

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.

nd or type unknown

Step 3: Click “Page Roles”


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

nd or type unknown

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”.

nd or type unknown


Step 5: Re-enter password

For safety purposes re-enter your password. Click “Submit”.

nd or type unknown

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:

 and or type unknown

Revision #1

Created 7 October 2023 13:07:38 by Cindy

Updated 7 October 2023 13:09:47 by Cindy