



How To Add Us As An Admin To Your Facebook Page

Step By Step Guide

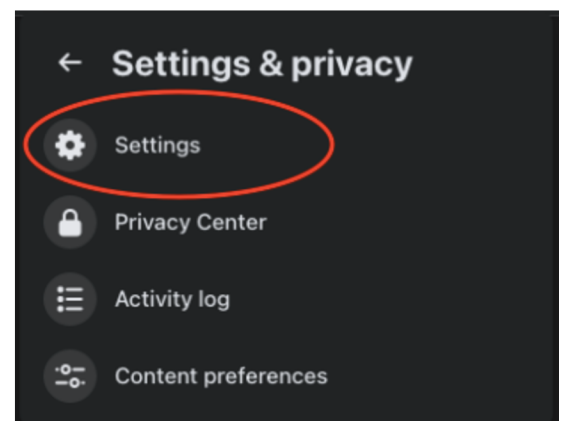
1 Go To Your Facebook Page

- Log into Facebook and navigate to your Business Page.



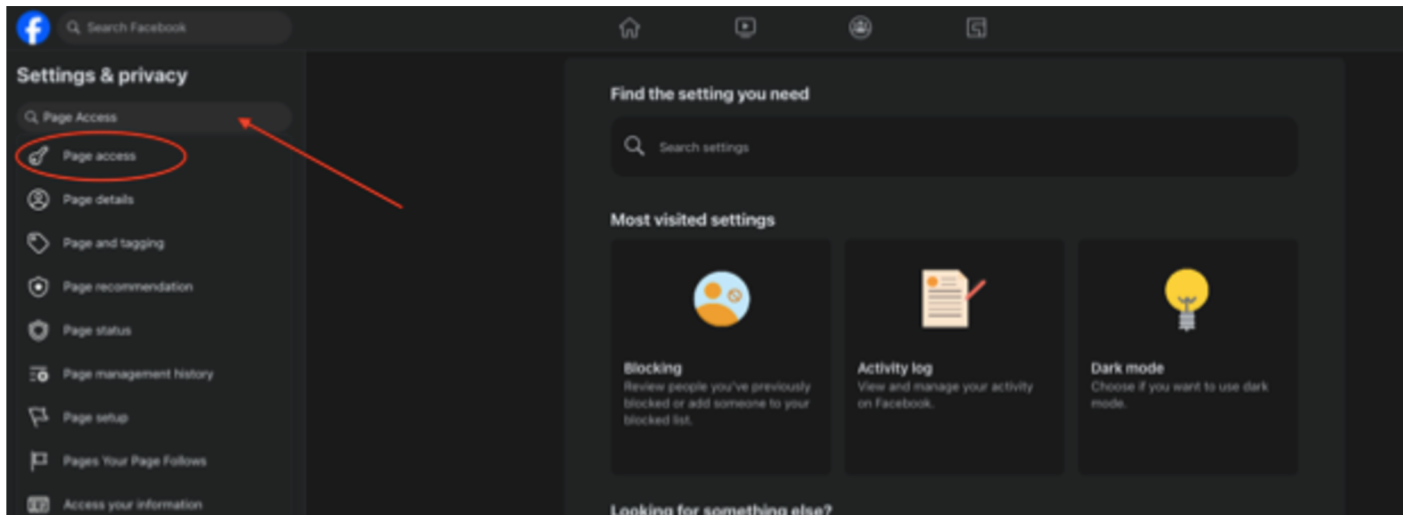
2 Click "Settings and Privacy" then "Settings"

- Found on the right-hand sidebar of your Page, usually at the top.



