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:** *Settngs > 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