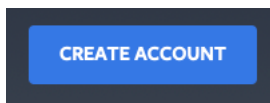


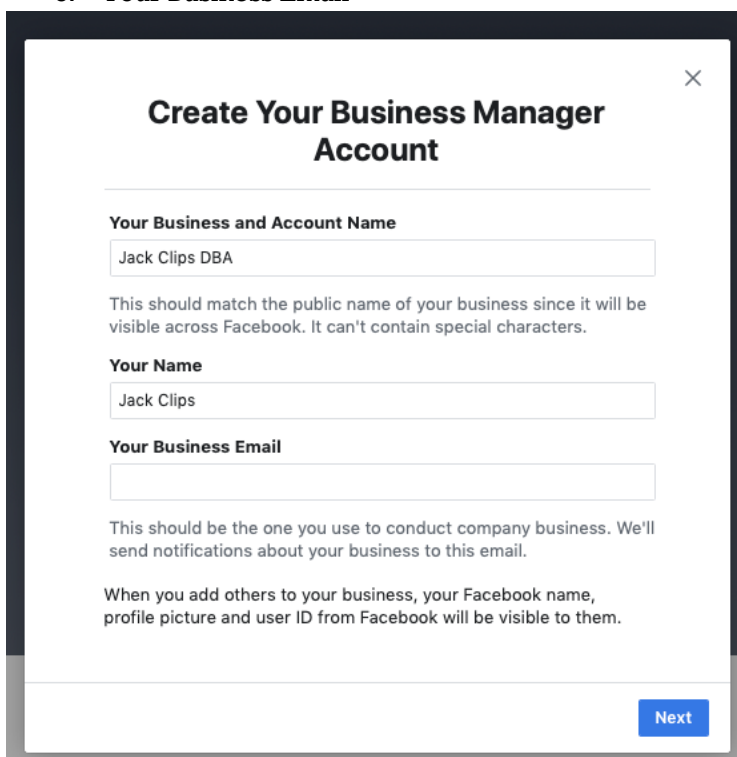
## CREATING A BUSINESS MANAGER ACCOUNT FOR FACEBOOK

You will need to have a personal Facebook account created before creating a Business Account. You can create a Facebook account [here](#).

1. Go to [www.business.facebook.com](http://www.business.facebook.com).
  - a. Make sure to be logged into your personal account.
2. Click Create Account button.



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



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

### Add Your Business Details

Add business details for the local office you're operating your business 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 Facebook tools or data to:

