to do on your page.



## Website Wizards

Digital business marketing and SEO services.

[Learn more](#)

### Contact Us

**Website:** [www.website-wizards.com](http://www.website-wizards.com)

**Email:** [sales@website-wizards.com](mailto:sales@website-wizards.com)

**Phone:** 651-323-2010

**Toll Free:** 1-866-476-0226