

SO, YOU WANT TO CREATE A FACEBOOK PAGE TO SELL MORE PIZZA?



SMART MOVE:

- A Facebook page is a great way to engage your community.
- Starting from scratch takes time and commitment but can be a very powerful tool for your business.

GETTING STARTED IS EASY:

- Prerequisites:
 - Personal Facebook page
- Create a Facebook page for your business
- Assign an administrator to the page
- Email customerexperience@hbpizza.com and let us know you have a Facebook page

RUNNING THE PAGE IS EVEN EASIER:

Create one post per day

- Keep it short
- Focus on quality
- Use (great) images, videos, or broadcast live
- Use a variety of topics
- Ask questions to your audience
- Respond to comments and messages
- Use Facebook Stories
- Boost your Facebook posts
- Have fun

Adding an Admin to your Facebook Business Page

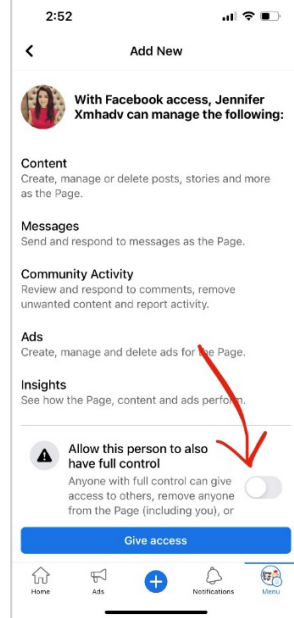
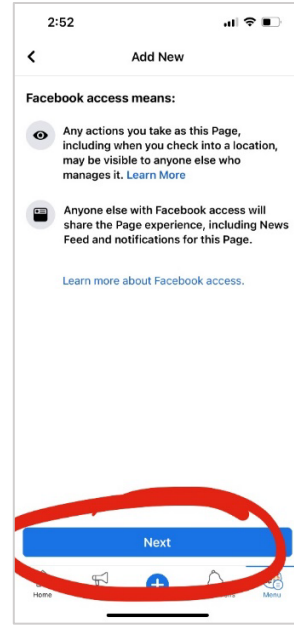
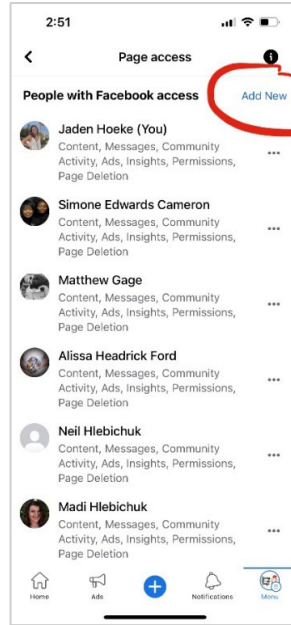
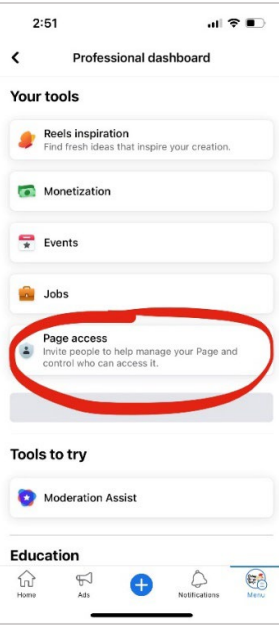
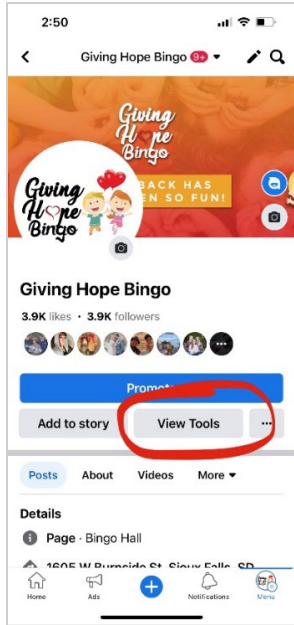
We have included both mobile and computer versions of adding an admin on your Facebook business page. If you are struggling to find any of these fields, please call Jaden Hoeke (605) 880 – 5434. If you don't get an answer, please call Jennifer Rose (469) 954 – 7228.