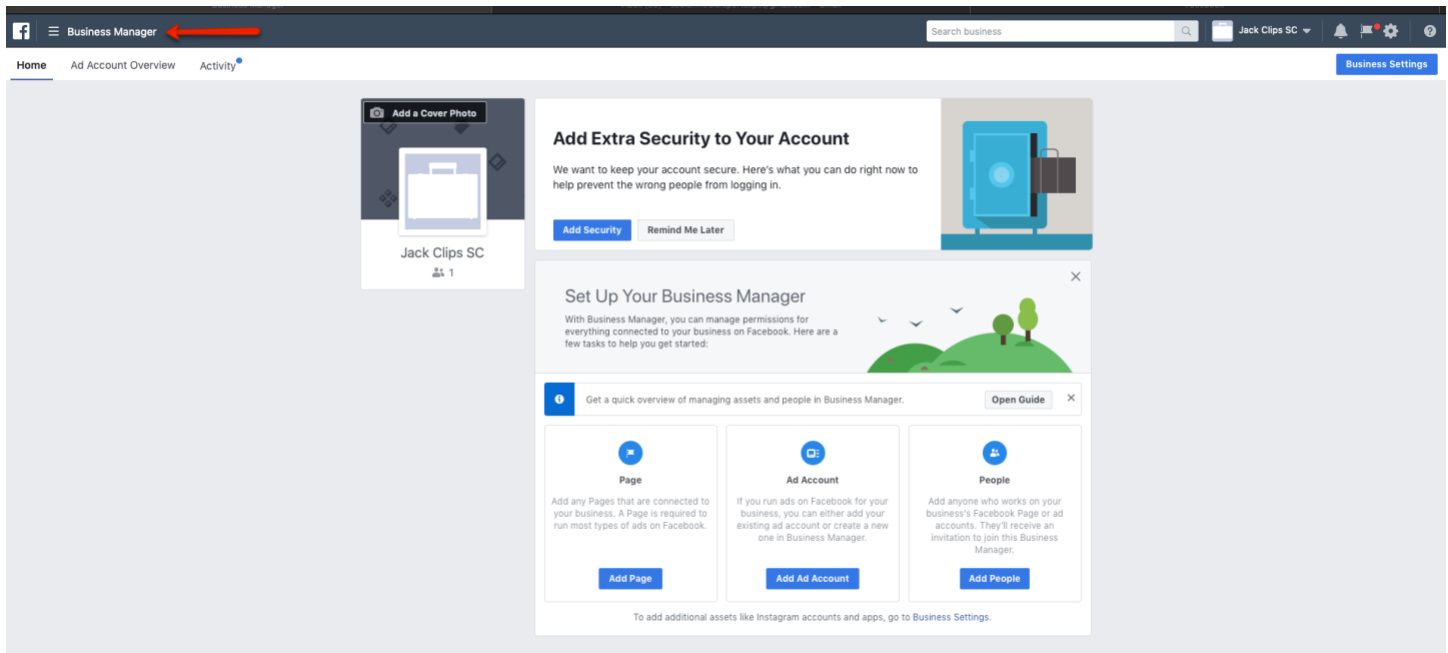
Promote its own goods or services

Provide services to other businesses

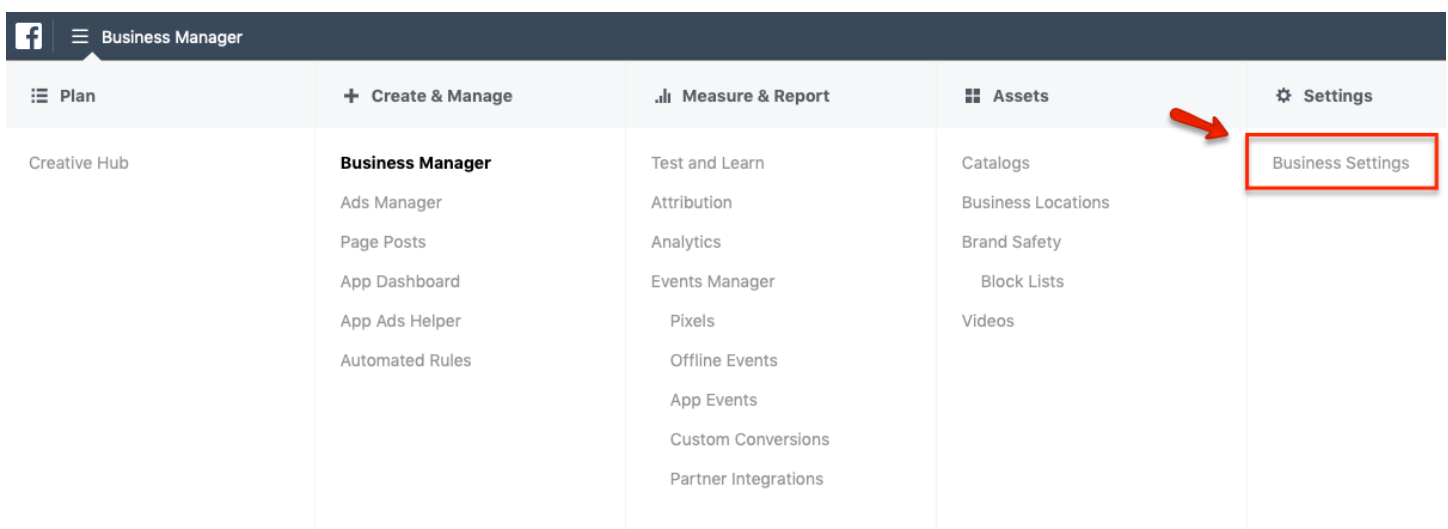
You will receive a confirmation email to verify your new account.

