

CUSTOMISING YOUR FACEBOOK PAGE

After you have created your Facebook page you will need to customise it by editing your settings to suit your club.

It is recommended you check/edit the following settings

General

Visitor Posts

Profanity Filter

Similar Page Suggestions

Post Attribution

Ensure it is set to your page name

Notifications

Messages

Email

Text Messages

Page Roles

This is where you can invite others (must have a Facebook account) to help post, reply, etc

It is recommended that you add at least 2 others to be Editors of your page.

Disclaimer: The instructions here are a guide only. For full Facebook instructions please visit <https://www.facebook.com/help/?ref=contextual>.

Page Roles

Only the Admin is able to amend roles for a Page.

How do I manage roles for my Page?

There's no limit to the number of people who can have a role on a Page. Learn more about [what each Page role can do](#).

Give Someone a Role

1. Click **Settings** at the top of your Page.
2. Click **Page Roles** in the left column.
3. Type a name or email in the box and select the person from the list that appears.
4. Click **Editor** to select a role from the dropdown menu.
5. Click **Add** and enter your password to confirm.

Keep in mind that if you're not friends with the person you're adding, they'll have to [accept your invite](#) before they can start helping you manage your Page.

Remove Someone Who Has a Role

1. Click **Settings** at the top of your Page.
2. Click **Page Roles** in the left column.
3. Click **Edit** next to the person you want to remove, and then click **Remove**.
4. Click **Confirm**. You may need to enter your password.

You can always remove yourself from a Page, but if you're the Page's only admin, you'll need to add another admin first.

Manage Page Notifications

When you change your notification settings, you can choose:

- To get a notification on Facebook each time there is Page activity, or every 12 - 24 hours on all activity
- What kinds of activity you get notified about
- To get a notification each time your Page receives a message
- To get an email or text each time there is activity on your Page
- To turn off all notifications

Keep in mind that when you change your notification settings for a Page you help manage, the notification settings of others who help manage the Page won't be affected. Others who work on the Page will still get notifications about the Page based on the settings they've chosen.

To change your notification settings for a Page:

1. Click **Settings** at the top of your Page
2. Click **Notifications** in the left column

3. Edit your notification settings

You can also see all notifications by clicking **Notifications** at the top of your Page. From here, you can mark all notifications as read by clicking **Mark All as Read**.

Note: If you've turned on notifications in your Page settings and still aren't receiving any notifications, it may be because you turned off notifications on your mobile device. Try tapping **Settings** > **Notifications** on your mobile device and make sure your notifications for Facebook are turned on.