Note if your page is set up as a personal page you can't add an admin to the page

Mobile

Navigate to the stores Facebook business page. (Pictures included on second page)

- Under the cover photo & profile photo find the 'View Tools' button (picture 1).
- This will take you to your Professional dashboard, scroll down toward the bottom to find 'Page Access' (picture 2).
- Next, find 'People with Facebook access' and select 'Add New' (picture 3).
- This takes you to an overview of what Facebook access means, click 'Next' (picture 4).
- The next page will ask you to type a name or email address, type Jaden Hoeke and select the profile with me alone wearing a white tank top (picture 5).
- The next page shows you the control I have, turn on the slider that says 'Allow this person to also have full control' and select 'Give Access' (picture 6).
- It will ask you for a password. **THIS IS YOUR PERSONAL PASSWORD** (nobody else added to the page can see your password, Facebook so you're not sharing one password with numerous people)

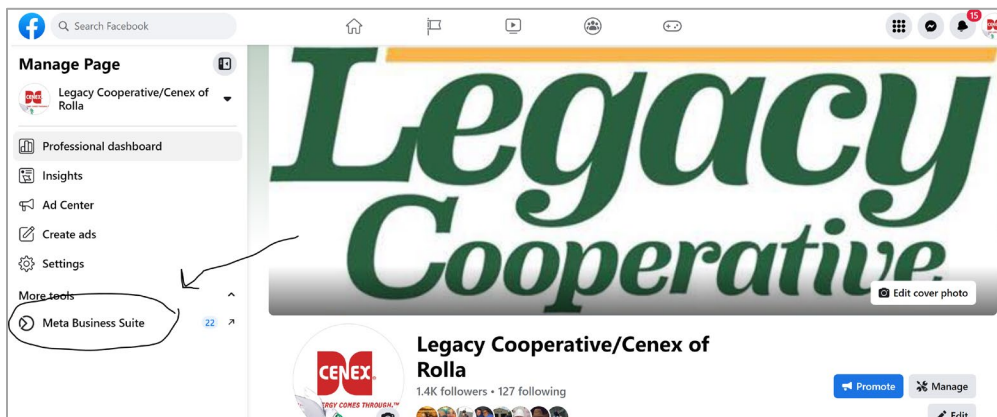


Computer

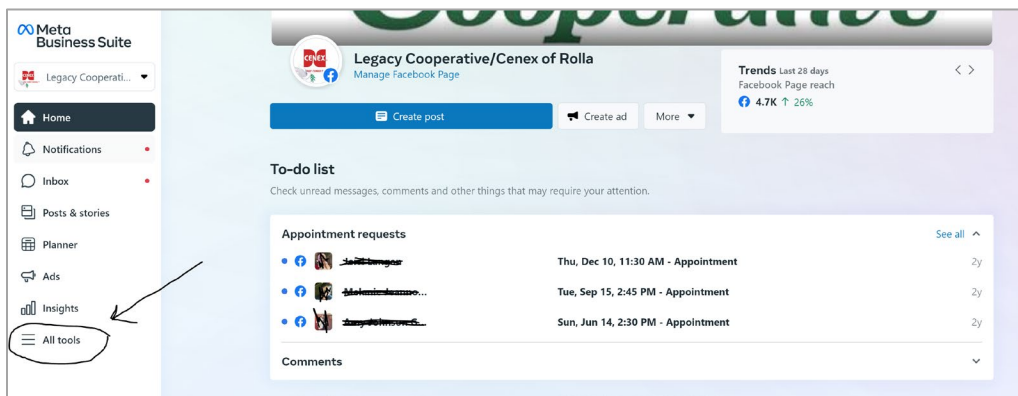
Select "Switch Now"



