How to Add or Remove an Administrator on Your Auxiliary or Department Facebook Page

VFW Auxiliary

Note: It is vital to have two people in your Auxiliary be an Administrator of the Auxiliary Facebook page.

Please note: Two people should have FULL ADMINISTRATIVE RIGHTS, not one as an Admin, and the other as an Editor or Moderator. Two people should have FULL ADMIN RIGHTS.

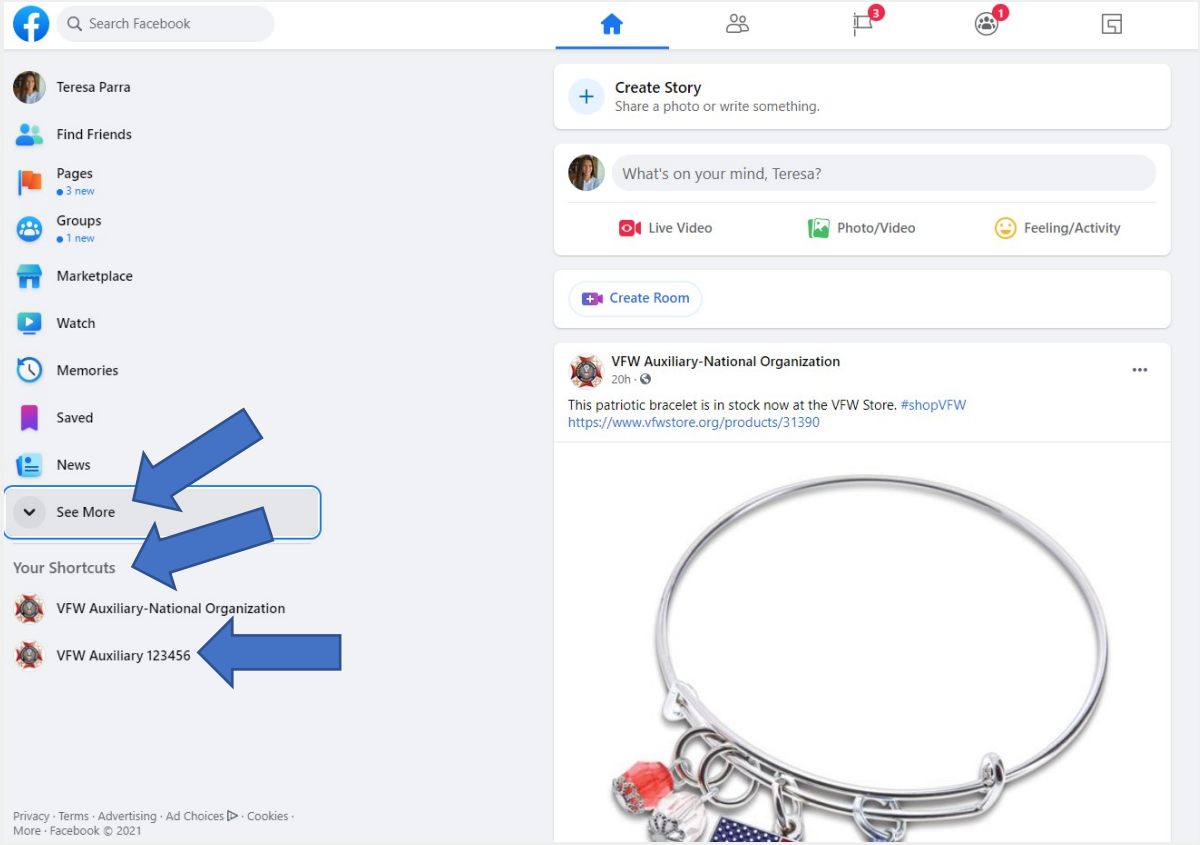
Why? Because an Editor or Moderator doesn't have full access to the Facebook page. In the instances of discontinued membership, injury or death, if there is only one Admin, no one else can add another member as an Admin and the Auxiliary page is essentially null and void.
(This happened to a Department page and they had to start a new page, losing all their Department fans and history. Don't let this happen to your Auxiliary.)

VFW Auxiliary

To post as your Auxiliary, log into your Facebook account. On the left-hand side there will be "**Your Shortcuts**", click on VFW Auxiliary (your number).

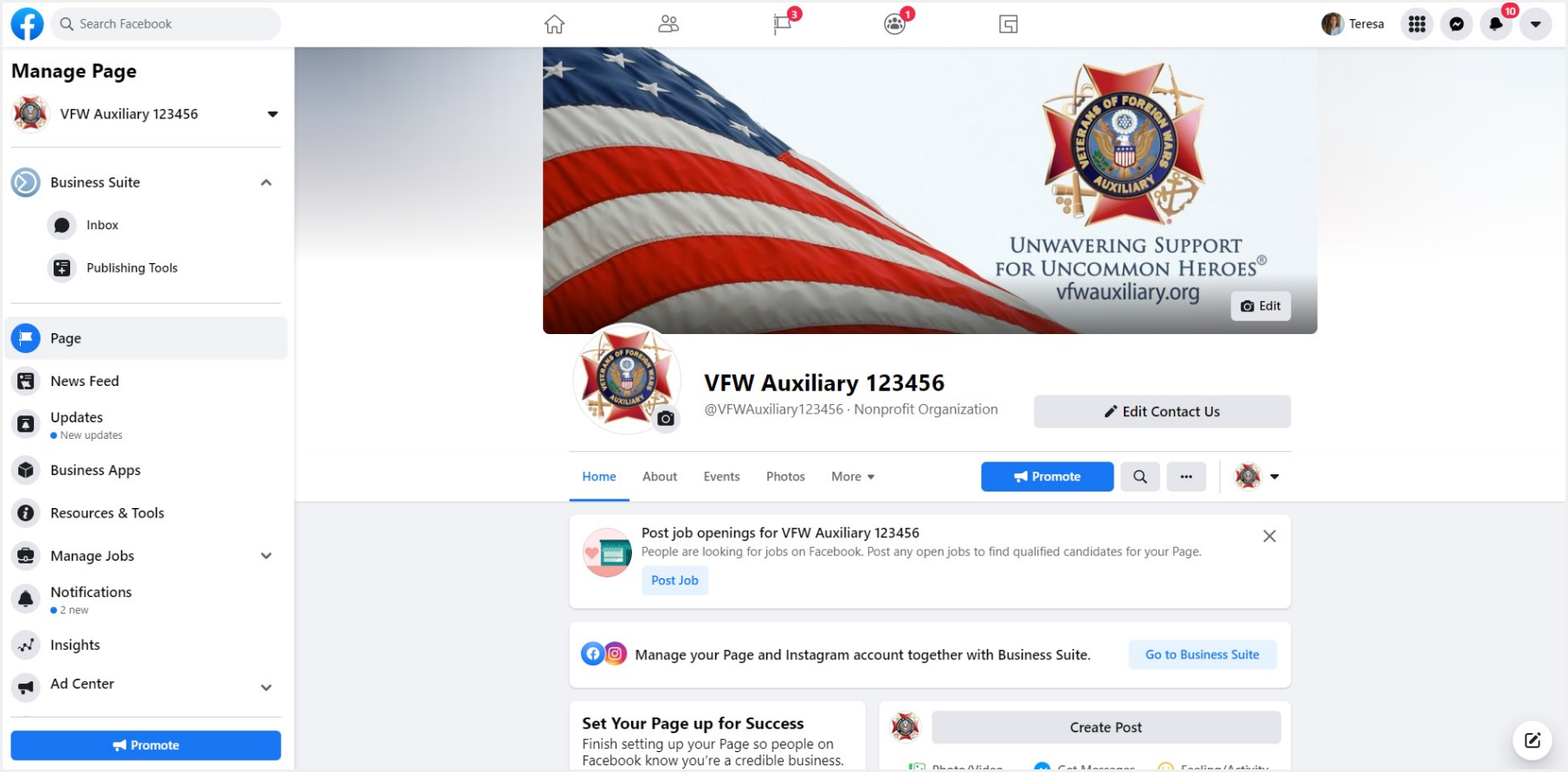
*If you do not see your Auxiliary page under "**Your shortcuts**":*

