How to add a user to the admin settings of Facebook Go to the "Page" you want to add them to:

### STEP ONE:



#### **STEP TWO:**

blishing Tools Ad Center	More • S	ettings
Page Visibility	Page published	Edit
Visitor Posts	Anyone can publish to the Page. Post moderation is turned on	Edit
Post and Story Sharing	Post sharing to Stories is On	Edit
Audience Optimization for Posts	The ability to select News Feed targeting and restrict the audience for your posts is turned on	or Edit
Messages	People can contact my Page privately.	Edit
Tagging Ability	Only people who help manage my Page can tag photos posted on it	. Edit
Others Tagging this Page	People and other Pages can tag my Page.	Edit
Page Location for Effects	Other people can use your Page's location for photo and video frame and effects.	es Edit
Country Restrictions	Page is visible to everyone.	Edit
Age Reprintions	Read to allow the surgery of the sur	Edit
Page Moderation	Once you are on the settings page, click on Page Roles.	Edit
Profanity Filter	9	Edit
	blishing Tools Ad Center  Page Visibility Visitor Posts Post and Story Sharing Audience Optimization for Posts Audience Optimization for Stagging Ability Others Tagging this Page Page Location for Effects Country Restrictions Age Restrictions Page Moderation Profanity Filter	blishing Tools       Ad Center       More •       S         Page Visibility       Page published       Visitor Posts       Anyone can publish to the Page. Post moderation is turned on         Post and Story Sharing       Post sharing to Stories is On       Audience Optimization for Posts       People can contact my Page privately.         Messages       People can contact my Page privately.       Tagging Ability       Only people who help manage my Page can tag photos posted on it         Others Tagging this Page       People and other Pages can tag my Page.       Page Location for Effects       Other people can use your Page's location for photo and video frame and effects.         Country Restrictions       Page is visible to everyone.       Once you are on the settings page, click on Page Roles.       Once you are on the settings page, click on Page Roles.         Page Moderation       Forfanity Filter       Source you are on the settings page, click on Page Roles.       Once you are on the settings page, click on Page Roles.

#### **STEP THREE**

	Existing Page Roles	Jump to Section
25	Assign a New Page Role	
ce	Type a name or email	Editor \$ Add
	Can publish and send Messenger messages as the Page the Page, create ads, see who created a post or commer and view insights. If an Instagram account is connected t delete comments, send Direct messages, sync business	e, respond to a ordelete comments on nt, post from Ins. gram to Facebook, o the Page, they can respond to and contact info and create ads.
1. Add Facebo 2. Choose Role 3. Click "add" Your are done	ok name or email e - this determines how much power they ha ! Notify the person they have power.	ive 2

# USER ROLES DEFINED:

#### Admin:

- 1. Manage Page Roles and Settings
- 2. Edit the Page and add apps
- 3. Create and delete posts as the Page
- 4. Send messages as the Page
- 5. Respond to and delete comments and posts to the Page
- 6. Remove and ban people from the page
- 7. Create ads, promotions or boosted posts
- 8. View insights
- 9. View Page Quality tab
- 10. See who published as the Page
- 11. Publish and manage jobs

### Editor

- 1. Edit the Page and add apps
- 2. Create and delete posts as the Page
- 3. Send messages as the Page
- 4. Respond to and delete comments and posts to the Page
- 5. Remove and ban people from the page
- 6. Create ads, promotions or boosted posts
- 7. View insights
- 8. View Page Quality tab

- 9. See who published as the Page
- 10. Publish and manage jobs

#### Moderator

- 1. Send messages as the Page
- 2. Respond to and delete comments and posts to the Page
- 3. Remove and ban people from the page
- 4. Create ads, promotions or boosted posts
- 5. View insights
- 6. View Page Quality tab
- 7. See who published as the Page

#### Advertiser

- 1. Create ads, promotions or boosted posts
- 2. View insights
- 3. View Page Quality tab
- 4. See who published as the Page

## Analyst

- 1. View insights
- 2. View Page Quality tab
- 3. See who published as the Page

### **Jobs Manager**

- 1. Create ads, promotions or boosted posts
- 2. View insights
- 3. View Page Quality tab
- 4. See who published as the Page
- 5. Publish and manage jobs