Adding an Admin to Your Facebook Fan Page

Step 1: Go to your Facebook fan page

A list of all the pages you manage can be found at this link:

https://www.facebook.com/bookmarks/pages

Step 2: Click Settings

Once Facebook directs you to your fan page, click "Settings" located on the right side of your screen above your Facebook cover image.

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Step 3: Click "Page Roles"

Click "Page Roles" on the left side of your screen under the section "General".

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Step 4: Add an admin

To add an administrator, type the name or email of the person you want. Here, you can assign different roles to different people. For example the purpose of what is necessary here we will select Admin

After assigning roles, click "Save".

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Step 5: Re-enter password

For safety purposes re-enter your password. Click "Submit".

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Step 6: You're done!

The people with roles you've assigned will appear on your Page Roles page under the "Existing Page Roles" section such as this:

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