

How to add an admin to a Facebook page

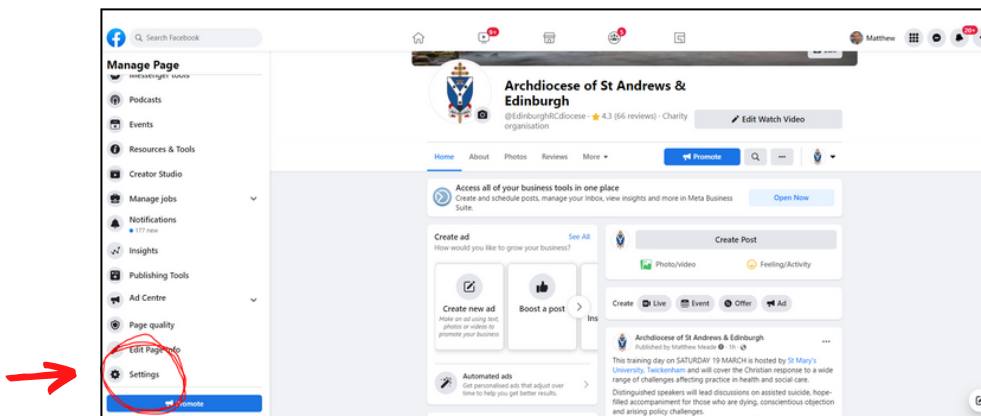
 for desktop/laptop



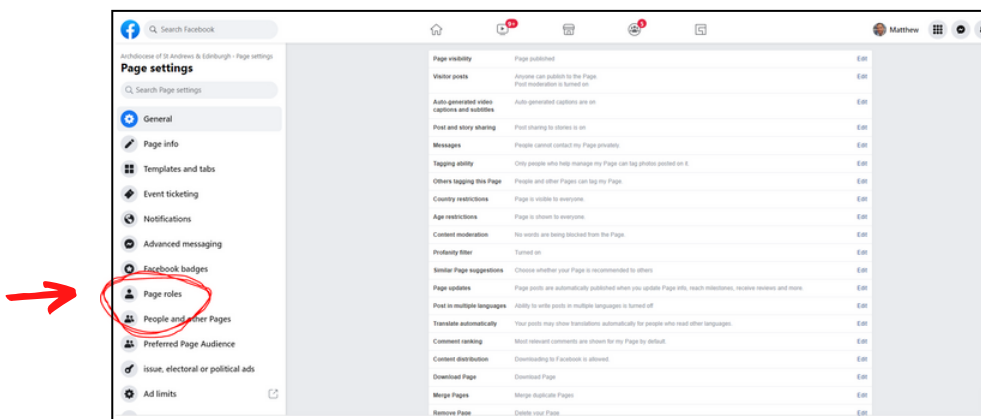
A priest is responsible for his parish Facebook page. If he has a Facebook account* and is not yet an Admin of the parish Facebook page here is how to add him.

*If the priest does not have a Facebook account he should set one up. It can be anonymous if he wishes. A Facebook account is required to be an admin of a Parish Facebook page. For help on this and all related queries please contact Matt Meade: matthew.meade@standed.org.uk

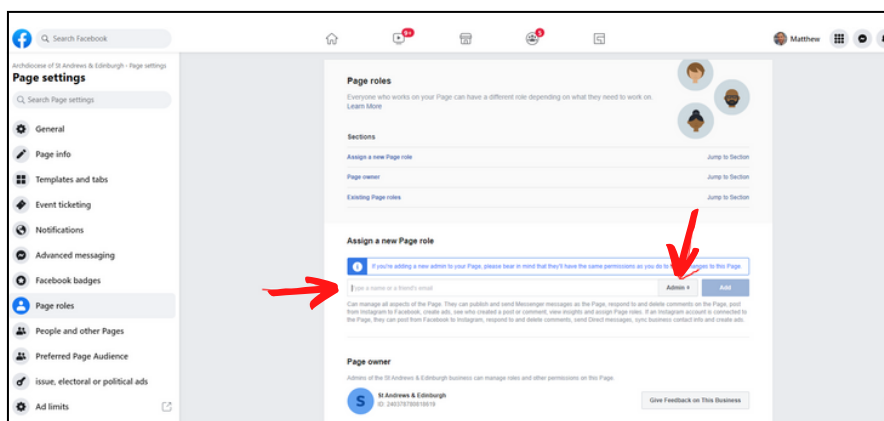
Go to your Facebook page and click **Settings**.



Then click **Page roles**.

