How to add an admin to a Facebook page

Admins help in moderating the content, approving requests, and keeping the page under control. They are also responsible for responding to comments, staying up-to-date on analytics, and monitoring the effectiveness of campaigns. Admins of a Page are authorized to post content and comment on posts, and they are the only individuals who can adjust the Page settings.

Here is how you can add an admin to a Facebook page.

☐ **Step #1**

Click on the Settings tab of your Facebook Business Page. Go to your Facebook Business Page and find the "Settings" tab at the bottom of the menu bar on the left-hand side of your page.

☐ **Step #2: Facebook Page Roles menu**

From the Page Roles menu, you can manage every role on your page. Click on the "Page Roles" tab from the menu bar on the left-hand side of the page. This will open the Page Roles menu.

☐ **Step #3: Add an Admin to your Facebook Business Page**

In the "Assign a New Page Role" section, start typing the name of the person you want to assign to the page. The drop-down menu will offer you suggestions and you can choose the person you want from there.

Once you have the right name, click on "Add." Facebook will then prompt you to re-enter your password to make sure it's you that is making the change.

Note: There will be a pop-up reminder in blue that reads, "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."

☐ **Step #4: Assign a New Page Role for Admin**

Also in the "Assign a New Page Role" section, click the menu next to their name to select the "Admin" option. You can assign any of the following roles:

● Admin

● Editor

● Moderator ● Advertiser ● Analyst

● Custom

You can set a number of different roles, each with different permissions which will show up beneath the search bar when you select any of the above Page Roles.

☐ **Step #5. Existing Page Roles – Pending**

Still on the Page Roles menu, under "Existing Page Roles," the person's name will now show up with a "pending" message next to it in red.

☐ **Step #6: Existing Page Roles – Accepted**

Finally, the last step on how to add admin to Facebook page. Once the person you've assigned this Page Role to receives the notification, they can accept and their role will show up under the "Existing Page Roles" section.

How to add admin to a Facebook group

Log into Facebook and go to the Groups page

To access a Facebook group, you first need to log into your Facebook account. Once you are logged in, there are several ways to get to the Groups page. One option is to click on the Groups icon located in the left-hand menu of your Facebook homepage. Alternatively, you can type "Facebook groups" into the search bar at the top and select the option that says "Groups – Facebook" from the dropdown menu that appears.

Here is a step-by-step guide on how to log into Facebook and go to the Groups page:

1. Log in to your Facebook account
2. Click on the Groups icon located in the left-hand menu of your Facebook homepage
3. You will be redirected to the Groups page where you will see options such as Discover and Create Group, in addition to groups you have already joined or created
4. Select a desired group by clicking on it, and it will lead you further.

It is important to note that once you join a group, be sure to review its rules and regulations before posting anything. Failure to follow guidelines can result in being

removed from a group.

Lastly, there are different types of groups that exist within Facebook, including public, private, and secret groups. Each type has its own unique level of visibility regarding who else can see what happens inside them. Therefore, always confirm what kind of group it is before posting anything sensitive.

Select the group where you want to add an admin

To add an admin to a Facebook group, you need to select the group in which you want them to be added. Here's how you can do it:

● Log in to your Facebook account and go to the Groups page.

● Find and select the target group where you want to add an admin.

● Navigate to the Members tab, located on the top of the group page.

● Now click on Invite Admins button found below Add Members button displayed

on the right side of your screen.

● Add the name of the person whom you want as an admin in that section.

It is important to note that selecting the right group for adding admins ensures maximum competence and efficiency within that particular administrative body.

Pro Tip: Before adding someone as an admin, ensure their trustworthiness and

familiarity with operating pages.

To add an admin to your Facebook group, head to the Members Tab and employ a member's help:

1. On the Facebook homepage, log in and go to the Groups Page
2. From that page, choose the specific group you want to update
3. Click on the Members tab located in the menu below your cover photo
4. Select "Invite Admins" from this drop-down
5. A box will appear so that you can enter their name like a search engine bar

In addition to the administration activities listed above, inviting an Admin through this process requires their assistance for successful implementation.

How to add admin to a Facebook group on a computer

1. Go to facebook.com/groups and select your group.
2. Click Members or People below your group's cover photo. If you don't see Members or People, click More.
3. Click next to the person you want to make an admin or moderator.
4. Select Invite as admin or Invite as moderator, then click Send Invite.

To cancel an invitation to make someone an admin or moderator of your group, go to

Invited Admins & Moderators. Then click   next to their name and select Cancel admin invite or Cancel moderator invite.

How to add admin to a Facebook group on iPhone

1. Tap in the bottom right of Facebook and tap Groups, then Your Groups, then select your group. If you don't see Groups, tap See more.
2. Tap, then tap People below Tool Shortcuts.
3. Tap the name of the person you want to make an admin or moderator.
4. Tap Add [name] as admin or Add [name] as moderator.
5. Tap Confirm.

You have now added an admin to your Facebook page.

How to add admin to a Facebook group on Android

1. Tap in the top right of Facebook and tap Groups, then Your Groups, then select your group. If you don't see Groups, tap See more.
2. Tap Manage, then select People below Tool Shortcuts.
3. Tap next to the name of the person you want to make an admin or moderator.
4. Select Invite as admin or Invite as moderator.
5. Tap SEND INVITE or MAKE MODERATOR.

How to add admin to a Facebook group on a mobile browser

1. Tap in the top right of Facebook, then scroll down to Groups, tap Groups at the top and select your group.
2. Tap More, then select View Group Info.
3. Tap Members or People.
4. Tap next to the person you want to make an admin or moderator.
5. Tap Make Admin or Make Moderator, then tap OK to confirm.