



VFW AUXILIARY

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.)

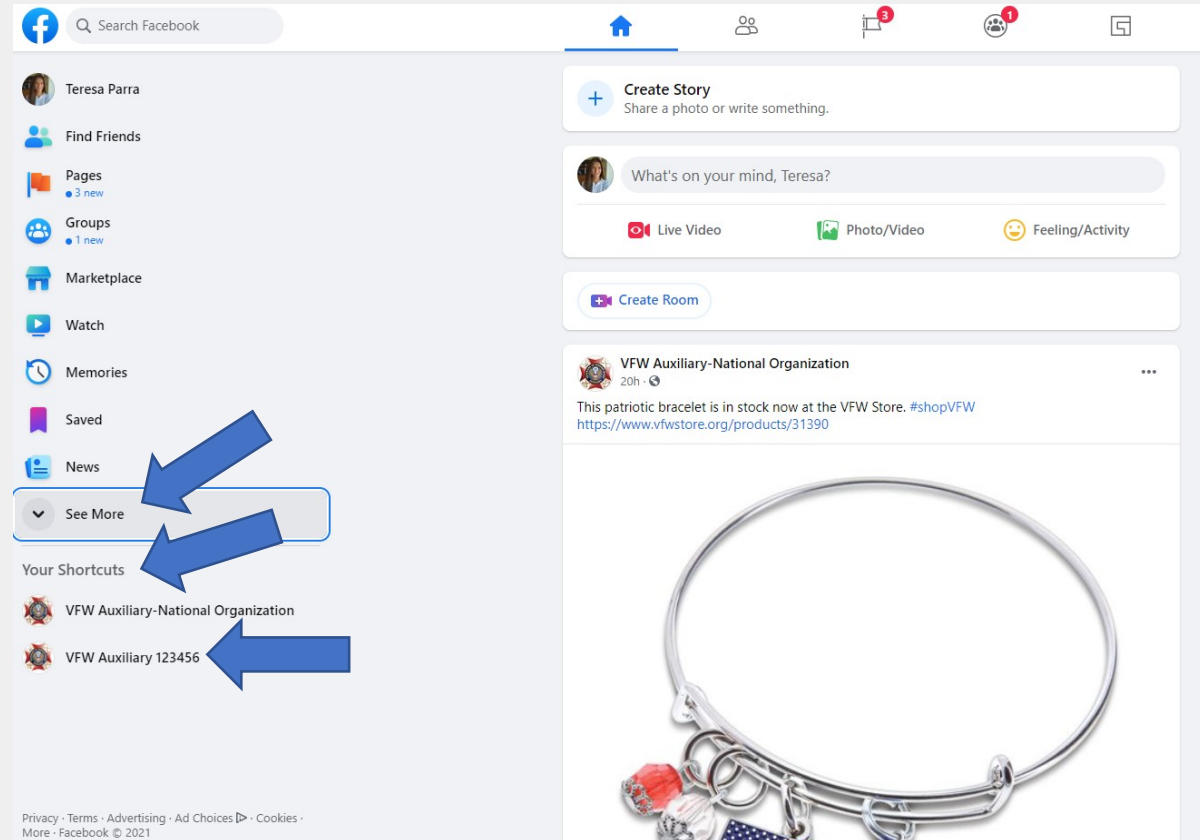


VFW AUXILIARY

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)




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



Search Facebook

Manage Page



VFW Auxiliary 123456

Business Suite

Inbox

Publishing Tools

Page

News Feed

Updates

New updates

Business Apps

Resources & Tools

Manage Jobs




Notifications

2 new


Insights

Ad Center


Promote







3





1




Teresa

10








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vfwauxiliary.org

Edit



VFW Auxiliary 123456

@VFWAuxiliary123456 · Nonprofit Organization

Edit Contact Us

Home

About

Events


Photos


More

Promote

Search

More







Post job openings for VFW Auxiliary 123456

People are looking for jobs on Facebook. Post any open jobs to find qualified candidates for your Page.

