Setting Up and Managing a Facebook Page with Multiple Administrators

Purpose:

This guide helps you set up a Facebook (Meta) Page for your club and configure it to allow multiple administrators with appropriate permissions.

[Step 1] Prepare the Essentials

1. **Personal Facebook Account Required**
   You need a personal Facebook profile to create or claim a business Page.
2. **Confirm Existing Admin Access**
   If the Page already exists, ensure you're an Admin. Only Page Admins can assign new roles.
3. **Gather Information**
   Have the email address or Facebook profile of each person you want to invite.

[Step 2] Create & Claim Your Business Assets

A. Set Up Meta Business Manager (Business Portfolio)

1. Go to **business.facebook.com** and, if needed, choose **Create Account**.
2. Fill out your **Business Name**, **Your Name**, and **Business Email**, then submit.
3. Confirm via the link sent to your email.

B. Add or Create the Facebook Page

- If you have a Page already:
  - In Business Settings → Accounts → Pages → **Add a Page**, then enter the Page name or URL to claim it.
- If you need to create one:
  - In Business Settings → Accounts → Pages → **Create a New Page**, choose category and name it.

[Step 3] Understand Role Types

A. Business-Level Roles (in Meta Business Manager)

- **Admin** – Full control over business settings: add users, manage billing/assets.
- **Employee** – Limited access; can operate only on assigned assets.

B. Page-Level Roles (assigned per Page asset)

- Roles include **Admin**, **Editor**, **Moderator**, **Advertiser**, **Analyst**; each has different privileges.

[Step 4] Invite Team Members and Assign Roles

A. Via Meta Business Manager

1. Navigate to **Business Settings** → **People** → **Add**.
2. Enter the invitee's email and click **Next**.
3. Choose role:
    - **Admin** (full business-level control)
    - **Employee** (limited).
4. Assign them to specific assets:
    - Choose the Page, and assign Page-level roles (Admin, Editor, etc.).
5. **Send the invitation**. They accept via emai.

B. Via Meta Business Suite (simpler front-end)

1. Go to **Meta Business Suite** → **Settings** → **People** → **Add People**.
2. Enter email(s).
3. Choose between **Partial** (e.g. Editor) or **Full Access** (Admin).
4. Select assets (Pages, etc.), toggle access, then **Send Request**.

C. Directly on the Facebook Page Interface (New Page Experience)

1. Log into Facebook → switch to your Page → **Professional Dashboard**.
2. Click **Page Access** (under "Your Tools").
3. Select **Add New** under "People with Facebook Access".
4. Find the user by name/email.

5. Toggle on **“Allow this person to have full control”** for Admin.
6. Click **Give Access**, and confirm with your password if required.

[Step 5] Finalize and Secure

1. **Track the Invitations**
   Check the invitation status. Once accepted, users appear as active in People list.
2. **Assign Roles Thoughtfully**
   Avoid giving Admin rights unless necessary. Editors/Moderators suit specific tasks.
3. **Enforce Security**
   Require Two-Factor Authentication (2FA) on all admin accounts to avoid lockouts or breaches.
4. **Routine Audits**
   Regularly review who has access and remove users who no longer need it.

[Optional Section: Roles at a Glance – Table]

Level	Role	Scope & Capability
Business Manager	Admin	Full access: manage users, billing, assets
	Employee	Access only to assigned tasks/assets
Facebook Page	Admin	Full control over page content, roles, settings
	Editor	Create/edit posts, respond, view insights
	Moderator	Moderate comments/messages, limited content control
	Advertiser	Manage ads, view performance
	Analyst	View insights, analytics only

(Use this as a quick reference for assigning permissions thoughtfully.)

[Step 6] Summary of Meta Requirements

- **Meta Business Manager** or **Suite** account setup with verified business email.
- **Personal Facebook account** as a base.
- Must be a **Page Admin** (or Business Admin) to invite others.

- Invite via email; accept invitation to finalize.
- Assign correct **role level**, and optionally enforce 2FA for security.