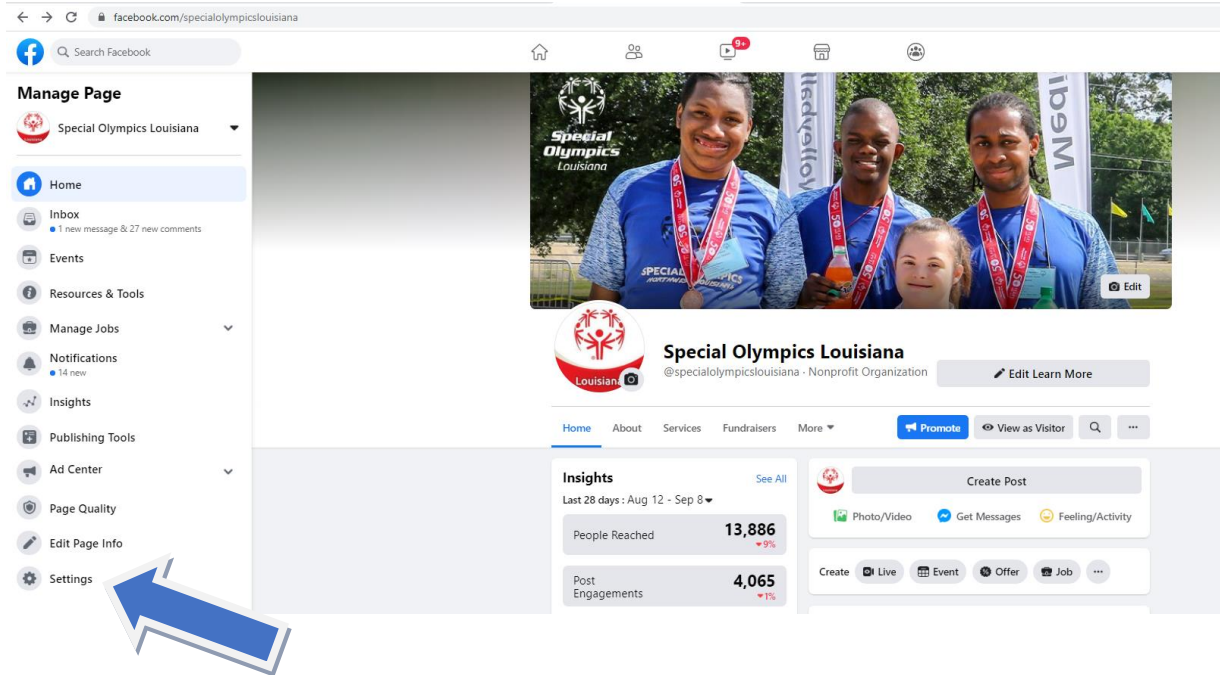


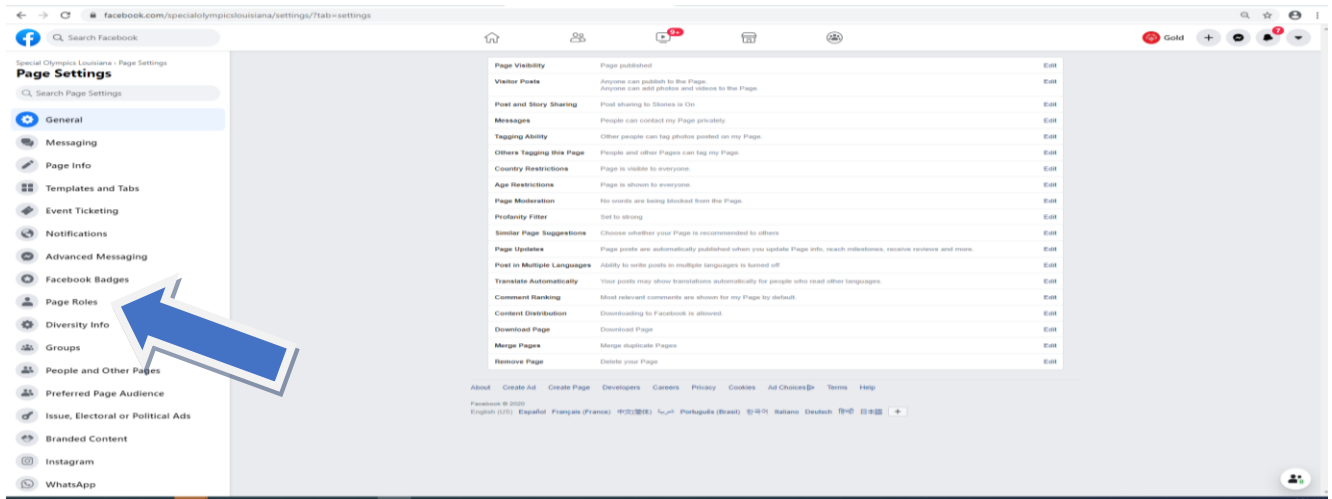


How to add SOLA as Facebook Admin

1. Go to the program's Facebook page and **click "settings" at the bottom left.**



2. On the left side, click on **"Page Roles."**



Special Olympics Louisiana

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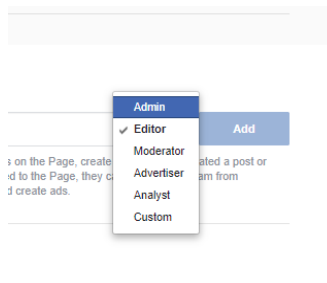
3. On that page, scroll to the spot where it says, **“Assign a New Page Role.”**

Assign a New Page Role

Type a name or email Editor ↕ Add

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can post to Instagram from Facebook, respond to and delete comments, send Direct messages, sync business contact info and create ads.

4. Be sure to change the role from **“Editor”** to **“Admin.”**



5. Type **“Gold Medal”** as the person you would like to add and **select their account.** Our SOLA account is named Gold Medal and the profile picture is the Special Olympics people on a red background.

Assign a New Page Role

If you're adding a new admin to your Page, please keep in mind that they'll have the same permission as you do to make changes to this Page.

Brock Banos Admin ↕ Add

Brock Banos
9 mutual friends

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can post to Instagram from Facebook, respond to and delete comments, send Direct messages, sync business contact info and create ads.

6. Click **“Add.”**

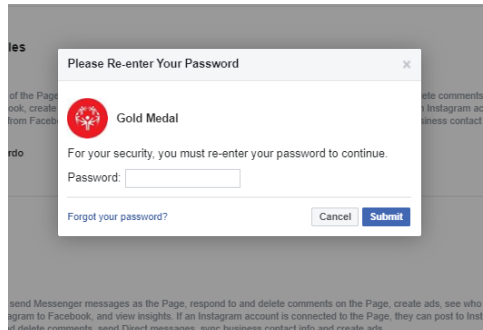


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7. To confirm that you are adding a new admin, Facebook will ask you to enter the password associated with your account. **Enter your password then click submit.**



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