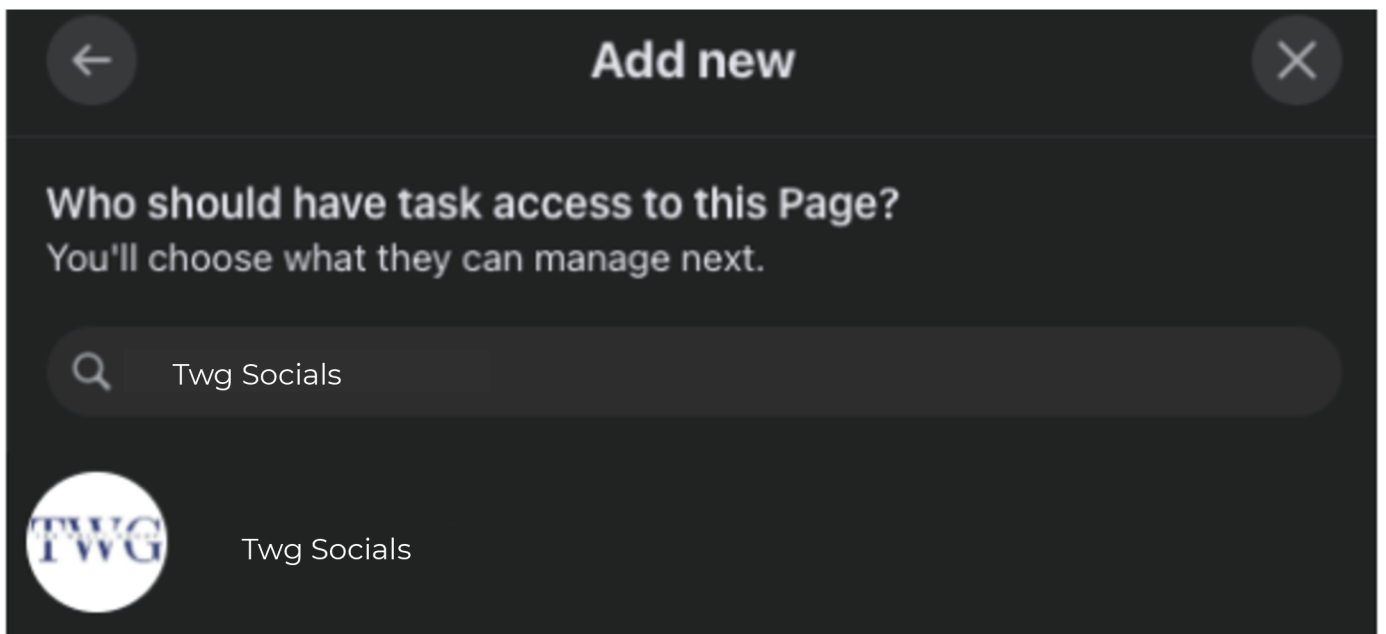
3 In the left menu, click “Search Settings”

- Then type “Page Access” on the Search Bar



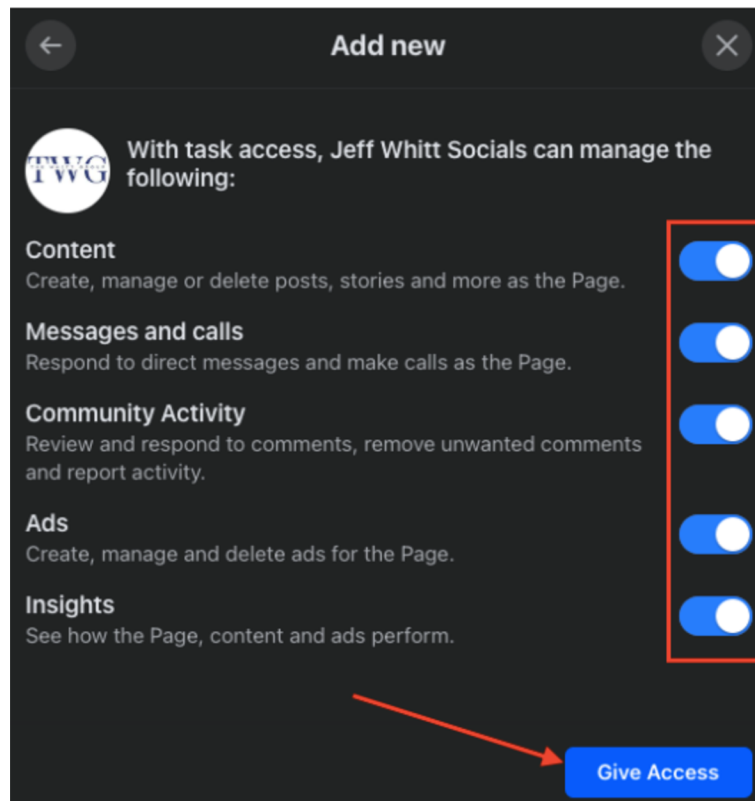
4 Choose “People With Task Access”

- Click on “Add New” the “Next”
- Search for this profile Twg Socials Make sure you're entering the correct name linked to that profile.



5 Once you've clicked on the name, select all buttons to give all permissions

- Click "Give Access" — you may need to enter your Facebook password to confirm
- Once added, we'll receive a notification and can start managing your page!



STILL
not working?

- Make sure you have sent the invite to the correct Facebook profile or email tied to our account.
- Ensure that you have selected *Admin*, not Editor or Moderator.
- If the app is glitchy, log in on a computer to send the invite.
- Clear browser/app cache and try again in case old data is causing the issue.