Post Job




Manage your Page and Instagram account together with Business Suite.

Go to Business Suite

Set Your Page up for Success

Finish setting up your Page so people on Facebook know you're a credible business.




Create Post

Photo/Video

Get Messages

Feeling/Activity



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To add an Admin:

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

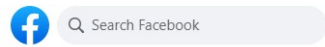
The screenshot displays the Facebook interface for a VFW Auxiliary page. On the left, the 'Manage Page' menu is visible, with a blue arrow pointing to the 'Settings' option. The main content area shows the page cover with an American flag and the VFW Auxiliary logo, the page name 'VFW Auxiliary 123456', and various promotional banners.

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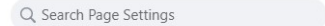
VFW AUXILIARY

Click “Page Roles”.



VFW Auxiliary 123456 • Page Settings

Page Settings



- General
- Messaging
- Page Info
- Templates and Tabs
- Event Ticketing
- Notifications
- Advanced Messaging
- Page Roles
- People and Other Pages
- Preferred Page Audience
- Issue, Electoral or Political Ads
- Ad Limits
- Branded Content
- Instagram



Page Visibility	Page published	Edit
Visitor Posts	Anyone can publish to the Page. Anyone can add photos and videos to the Page. Post moderation is turned on	Edit
News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned off.	Edit
Auto-Generated Captions	Auto-generated captions are off	Edit
Post and Story Sharing	Post sharing to Stories is On	Edit
Messages	People can contact my Page privately.	Edit
Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
Others Tagging this Page	People and other Pages can tag my Page.	Edit
Country Restrictions	Page is visible to everyone.	Edit
Age Restrictions	Page is shown to everyone.	Edit
Page Moderation	No words are being blocked from the Page.	Edit
Profanity Filter	Turned on	Edit
Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
Translate Automatically	Your posts may show translations automatically for people who read other languages.	Edit
Comment Ranking	Most relevant comments are shown for my Page by default.	Edit
Content Distribution	Downloading to Facebook is allowed.	Edit
Download Page	Download Page	Edit
Merge Pages	Merge duplicate Pages	Edit
Remove Page	Delete your Page	Edit

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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”**.

Page Settings

Search Page Settings

- General
- Messaging
- Page Info
- Templates and Tabs
- Event Ticketing
- Notifications
- Advanced Messaging
- Page Roles**
- People and Other Pages
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Page Roles

Everyone who works on your Page can have a different role depending on what they need to work on. [Learn More](#)

Sections

[Assign a New Page Role](#) [Jump to Section](#)

[Existing Page Roles](#) [Jump to Section](#)

Assign a New Page Role

i If you're adding a new admin to your Page, please keep in mind that they'll have the same permission as you do to make changes to this Page.

Type a name or a friend's email

▼ Admin Editor Moderator Advertiser Analyst

Add

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Teresa Parra
Admin [Edit](#)



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**”.

The screenshot shows the Facebook 'Page Roles' management interface. A white pop-up box titled 'Please Re-enter Your Password' is centered over the page. The pop-up includes a profile picture and name 'Teresa Parra', a security message 'For your security, you must re-enter your password to continue.', a 'Password:' input field, a 'Forgot your password?' link, and 'Cancel' and 'Submit' buttons. A large blue arrow points from the 'Submit' button in the pop-up to the 'Submit' button in the background interface. The background interface shows sections for 'Assign a New Page Role', 'Existing Page Roles', and a list of roles including 'Admin' for 'Teresa Parra'.



