

How to add SOLA as Facebook Admin

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

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

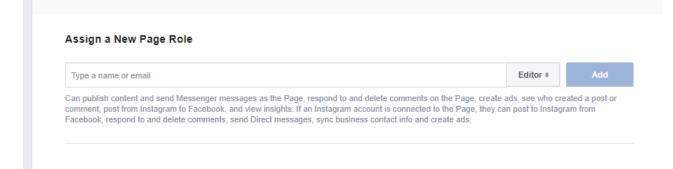
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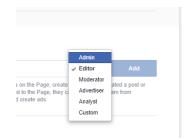
46 Louis Prima Drive Suite A, Covington, Louisiana 70433, USA **Tel** 1-800-345-6644 **Fax** 1-888-836-2187 **Email** laso@laso.org **Website** <u>www.laso.org</u> **Twitter** @SOLouisiana **Facebook** SpecialOlympicsLouisiana



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



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 d	lo to make chang	jes to this Page.
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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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