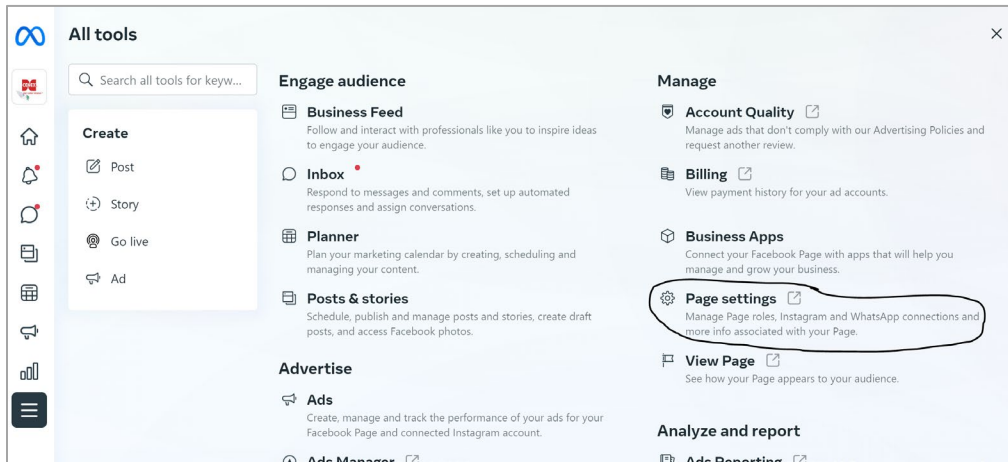
Then select "Meta Business Suite"



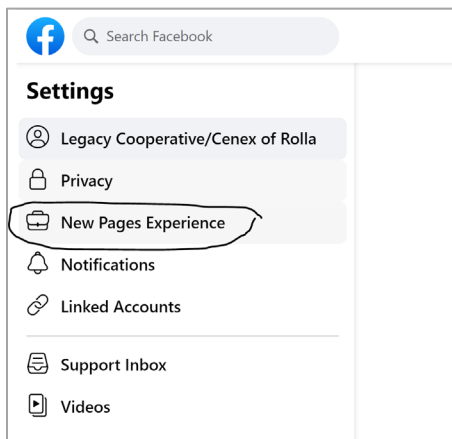
On the left side, select "All Tools"



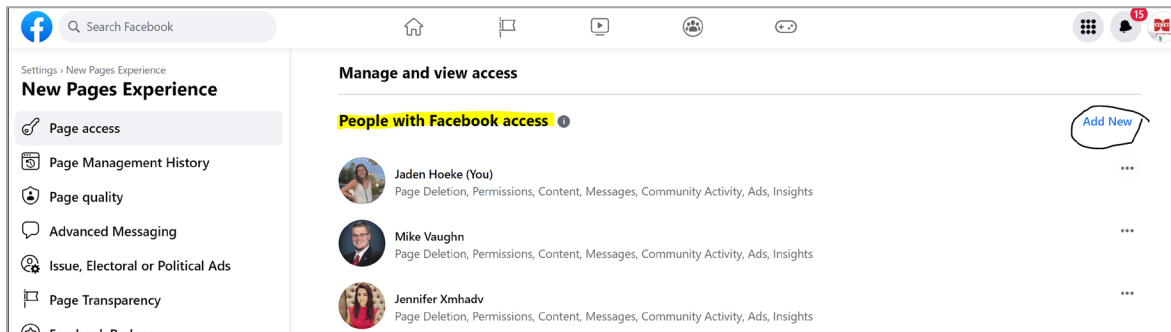
Next, select “Page Settings”



