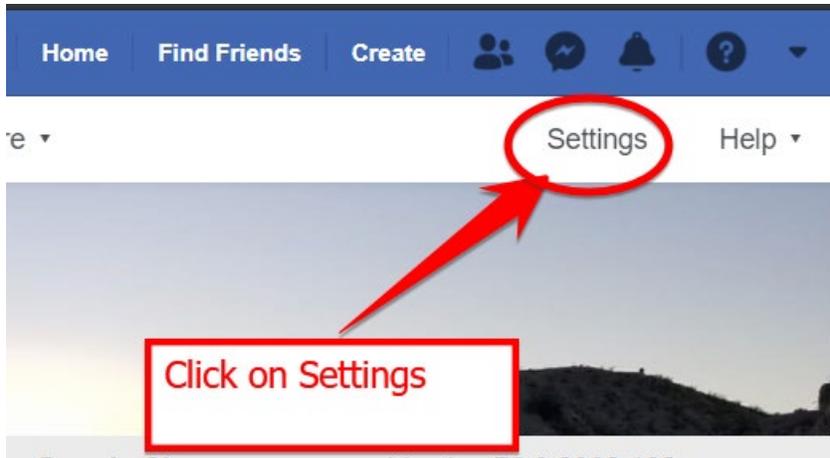


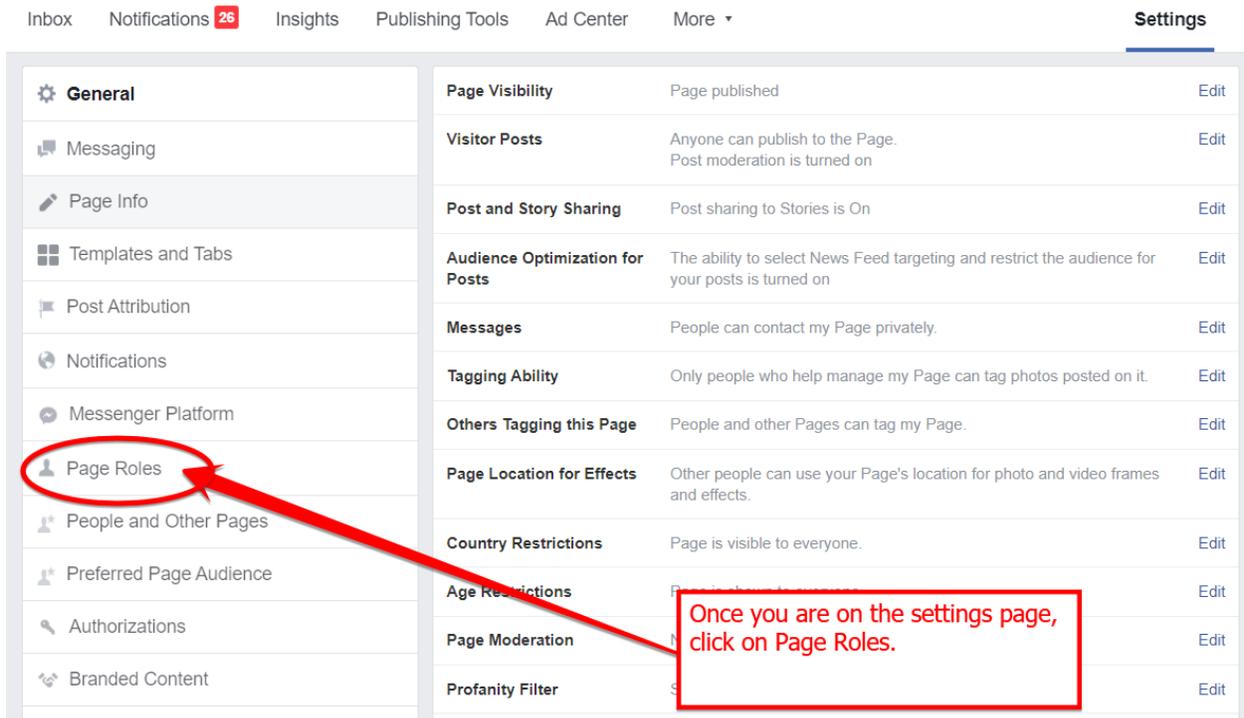
How to add a user to the admin settings of Facebook

Go to the "Page" you want to add them to:

STEP ONE:



STEP TWO:



STEP THREE

The screenshot shows the 'Assign a New Page Role' section of a Facebook page. At the top, it says 'Existing Page Roles' and 'Jump to Section'. Below that, the title 'Assign a New Page Role' is followed by a text input field labeled 'Type a name or email', a dropdown menu currently set to 'Editor', and a blue 'Add' button. Three red arrows with circled numbers point to these elements: arrow 1 points to the input field, arrow 2 points to the 'Editor' dropdown, and arrow 3 points to the 'Add' button. Below the input field, there is a paragraph of text describing the 'Editor' role: '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.' A red-bordered text box at the bottom left of the screenshot contains the following instructions:

1. Add Facebook name or email
2. Choose Role - this determines how much power they have
3. Click "add"

Your are done! Notify the person they have power.

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