

CREATING A BUSINESS MANAGER ACCOUNT FOR FACEBOOK

You will need to have a personal Facebook account created before creating a Business Account. You can create a Facebook account <u>here</u>.

- 1. Go to <u>www.business.facebook.com</u>.
 - a. Make sure to be logged into your personal account.
- 2. Click Create Account button.

CREATE ACCOUNT

- 3. Fill out information.
 - a. Your Business and Account name (You will use your DBA)
 - b. Your Name
 - c. Your Business Email

Create Y	our Business Manager Account
Your Business and A	Account Name
Jack Clips DBA	
This should match th visible across Facebo	e public name of your business since it will be bok. It can't contain special characters.
Your Name	
Jack Clips	
Your Business Emai	I
This should be the or send notifications ab	ne you use to conduct company business. We'l out your business to this email.
When you add others profile picture and us	to your business, your Facebook name, er ID from Facebook will be visible to them.

4. Business Details.

- a. Address (DBA Information)
- b. Website (Enter DBA site or enter <u>www.sportclips.com</u> if you do not have one)
- c. Business Use (select Promote its own goods or services)
- d. Click Submit



Add business details for the local office you're operating your pusiness from.				
Country				
Street Address 🚯	•			
Street Address 2/Locality	,			
City	State/Province/Region			
ZIP/Postal Code	Business Phone Number 🚯			
Website				
Business Use				
This account primarily uses	s Facebook tools or data to:			
Business Use This account primarily uses Promote its own goods o	s Facebook tools or data to: r services			

You will receive a confirmation email to verify your new account.

CREATING A PRIMARY PAGE & REQUESTING FIRST PAGE

1. Click on Business Manager in the top left corner.



F 📄 🗄 Business Manager			Search business	Jack Clips SC 👻	≜ ≓°≎ 0
Home Ad Account Overview Activity®					Business Settings
Add a Cover Photo	Add Extra Security t We want to keep your account sec heip prevent the wrong people from Add Security Remind Me Late	o Your Account ure. Here's what you can do right now m logging in. r	10		
41 T	Set Up Your Business With Business Manager, you can mar everything connected to your busine few tasks to help you get started:	as Manager nage permissions for rss on Facebook. Here are a	×		
	• Get a quick overview of managi	ng assets and people in Business Manager.	Open Guide ×		
	Date	Ad Account	Beople		
	Add any Pages that are connected to your business. A Page is required to run most types of ads on Facebook.	If you run ads on Facebook for your business, you can either add your existing ad account or create a new one in Business Manager.	Add anyone who works on your business's Facebook Page or ad accounts. They'll receive an invitation to join this Business Manager.		
	Add Page	Add Ad Account	Add People		
	To add additional as:	sets like Instagram accounts and apps, go t	o Business Settings.		

2. Navigate to settings tab and click on Business Settings

Business Manager				
i≣ Plan	+ Create & Manage	.li Measure & Report	II Assets	Settings
Creative Hub	Business Manager	Test and Learn	Catalogs	Business Settings
	Ads Manager	Attribution	Business Locations	
	Page Posts	Analytics	Brand Safety	
	App Dashboard	Events Manager	Block Lists	
	App Ads Helper	Pixels	Videos	
	Automated Rules	Offline Events		
		App Events		
		Custom Conversions		
		Partner Integrations		

3. In the Accounts tab, click Pages



f	∃ Business Settings	
Ą	Users	•
	People	
	🗃 Partners	
۳	Accounts	-
	🗏 Pages 🔶	
	Apps	
	Instagram Accounts	
	Line of Business	
	Projects	
.	Data Sources	•
Ô	Brand Safety	•
Ê	Registrations	•
Å	Integrations	•

4. Click on Add Page

a. Select Request access to a page.



Jack Clips SC doesn't have any Pages yet.



- 5. Click on Create a page.
 - a. You are creating a page for your DBA. An business page is needed to gain access to your official store pages.





6. Choose Company, Organization, Institution as your Category.



- 7. Create Page
 - a. Page Name (DBA)
 - b. Category (Health/Beauty)



Yan					
	Create Page				
	Page Name	Jack Clips SC			
	Category	Health/Be	eauty -		
imar					
busii ts tha arv P	When you create a Page Pages, Groups and Even	on Facebook the ts Policies apply.	Create Page	Cancel	and of your sents
ness v	ou work for.				

8. Select Primary Page

- a. Choose Page drop down
- b. Click Personal, select your DBA page from drop down

Jac	Clips SC		
Pe	Primary Page Required ×		
	€ ¢		
	Select a primary Page		
	Your business needs a primary Page to request access to Pages, ad accounts and other assets that belong to another business. They will verify your business through your primary Page. Your primary Page should be the Facebook Page that best represents the business you work for.	rimary Page less needs a primary Page to request access to Pages, ad accounts and other t belong to another business. They will verify your business through your ige. Your primary Page should be the Facebook Page that best represents the you work for.	
	Q Search by Page name or ID		
	Personal Y 1 Page		
	J Jack Clips SC ID: 2248052088768729		
	Can't find a Page? Learn more.		

- 9. Type out page you are wanting access to.
 - a. I.E. Sport Clips Haircuts of Georgetown (Field will begin to populate pages. Select your page from results)
 - b. Select Page Admin box
 - c. Request Access





Request has been sent to SCI to accept.



ADDITIONAL PAGE REQUEST

- 1. Under Accounts tab
 - a. Select Pages
 - b. Click +Add button
 - c. Select Access to a Page



f		\equiv Business Settings					
ġ	Us	ers 🕨	Page	5	+ A	dd Details	
	Ac	counts -	Filter	hu nama ar ID		Add a Page	orge
Γ	×	🗷 Pages		by name or ID		need to own it. For example, another company created the Page for you. Claiming a Page moves	
-	Q:	Ad Accounts	J	Jack Clips SC Primary Business Page		it into Business Manager	oder
	٧	Apps	Sport Clips Ha	Sport Clips Haircuts of Geo		Request Access to a Page	
	0	Instagram Accounts		Sport Clips, Inc. owns this		of another business. For example, you work for an agency, and you want to run ads on a client's	
	-	Line of Business				Page. The Page will still belong to its current owner.	
		Projects				Create a New Page	4
<u>.</u> Р.	Da	ta Sources			٥	You need a new Page for your business.	
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- 2. Type out page you are wanting access to.
 - a. I.E. Sport Clips Haircuts of Georgetown (Field will begin to populate pages. Select your page from results)
 - b. Select Page Admin box
 - c. Request Access
- 3. Repeat for multiple locations.