

Web Development Services Phone: 651-323-2010 Website: www.website-wizards.com

Facebook Management

This document will guide you though 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.

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Professional dashboard			
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Posts	Doct reach Doct Engagement	New Dane likes	
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치 Ad Center	Top post	Next steps	
A Invite friends to follow	Last 28 days Boost this post to reach up to 184 more people with every \$14 you	Connect with more people	
Your tools	spend.	Promote your Page to get more followers and expand your reach.	
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(*) Comments manager	Published by Matthew Anderson () - December 21, 2022 at 1:38 AM · ()	lo grow your audience, finish setting up your Page	
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Step 3 Click Add New under the People with Facebook access section.

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Settings - New Pages Experience New Pages Experience	Manage and view acce	ss					
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 Page Management History Page quality 	Matthew Anderson Page Deletion, Permis	ssions, Content, Mess	ages, Community Ac	tivity, Ads, Insights:			
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🛞 Issue, Electoral or Political Ads						Add Her	
(2) Facebook Badges	Community Managers Community managers can mode violate community standards and	erate chat comments, d see all admins of th	suspend or remove iis Page.	people who		Manage	
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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**.



Website Wizards

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Contact Us

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