- *Click "**See More**" in the middle left-hand side of your screen*
- *Scroll down and click on "**Pages**"*
- *Click on VFW Auxiliary (Your number)*



VFW Auxiliary

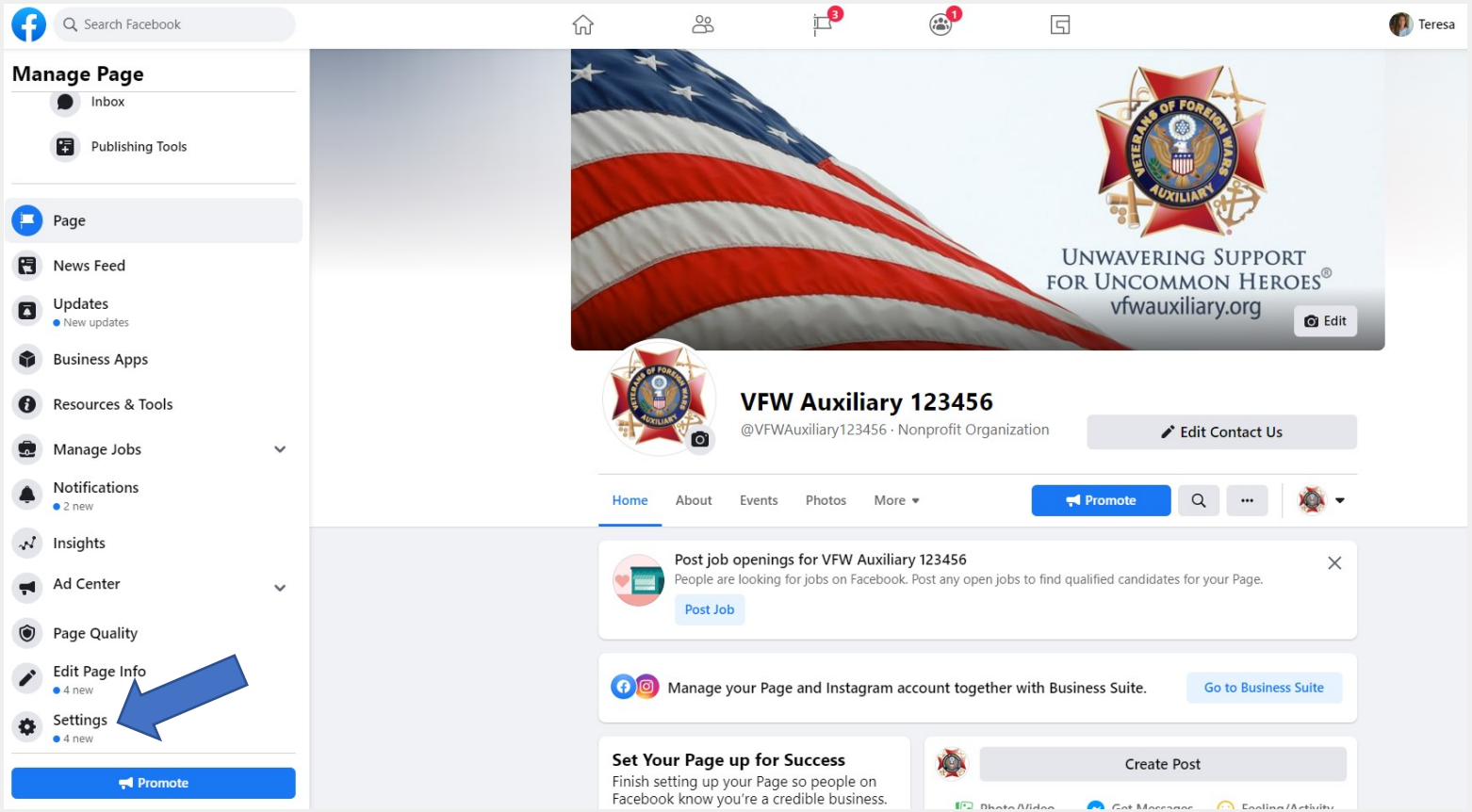
Once you've switched to use Facebook as your Auxiliary, your Auxiliary page will display.