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- 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 123456 • Page Settings

Page Settings

Search Page Settings

- General
- Messaging
- Page Info
- Templates and Tabs
- Event Ticketing
- Notifications
- Advanced Messaging
- Page Roles**
- People and Other Pages
- Preferred Page Audience
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- Branded Content
- Instagram

Sections

- [Assign a New Page Role](#) [Jump to Section](#)
- [Existing Page Roles](#) [Jump to Section](#)

Assign a New Page Role

Type a name or a friend's email

[Editor](#) [Add](#)

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

	Teresa Parra Admin	Edit
	Wendy Akers Admin · Pending	Cancel Invitation

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To remove an Admin:

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

The screenshot displays the Facebook 'Manage Page' interface for 'VFW Auxiliary 123456'. On the left, the 'Manage Page' sidebar lists various tools: Inbox, Publishing Tools, Page, News Feed, Updates (with 1 new update), Business Apps, Resources & Tools, Manage Jobs, Notifications (with 2 new notifications), Insights, Ad Center, Page Quality, Edit Page Info (with 4 new updates), and Settings (with 4 new updates). A blue arrow points to the 'Settings' option. The main content area shows the page's cover photo featuring an American flag and the VFW Auxiliary logo with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES®' and 'vfwauxiliary.org'. Below the cover photo is the page's profile picture (the VFW Auxiliary logo) and the name 'VFW Auxiliary 123456' with the handle '@VFWAuxiliary123456 · Nonprofit Organization'. Navigation tabs for Home, About, Events, Photos, and More are visible. A 'Promote' button is also present. A notification banner at the top of the main content area reads 'Post job openings for VFW Auxiliary 123456' with a 'Post Job' button. Below this is a banner for 'Manage your Page and Instagram account together with Business Suite' with a 'Go to Business Suite' button. At the bottom, there is a 'Set Your Page up for Success' section and a 'Create Post' button.

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VFW AUXILIARY

Click “Page Roles”:



VFW Auxiliary 123456 · Page Settings

Page Settings

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Auto-Generated Captions	Auto-generated captions are off	Edit
Post and Story Sharing	Post sharing to Stories is On	Edit
Messages	People can contact my Page privately.	Edit
Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
Others Tagging this Page	People and other Pages can tag my Page.	Edit
Country Restrictions	Page is visible to everyone.	Edit
Age Restrictions	Page is shown to everyone.	Edit
Page Moderation	No words are being blocked from the Page.	Edit
Profanity Filter	Turned on	Edit
Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
Translate Automatically	Your posts may show translations automatically for people who read other languages.	Edit
Comment Ranking	Most relevant comments are shown for my Page by default.	Edit
Content Distribution	Downloading to Facebook is allowed.	Edit
Download Page	Download Page	Edit
Merge Pages	Merge duplicate Pages	Edit
Remove Page	Delete your Page	Edit

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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.

The screenshot displays the Facebook interface for assigning page roles. At the top, there are navigation icons for home, profile, notifications (9+), groups, and a page icon. The user 'Teresa' is logged in. The main content area is titled 'Sections' and includes links for 'Assign a New Page Role' and 'Existing Page Roles', each with a 'Jump to Section' link. Below this is the 'Assign a New Page Role' section, which features a search bar labeled 'Type a name or a friend's email', an 'Editor' dropdown, and an 'Add' button. A descriptive text block explains the permissions for this role. The 'Existing Page Roles' section follows, with a description for the 'Admin' role. Below the descriptions is a list of current admins: Wendy Akers and Teresa Parra, both with the role of 'Admin'. Each name has an 'Edit' button to its right. A large blue arrow points to the 'Edit' button for Teresa Parra. At the bottom, a footer contains links for 'About', 'Create Ad', 'Create Page', 'Developers', 'Careers', 'Privacy', 'Cookies', 'Ad Choices', 'Terms', and 'Help'.



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

Existing Page Roles Jump to Section

Assign a New Page Role

Type a name or a friend's email Editor + Add

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Wendy Akers Admin +
Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.
Remove Cancel Save
Teresa Parra Admin Edit

out Create Ad Create Page Developers Careers Privacy Cookies Ad Choices Terms Help



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.

Existing Page Roles Jump to Section

Assign a New Page Role

Type a name or a friend's email Editor + Add

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Existing Page Roles

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Cancel Confirm

Remove From Page?

If you remove Wendy Akers from your Page, you can choose to transfer ownership of all posts they scheduled to yourself or delete them. Scheduled posts that are transferred will be published as planned.

