Welcome!

Online Auxiliary Academy
How to Add or Remove an Administrator on Your Auxiliary or Department Facebook Page
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 ADMIN 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 and this occurs to them, 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!)
To post as your Auxiliary, go to your Personal Profile Page and select the **UPSIDE DOWN TRIANGLE** at the top of the page.

A drop down menu will display.

Under **“Your Pages,”** select your Auxiliary. (i.e. VFW Auxiliary 12345)
Once you’ve switched to use Facebook as your Auxiliary, your Auxiliary page will display.
To add an Admin, go to the upper right corner top of your Auxiliary’s Facebook page.

Click “Settings.”
Click “Page Roles.”
Enter the **name or 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 “**Save**.”
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 in to Facebook.

Once entered, click “Submit.”
The new Admin’s profile picture will display.

You have successfully **added** an Admin to your Auxiliary Facebook page!

To get back to your Auxiliary’s page, click “Page.”
To remove an Admin, go to the upper right corner top of your Auxiliary’s Facebook page.

Click “Settings.”
Click “Page Roles.”
This 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.
This screen similar to this will be displayed.

Click “Remove” and then the “Save” button to the right of their name.
This screen similar to this will be displayed.

A pop-up will ask if you are sure you want to remove the person. Select “Cancel” to keep them as an Admin or “Confirm” to remove them as an Admin.
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 in to Facebook.

Once entered, click “Submit.”
The former Admin’s profile picture will disappear.

You have successfully removed an Admin from your Auxiliary Facebook page!

To get back to your Auxiliary’s page, click “Page.”
Questions?

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