VFW Auxiliary

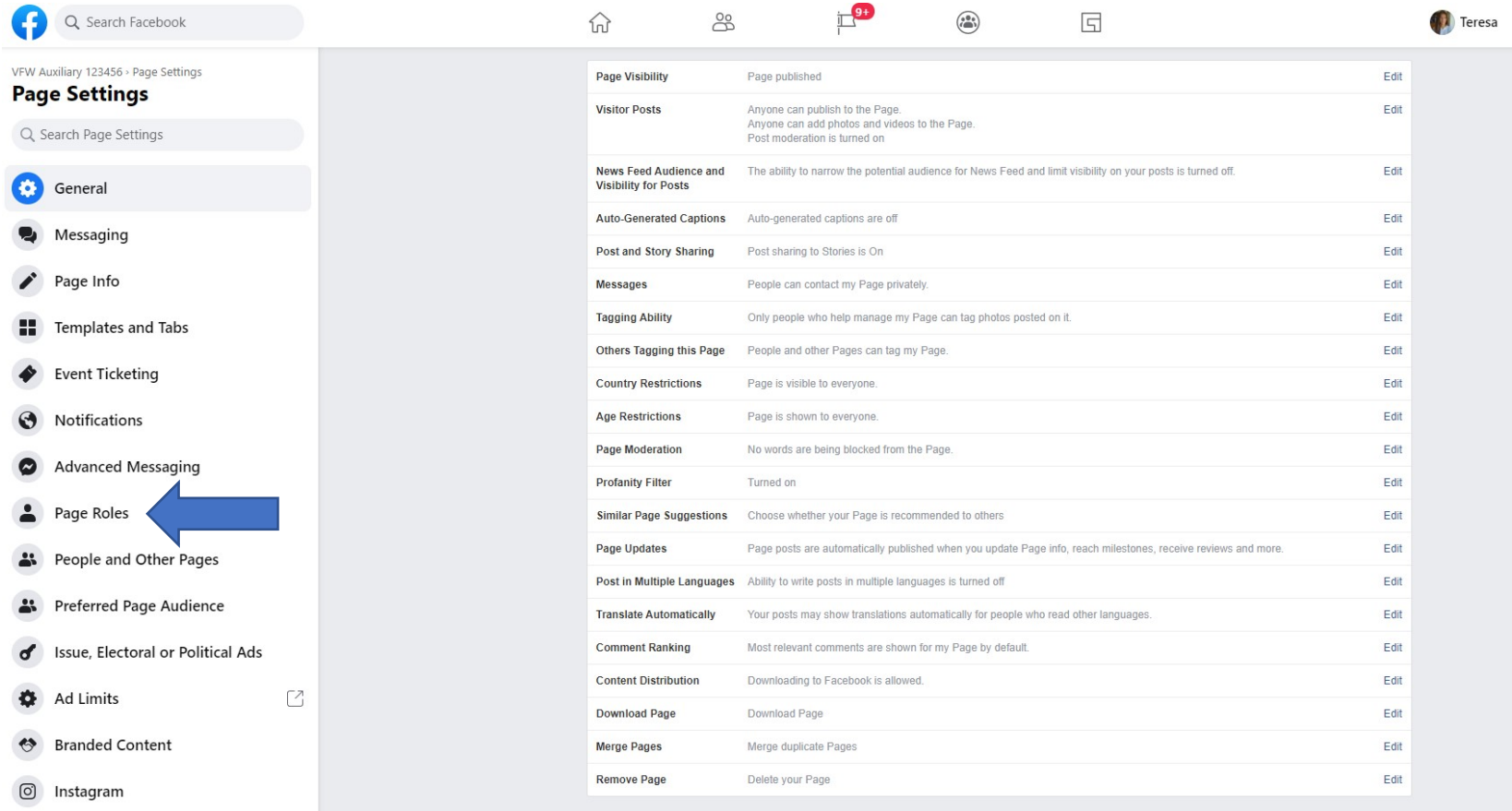
To <u>add</u> an Admin:

- Go under "**Manage Page**" in the left-hand side of your screen
- Scroll down and click on "**Settings**"



VFW Auxiliary

Click “**Page Roles**”.

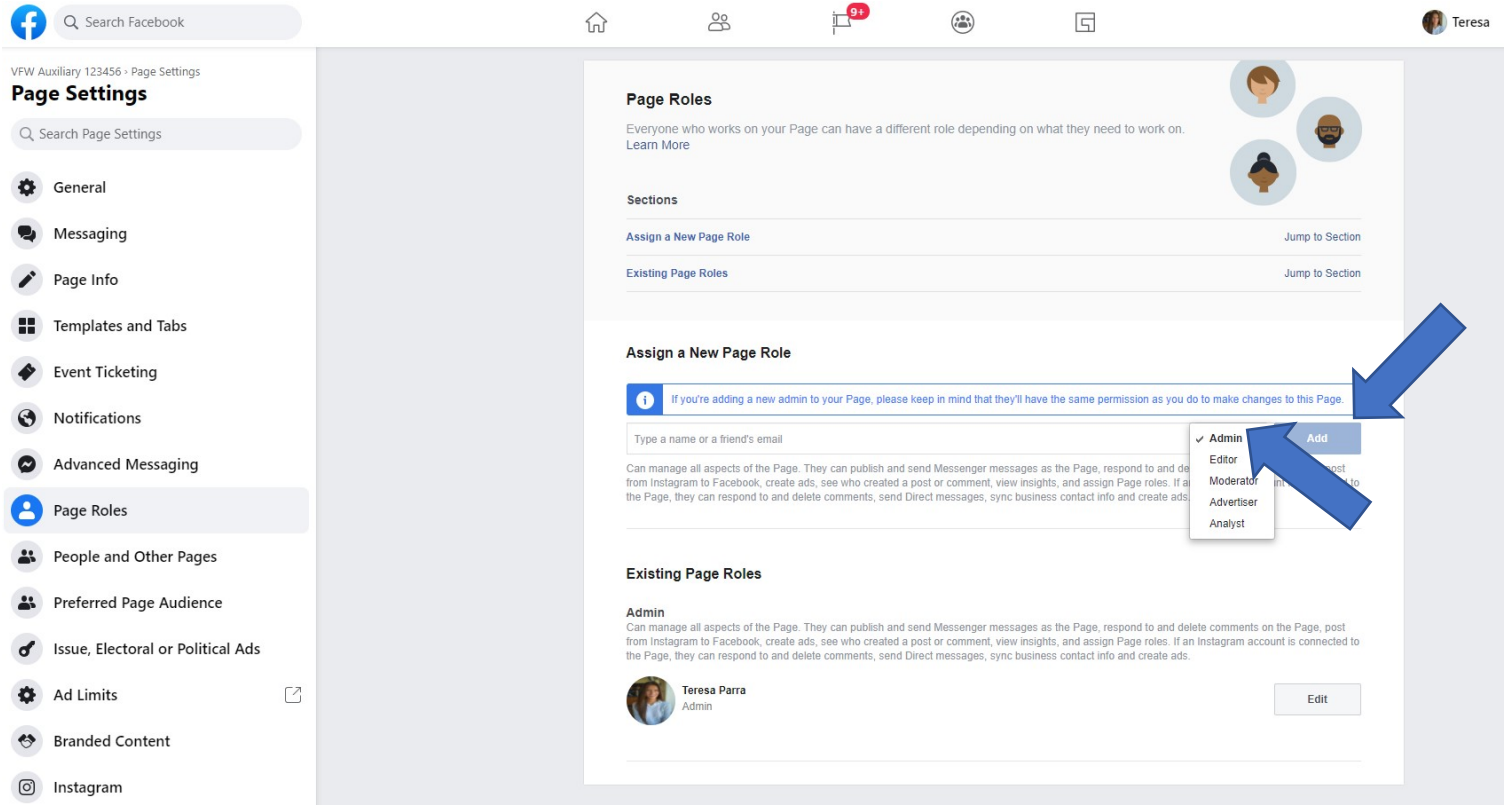


VFW Auxiliary

Enter the **name and email address** of at least one other person in your Auxiliary that you would like to make an Admin.

Note: *If you are friends with the person on Facebook, their profile will populate as you type their name. If you are not, the email address entered must be the email address they use to sign into Facebook.*

Select "**Admin**" from the drop-down menu. Click "**Add**".