## CREATING A PRIMARY PAGE & REQUESTING FIRST PAGE

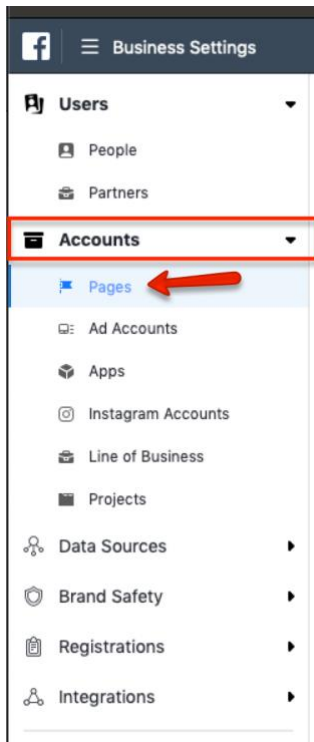
1. Click on Business Manager in the top left corner.



2. Navigate to settings tab and click on Business Settings



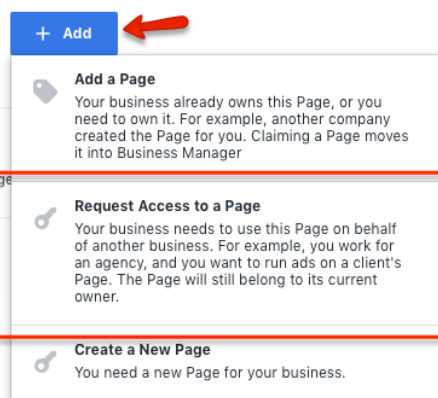
3. In the Accounts tab, click Pages



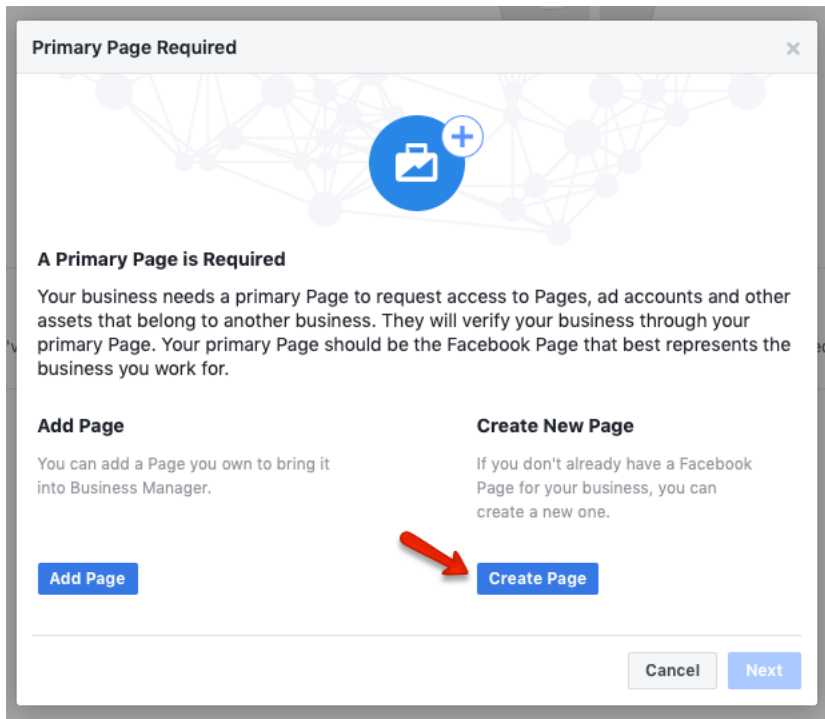
4. Click on Add Page
  - a. Select Request access to a page.



