FACEBOOK PAGE GUIDE: SET-UP TIPS

1. Assign your page roles. An “Admin” controls everything on the page. “Editor” can just add posts. Be sure to choose “Disable Posts by Other People.” It’s a good idea to have two Admins and one or two Editors so multiple people can post content. To do: Settings>Page Roles> both Assign new page roles and Disable visitor posts are in this tab

2. Turn off the ability for people to leave Reviews. If someone is upset, they may blow things out of proportion or hijack your review section for other purposes. To do: Settings > Templates and Tabs> Reviews > Show Reviews > Off

3. Turn off Profanity. To do: Settings > Profanity Filter is in box on right > set to Medium, NOT Strong (otherwise it blocks out words that aren’t profanity

4. Turn off the ability for just anyone to post to page. It really should be just the Admins and Editors. To do: Settings> Menu will be on right > Visitor Posts > Disable posts by other people on the Page

5. You can schedule Posts ahead of time. This is a great time saving tool. To do:
   It’s on the Bar that runs across the top > Publishing Tools > Published Posts > Schedule Post