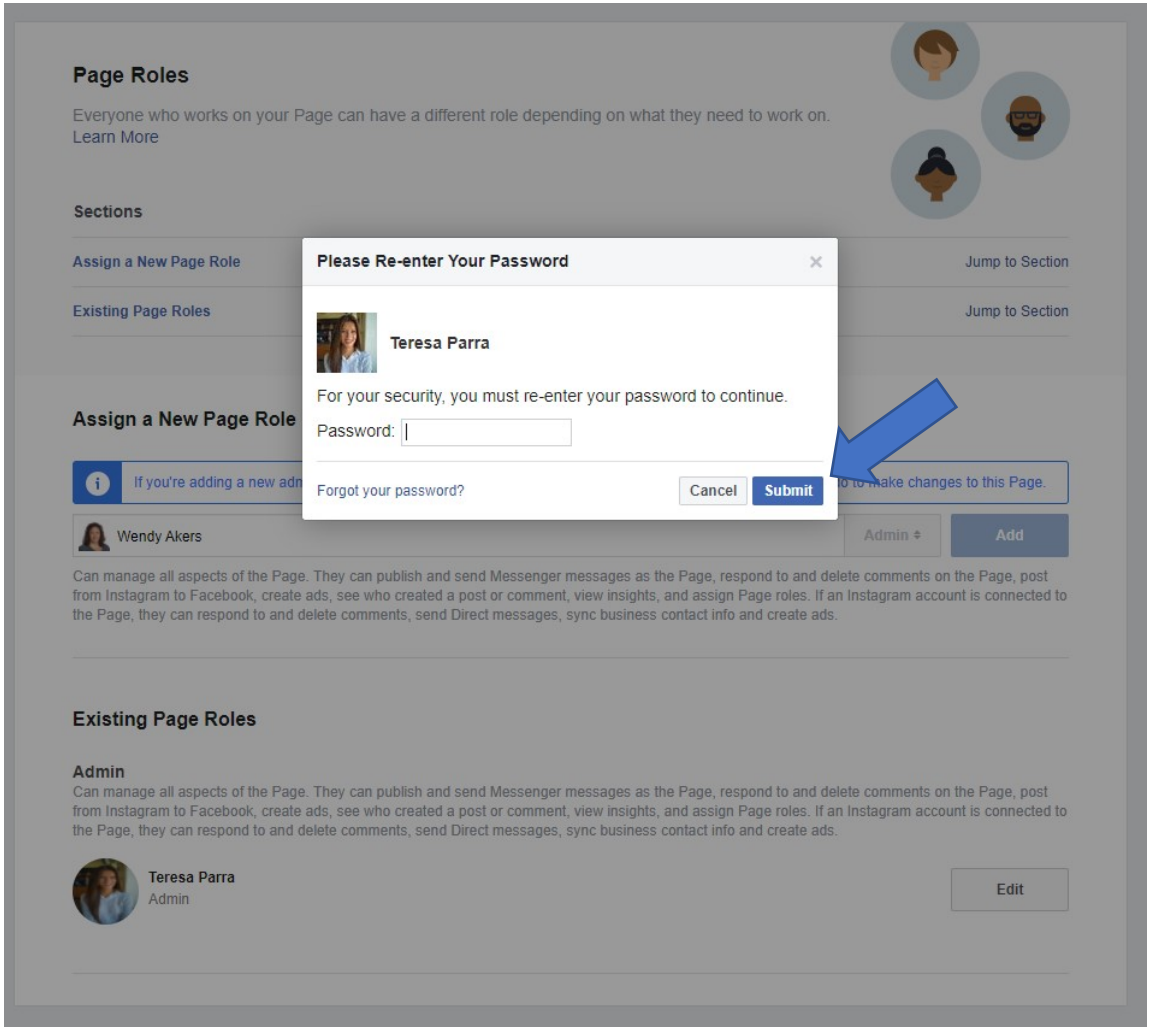


VFW Auxiliary

A pop-up box will display asking you to re-enter your password to continue.

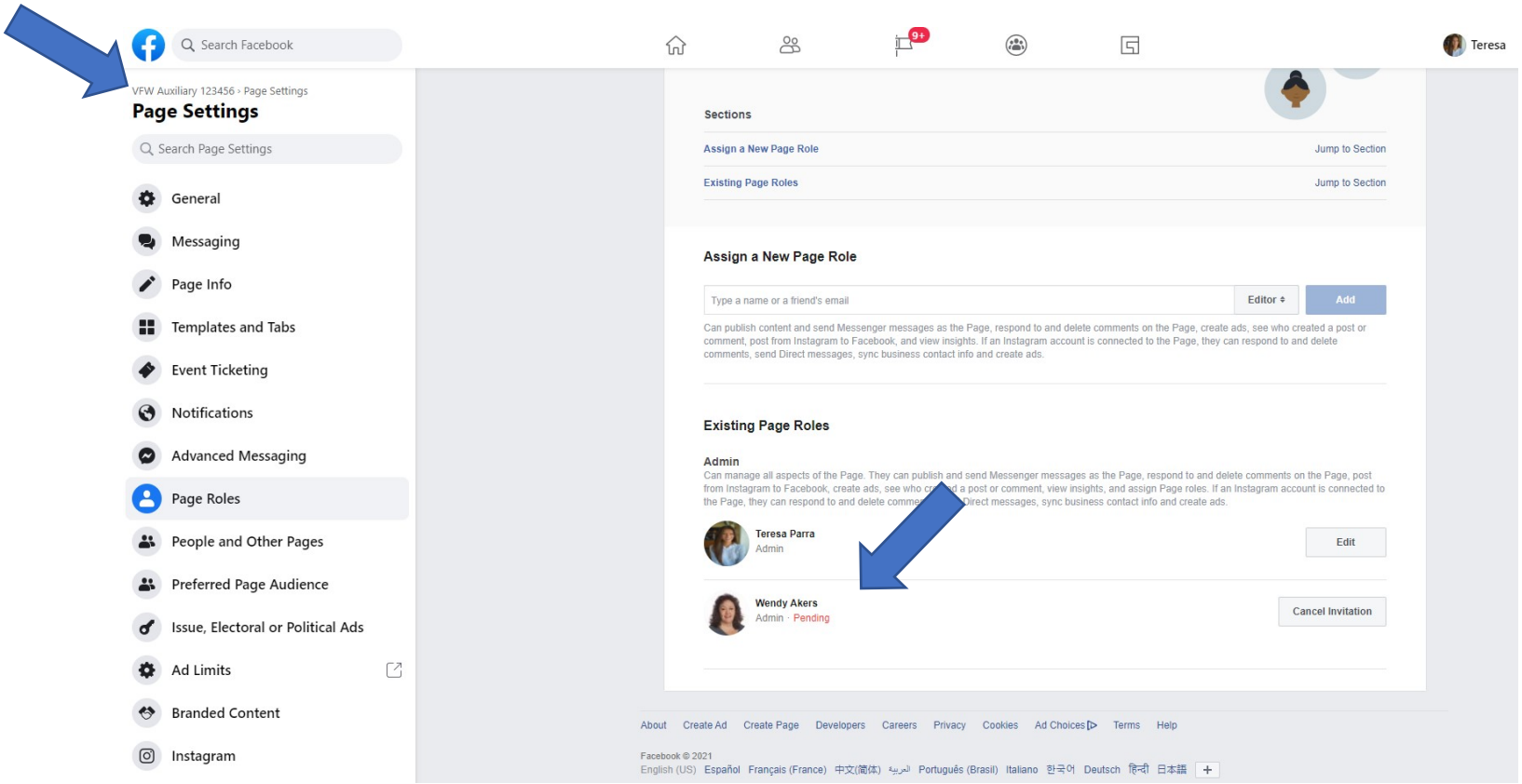
You will need to enter your **PERSONAL PASSWORD** that you use to log into Facebook.

