

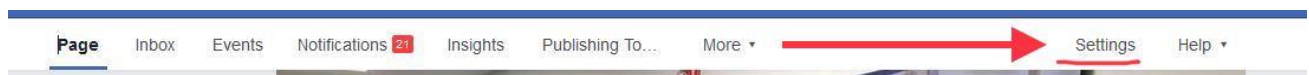
Add Additional Administrators

It is imperative to have more than one person listed as an administrator on your church's Facebook Page. Multiple administrators prevents the Page from being deleted, content being lost, or worse, the page being sabotaged in the event of a falling out.

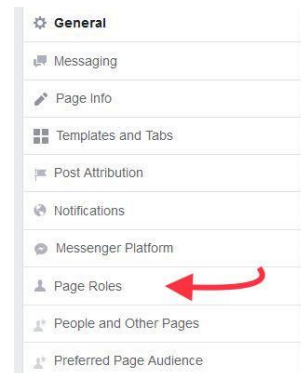
1.) The Page creator must login to Facebook and open the Page.



2.) Click "Settings" in the navigation bar at the top of the page.



3.) Select "Page Roles" from the menu on the left side of the screen.



4.) Assign a new page role. You must have a Facebook account and be "Facebook friends" with the person you are assigning as administrator. Enter their name and change the drop down to "Admin" then click "Add." You can add as many administrators as you want. Administrators can change how the Page looks and publish content.

Assign a New Page Role