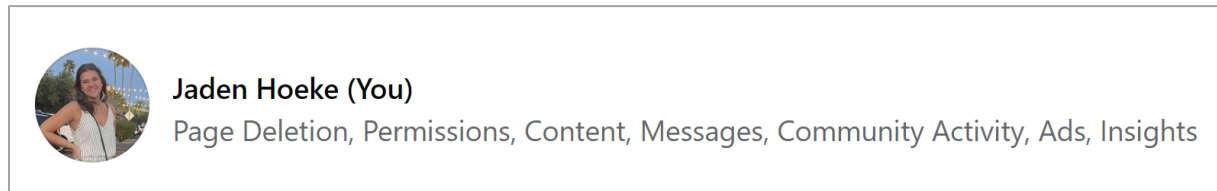
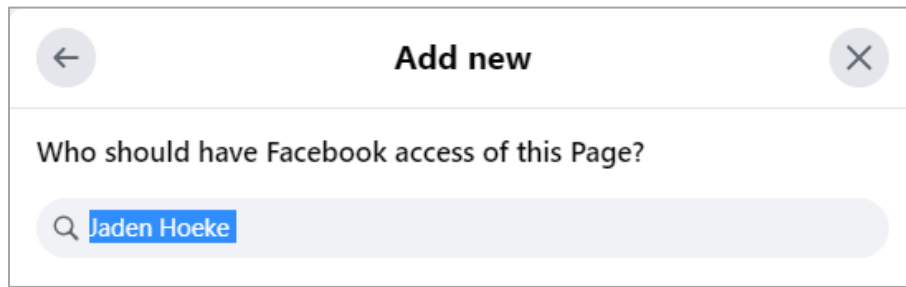
Select “New Pages Experience”



Under People with Facebook access, select “Add New”



Type in Jaden Hoeke and select my name with this picture:

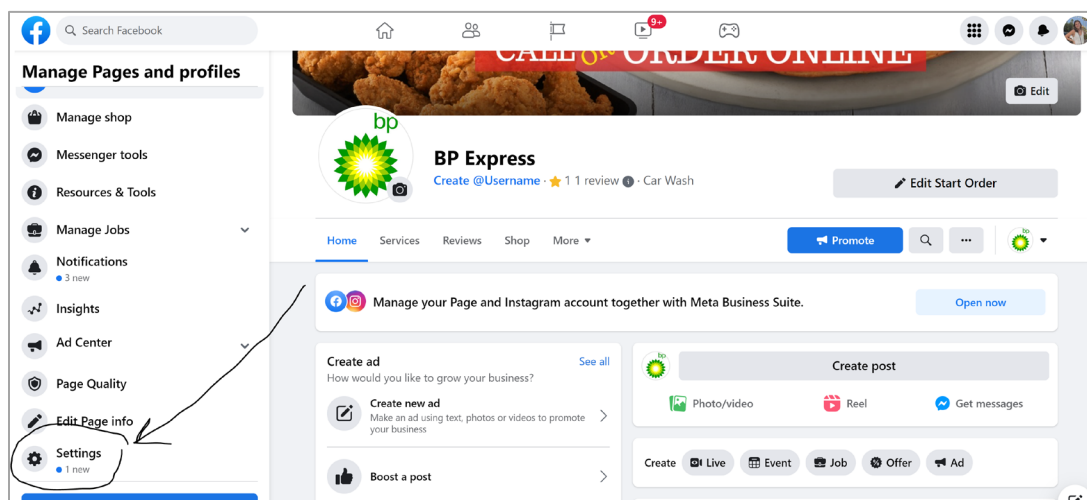


It will ask you for a password. **THIS IS YOUR PERSONAL PASSWORD** (nobody else added to the page can see your password, Facebook so you're not sharing one password with numerous people)

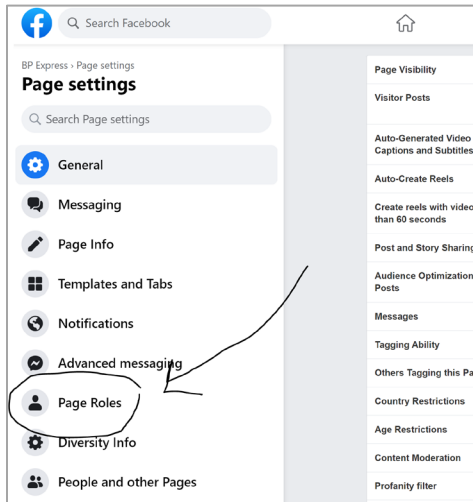
Then select "Add", turn on 'Allow This Person to also have Full Control', and Give Access

If you don't see 'Meta Business Suite' in step 2 follow these steps:

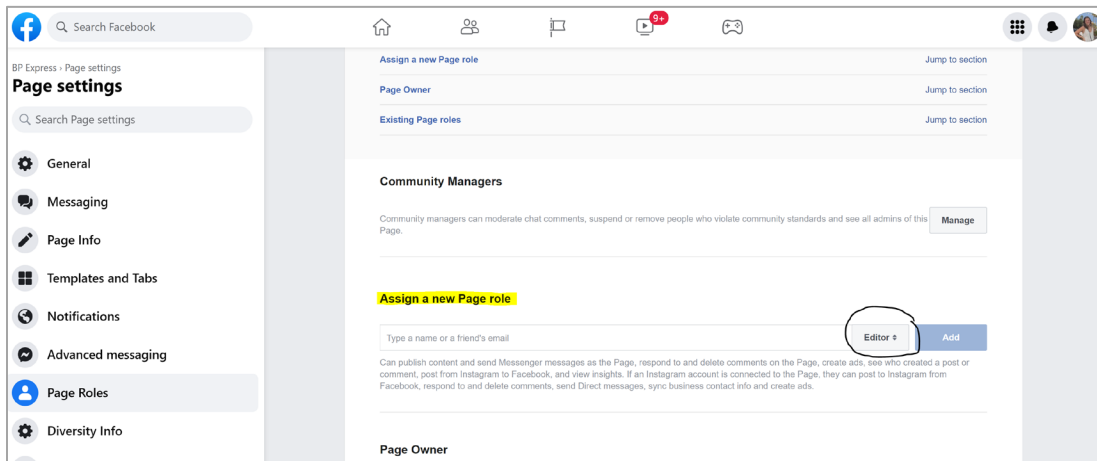
On the left side, scroll down the Manage Pages and profiles and select "Settings"



On the left side, select “Page Roles”



Go to Assign a new Page role -> Type the name: Jaden Hoeke & switch the drop-down box from Editor to Admin



You should see my picture (see below), select my profile, and click ‘Add’

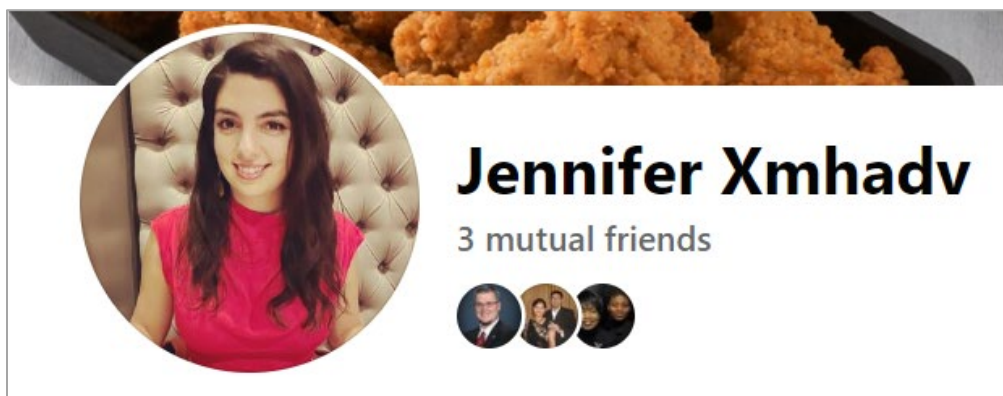


It will ask you for a password. **THIS IS YOUR PERSONAL PASSWORD** (nobody else added to the page can see your password, Facebook so you're not sharing one password with numerous people)

The 2 people that need to be added to the page (if you add one of us will full control we can add the other):



A Facebook profile card for Jaden Hoeke. The profile picture shows a young woman with long dark hair wearing a white and black striped sleeveless top, standing outdoors at night with palm trees and string lights in the background. To the right of the profile picture is a camera icon. The name "Jaden Hoeke" is displayed in large black font, with "43 friends" below it. A row of nine circular profile pictures of various friends is shown below the friend count.



A Facebook profile card for Jennifer Xmhadv. The profile picture shows a young woman with long dark hair wearing a bright pink sleeveless top, sitting in a car with a tufted leather seat. To the right of the profile picture is a camera icon. The name "Jennifer Xmhadv" is displayed in large black font, with "3 mutual friends" below it. A row of three circular profile pictures of mutual friends is shown below the mutual friend count.