Once entered, click "**Submit**".



VFW Auxiliary

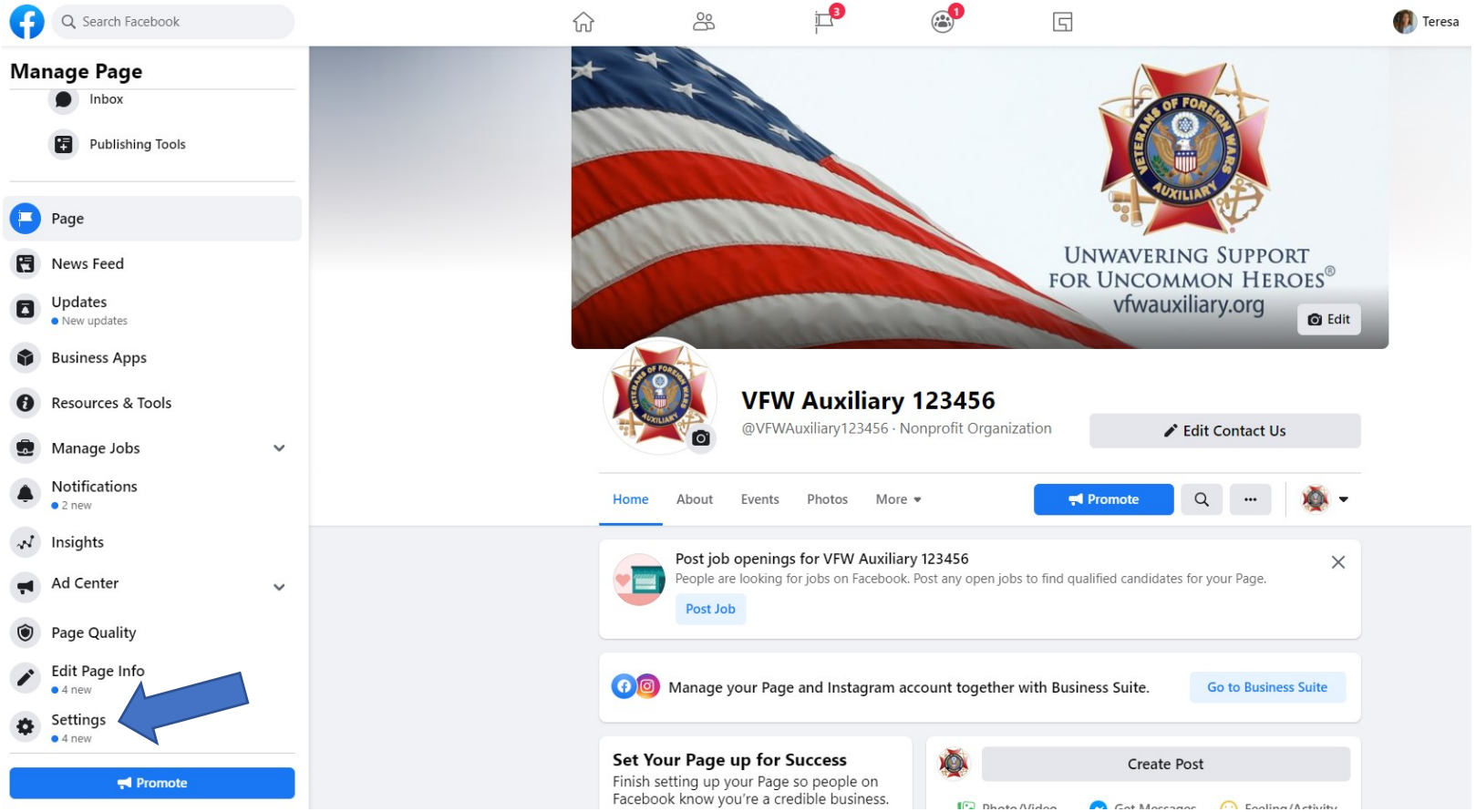
- The new Admin's profile picture will display. It will say pending until they accept the invitation.
- Once they accept, you have successfully added an Admin to your Auxiliary Facebook page!
- To get back to your Auxiliary page, click the VFW Auxiliary (your number) above "**Page Settings**" in the upper left-hand corner.



VFW Auxiliary

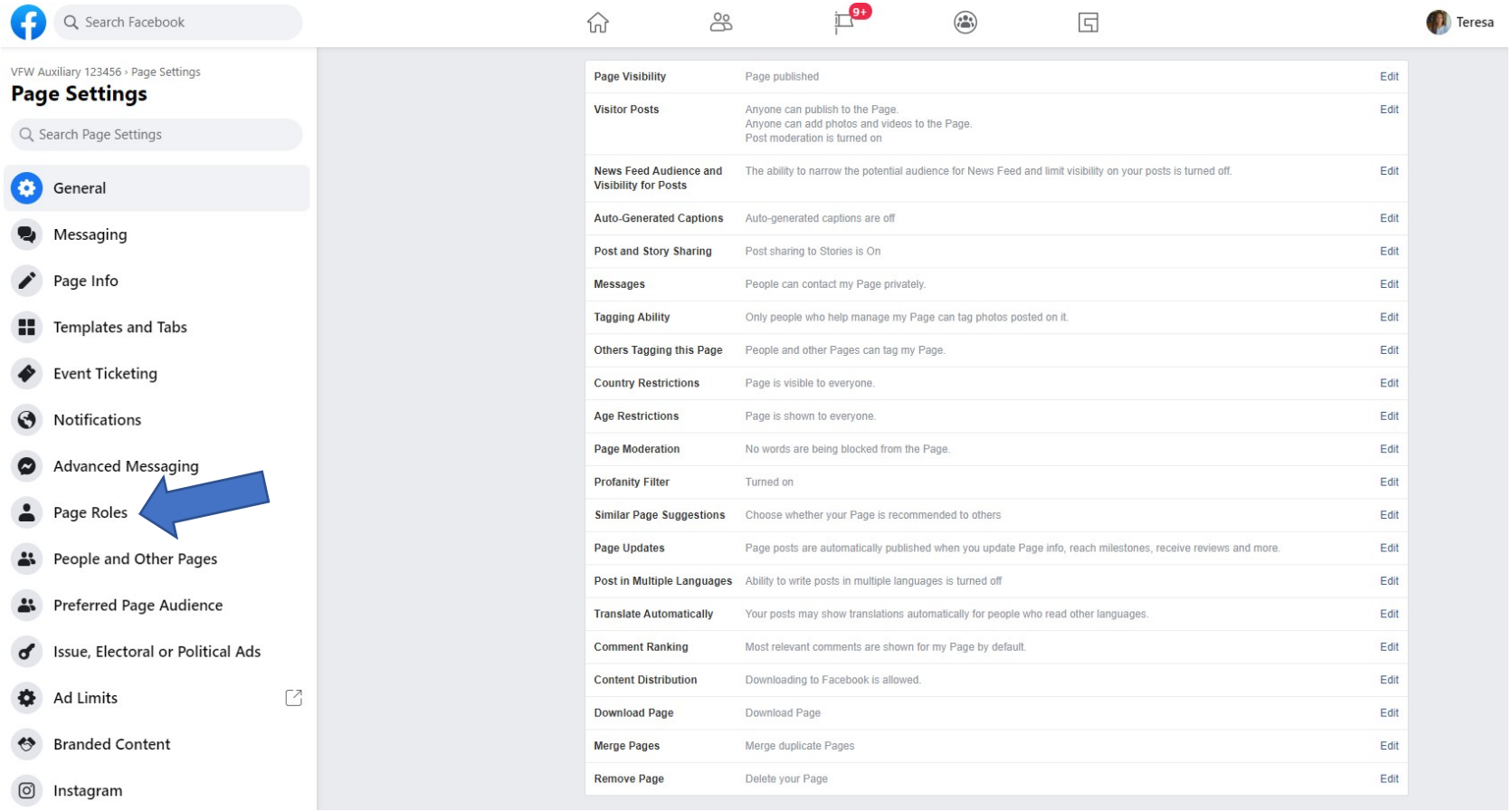
To <u>remove</u> an Admin:

- Go under "**Manage Page**" in the left-hand side of your screen
- Scroll down and click on "**Settings**"



VFW Auxiliary

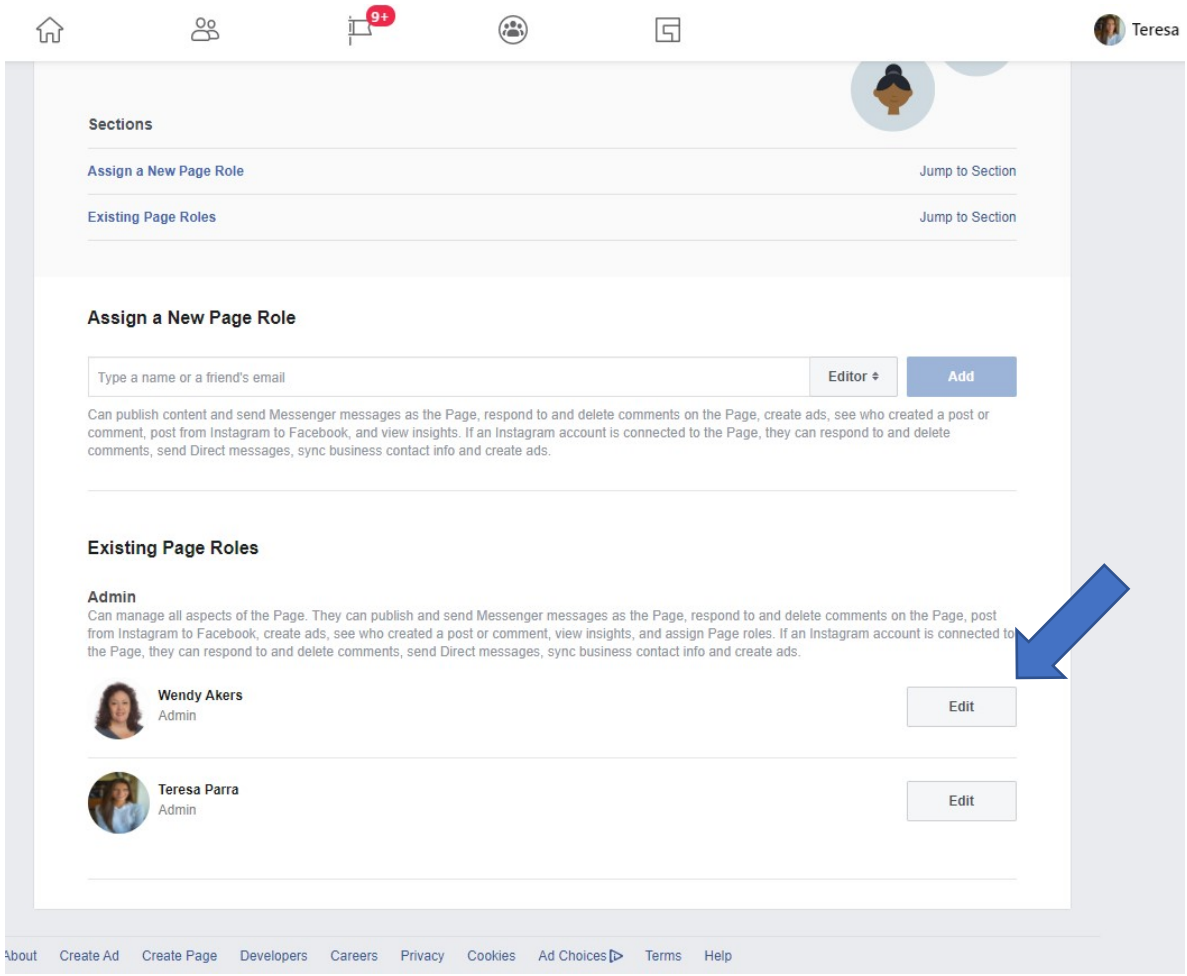
Click “**Page Roles**”:



VFW Auxiliary

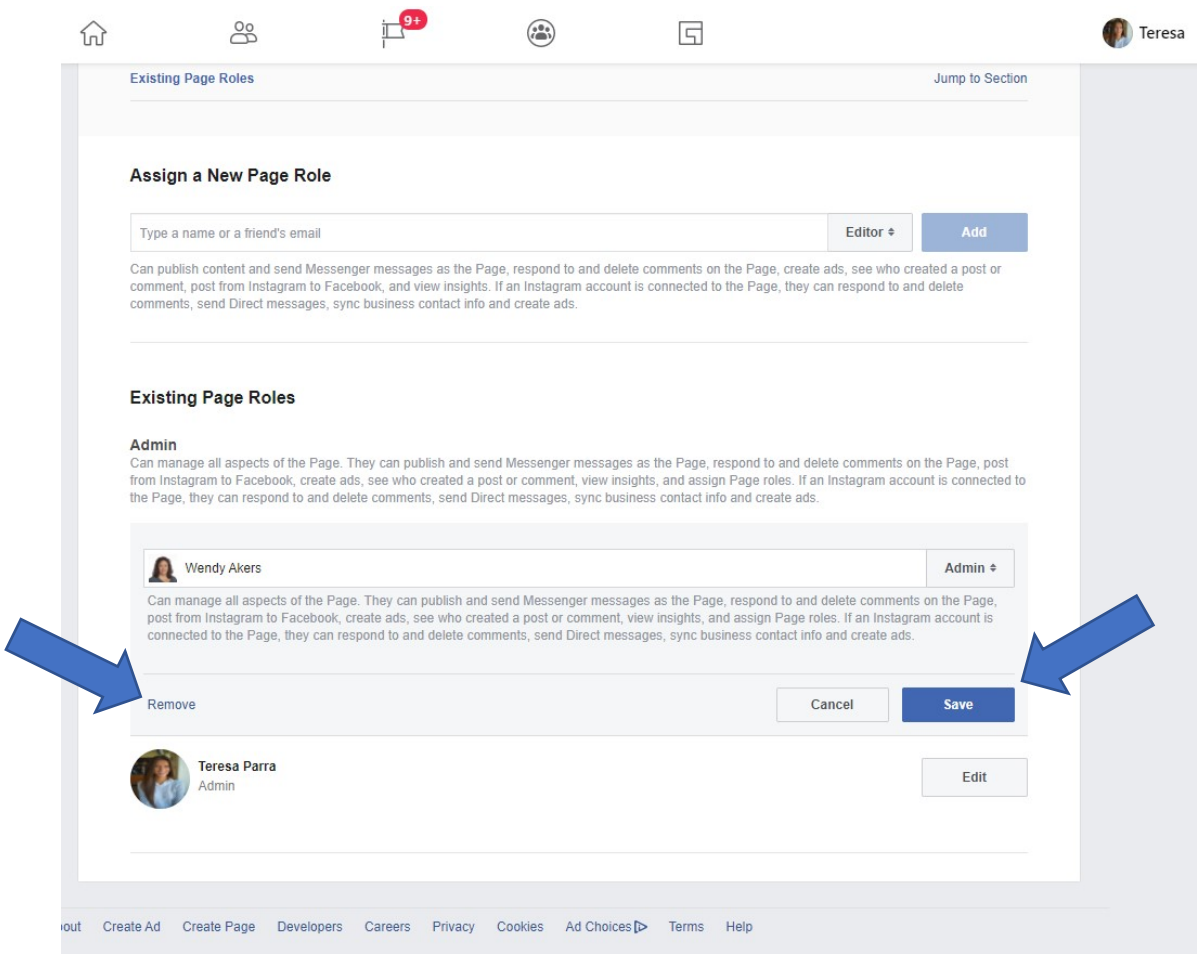
A screen similar to this will be displayed.

Find the Admin you want to remove and click the "**Edit**" button to the right of their name.



VFW Auxiliary

Click “**Remove**” and then the “**Save**” button to the right of their name.

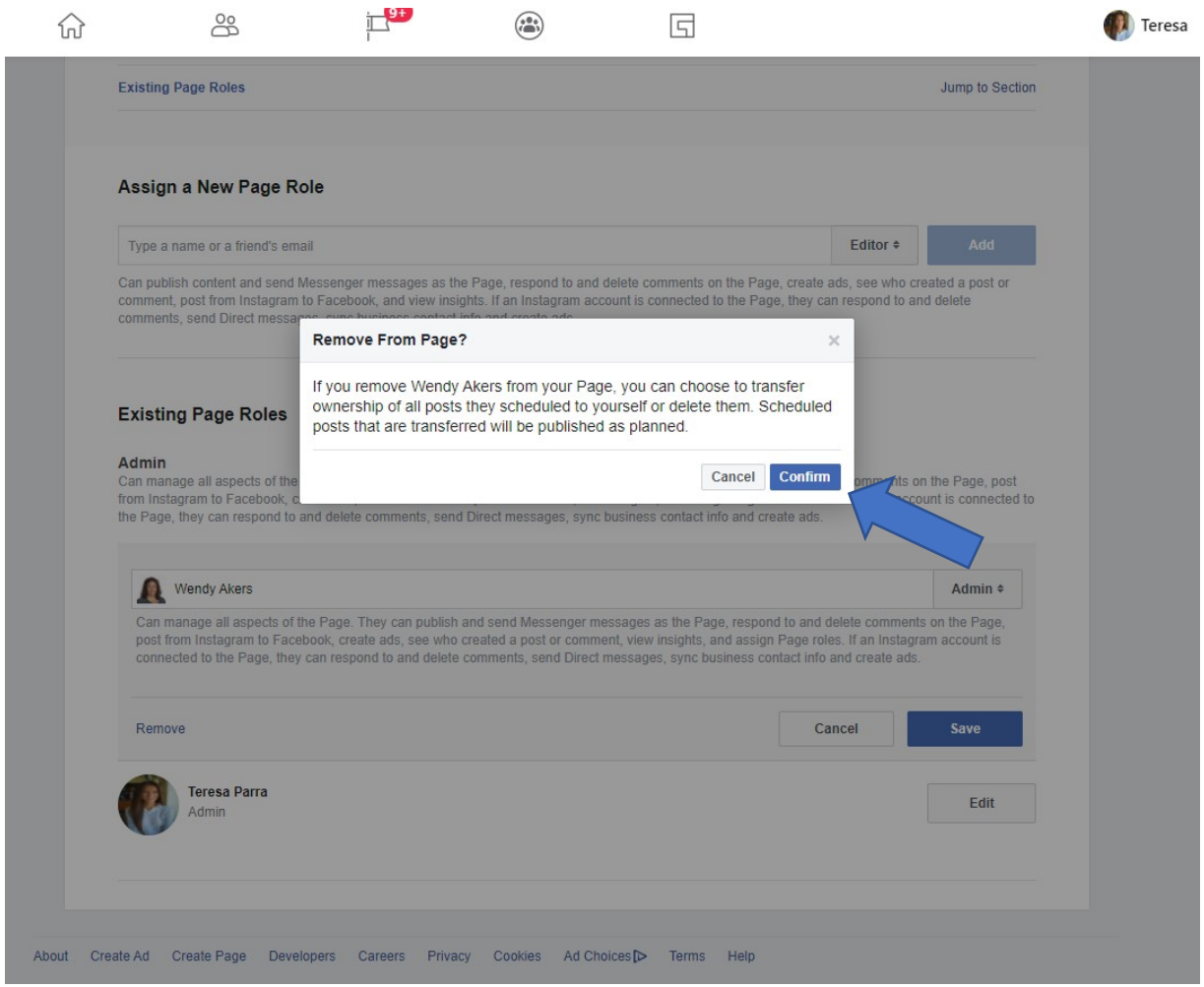


VFW Auxiliary

A pop-up will ask if you want to transfer ownership of all possible posts they scheduled to yourself or delete them.

If you wish to transfer them to yourself, click "**Confirm**".

Select "**Cancel**" to keep them as an Admin.