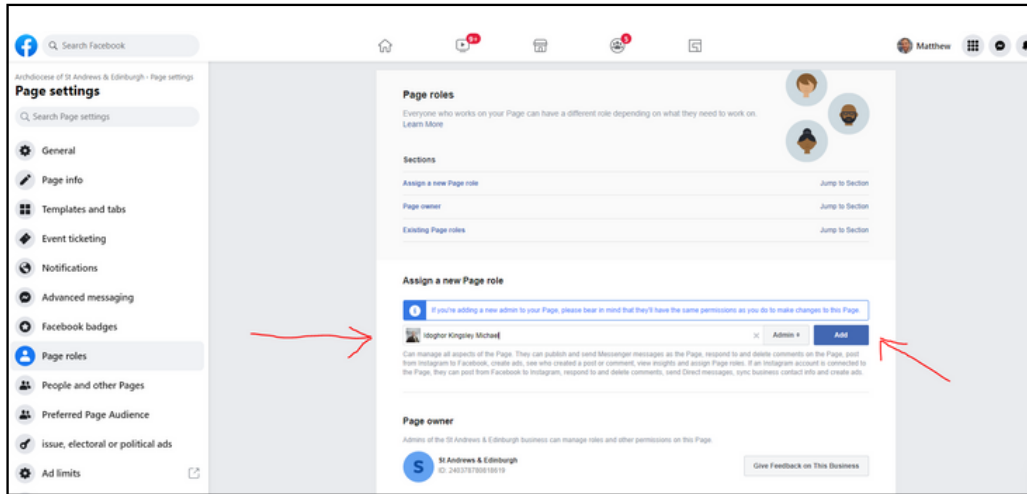


Select the **Admin** option from the drop down menu.



[Continues over]

Type in the name of the person to be added. In this case **Idoghor Kingsley Michael**. Then click **Add**.



Facebook will now send an invite to that person to become an admin of the page.

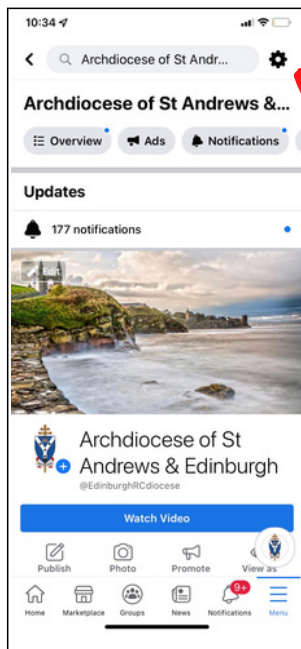
[Instructions for mobile devices next page]

How to add an Admin to a Facebook page

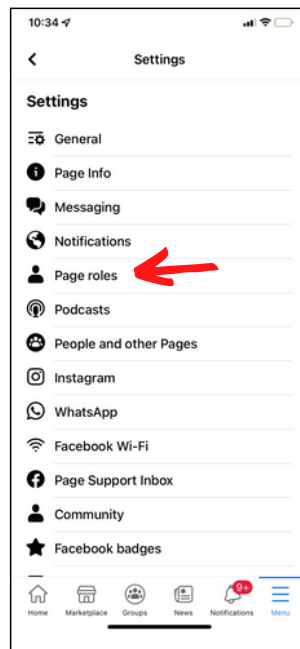


for mobile devices

1. Go to **settings** on your Facebook page.



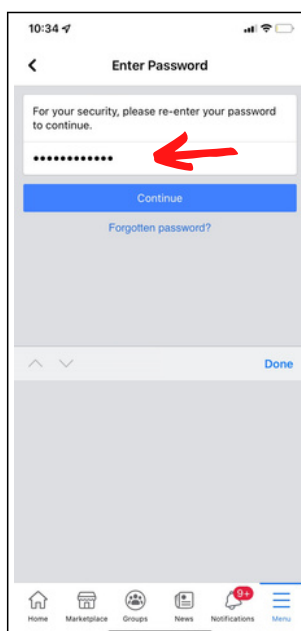
2. Tap **Page roles**.



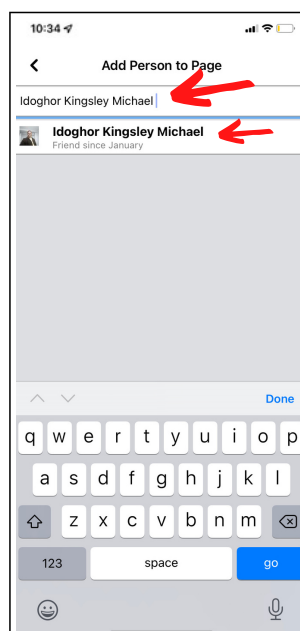
3. Tap **Add Person to Page**.



4. Type in your Facebook password if prompted.



5. Type the name of the person you wish to add and click their profile when it appears.



6. Tap the **Admin** option. Then tap **Add**.