Cancel Confirm

Wendy Akers Admin +

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Remove Cancel Save

Teresa Parra Edit

Admin

[About](#) [Create Ad](#) [Create Page](#) [Developers](#) [Careers](#) [Privacy](#) [Cookies](#) [Ad Choices](#) [Terms](#) [Help](#)

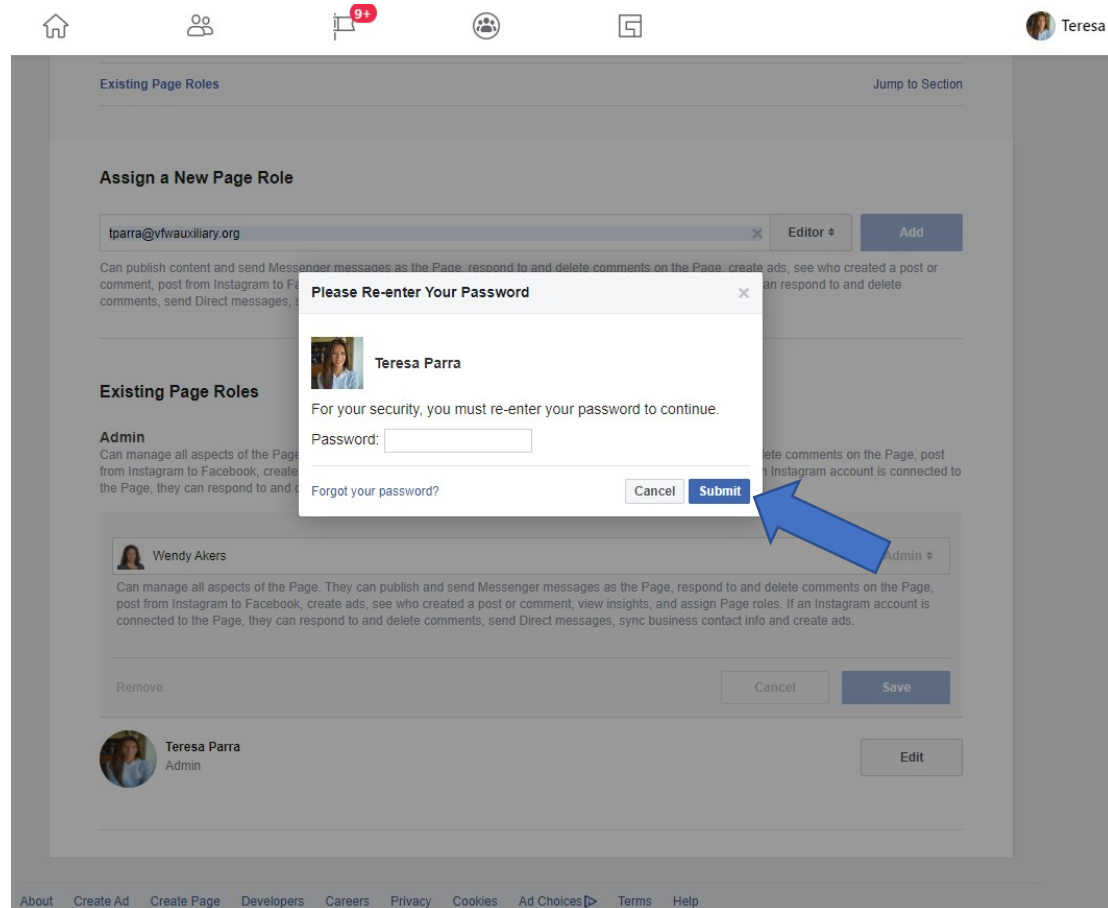


VFW AUXILIARY

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"**.

VFW Auxiliary 123456 • Page Settings

Page Settings

Search Page Settings

- General
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- Instagram

Existing Page Roles

Assign a New Page Role

tparra@vfwauxiliary.org Editor + Add

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Remove Cancel Save

Teresa Parra Admin

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Edit

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Questions?

Facebook Help Center:

<https://www.facebook.com/help>