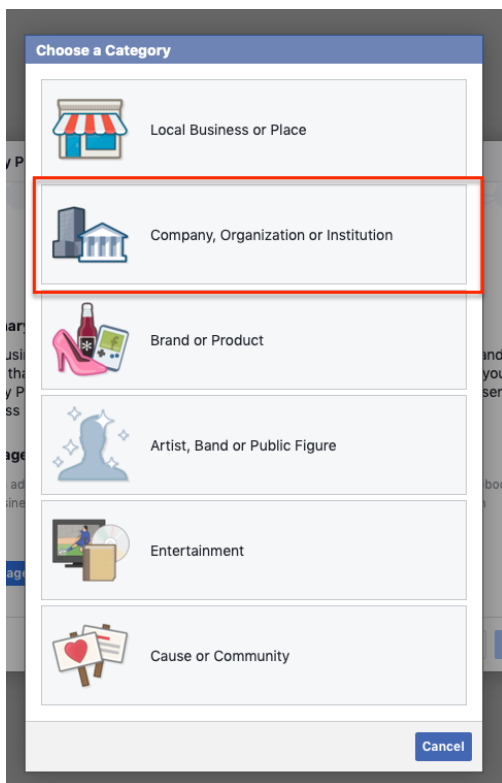
Jack Clips SC doesn't have any Pages yet.



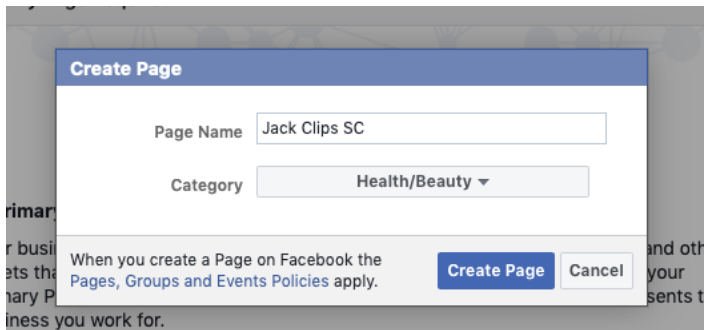
5. Click on Create a page.
  - a. You are creating a page for your DBA. An business page is needed to gain access to your official store pages.



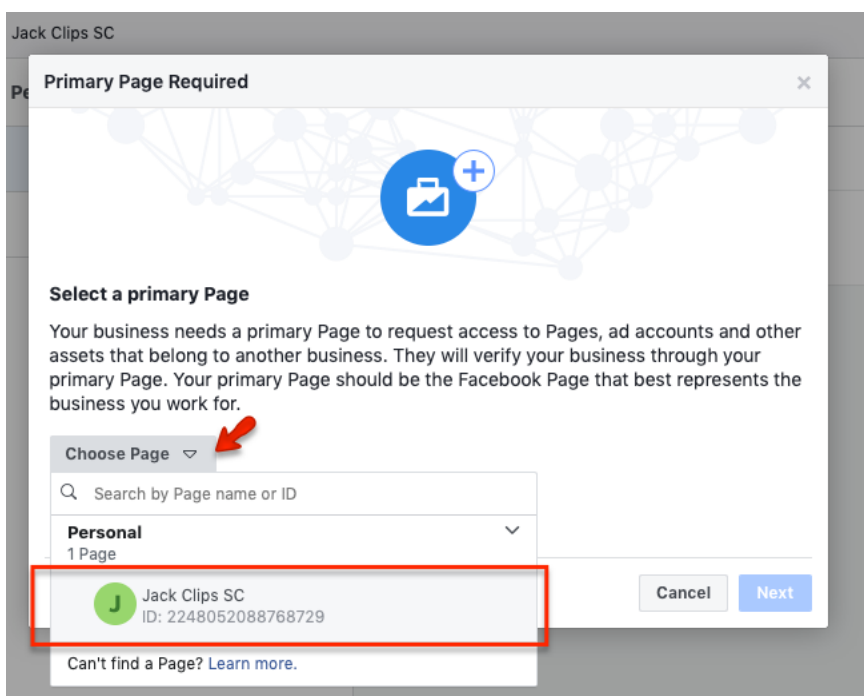
6. Choose Company, Organization, Institution as your Category.



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



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



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 Access to a Facebook Page**

Request access to a Facebook Page if your business needs to use this Page on behalf of another business. For example, you work for an agency, and you want to run ads on a client's Page. The Page will still belong to its current owner.