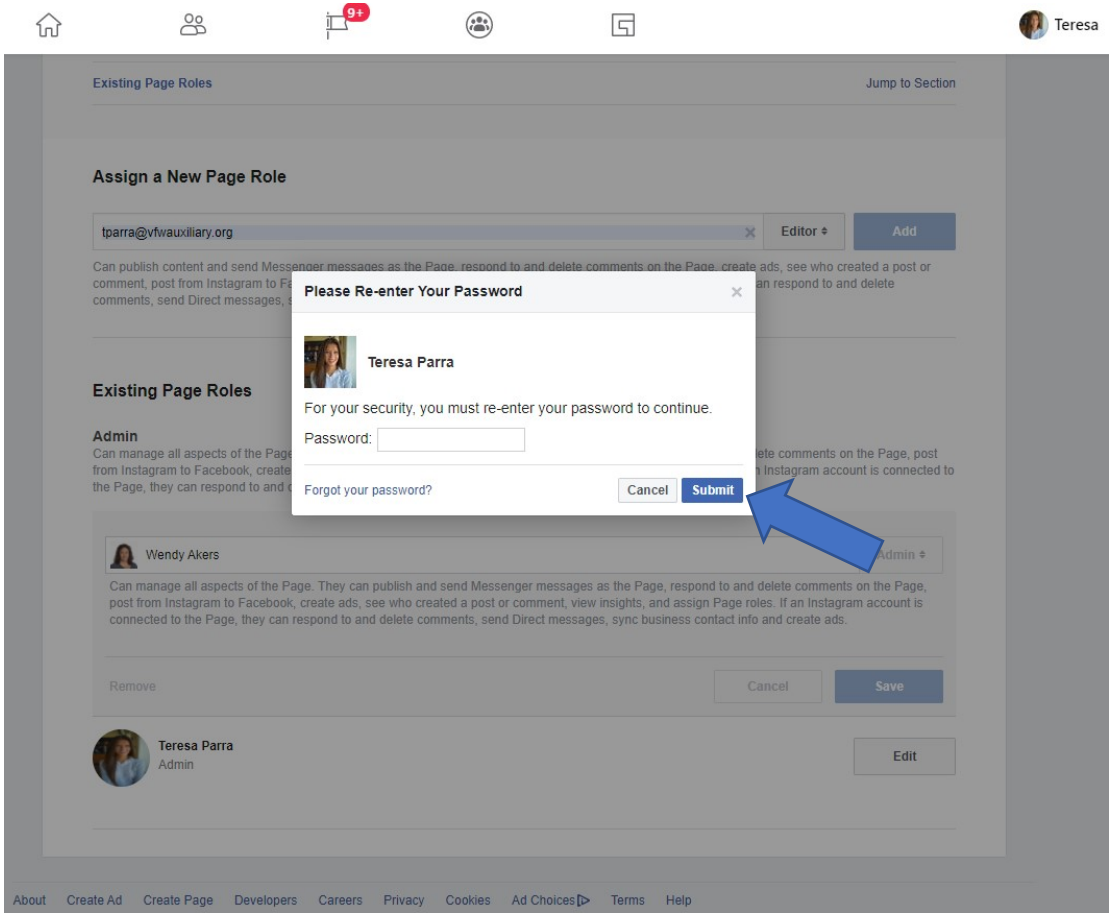


VFW Auxiliary

A pop-up box will display asking you to re-enter your password to continue.

You will need to enter your **PERSONAL PASSWORD** that you use to log into Facebook.

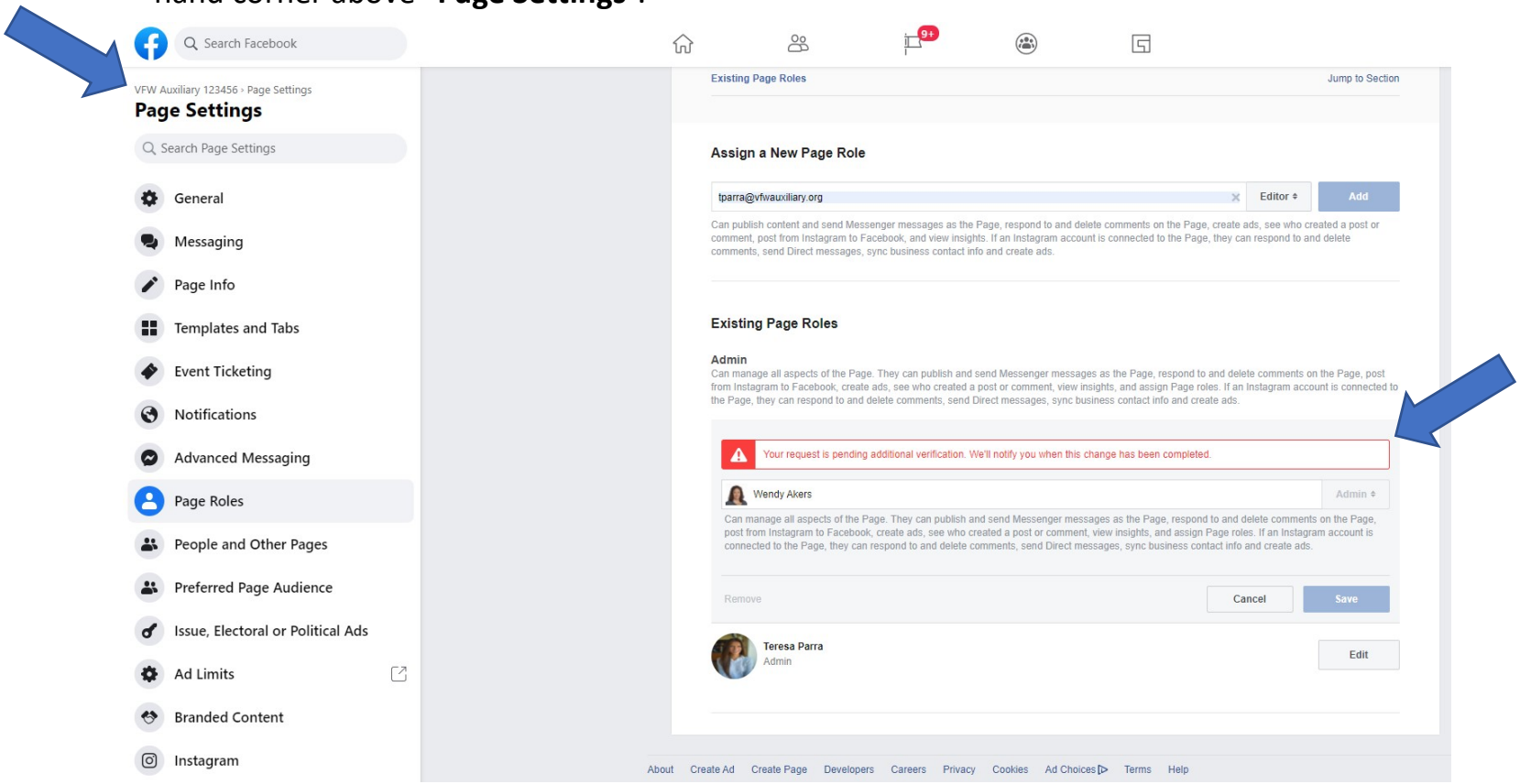
Once entered, click "**Submit**".



VFW Auxiliary

Although a red alert may appear saying your request to remove an Admin is pending, you still successfully followed the steps to remove an Admin from your Auxiliary Facebook Page!

To get back to your Auxiliary's page, click VFW Auxiliary (your number) in the upper left-hand corner above "**Page Settings**".



Questions?

Facebook Help Center:
https://www.facebook.com/help