Facebook Page name or URL

**Sport Clips Haircuts of Georgetown**  
facebook.com/SportClipsGeorgetown/

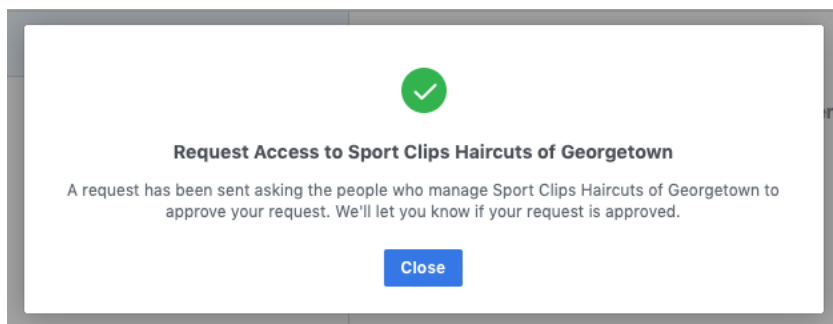
Select the role you need on the Page:

- Page admin**  
Page admins can manage all aspects of the Page. They can: create ads, view insights, assign Page roles, manage branded content settings, send messages and publish as the Page, respond to and delete comments on the Page, see which admin created a post or comment, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and edit Instagram account details from the Page.
- Page editor**  
Page editors can: create ads, view insights, manage branded content settings, send messages and publish as the Page, respond to and delete comments on the Page, see which admin created a post or comment, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.
- Page moderator**  
Page moderators can: view insights, create ads, manage branded content settings, send messages as the Page, respond to and delete comments on the Page, see which admin created a post or comment and respond to Instagram comments from the Page.
- Page advertiser**  
Page advertisers can create ads, view insights, manage branded content settings and see which admin created a post or comment.
- Page analyst**  
Page analysts can view insights, manage branded content settings and see which admin created a post or comment.

See Sample Requests

If you're given permission to access the Page, you agree to [Facebook's Terms](#) and [Pages Terms](#).

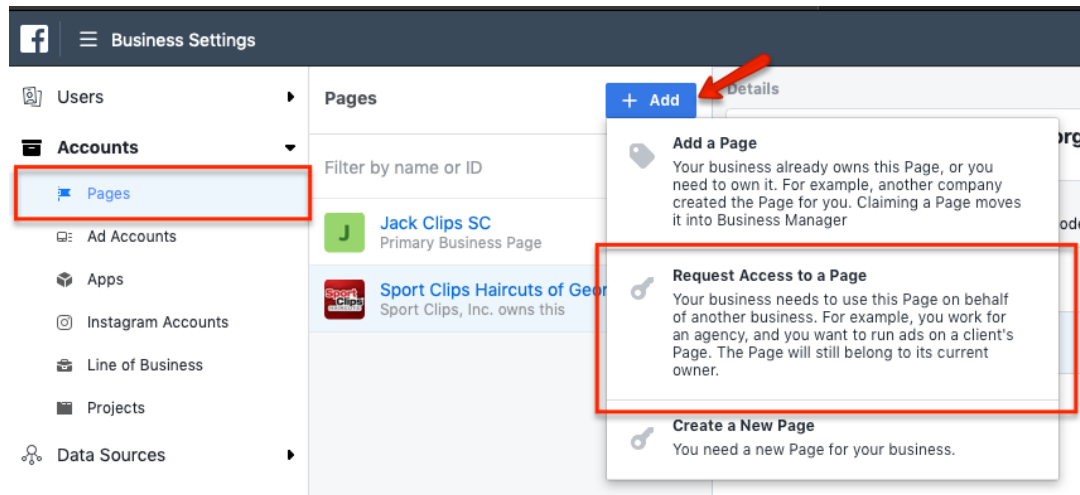
Request has been sent to SCI to accept.



## ADDITIONAL PAGE REQUEST

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

Please reach out to [website.request@sportclips](mailto:website.request@sportclips) if you have any questions.



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.