

IMPORTANT:

Facebook has slowly been rolling out updates and not every page has the same layout. Unfortunately there is not a way to confirm, but rather you will have to compare your page to the images below and find which is yours. We have included the step for both Classic and New.

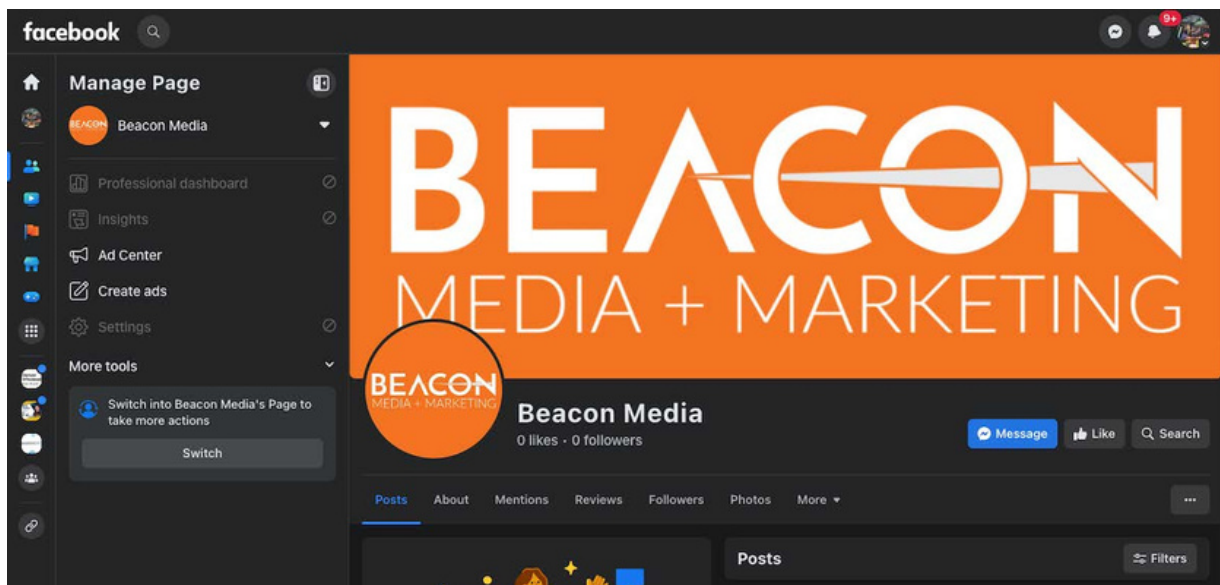
Adding Beacon With New Pages Experience

STEP 1

Go to www.facebook.com

STEP 2

Go to your FB Page



STEP 3

Check to see if you are switched into your FB page profile in the top right

- If you see your personal profile picture then you will need to switch
- If you see the profile picture for your page you may skip to Step #8



STEP 4

Click the switch button on the left side.

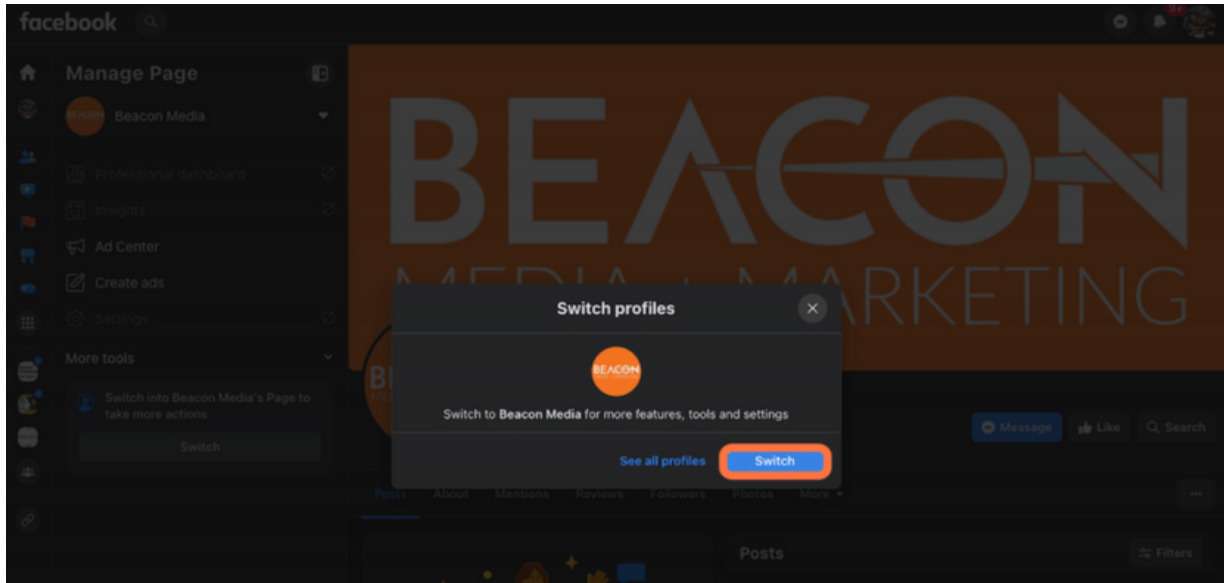
- If you do not see the switch button go to step #6



STEP 5

Click "Switch"

Go to Step #9



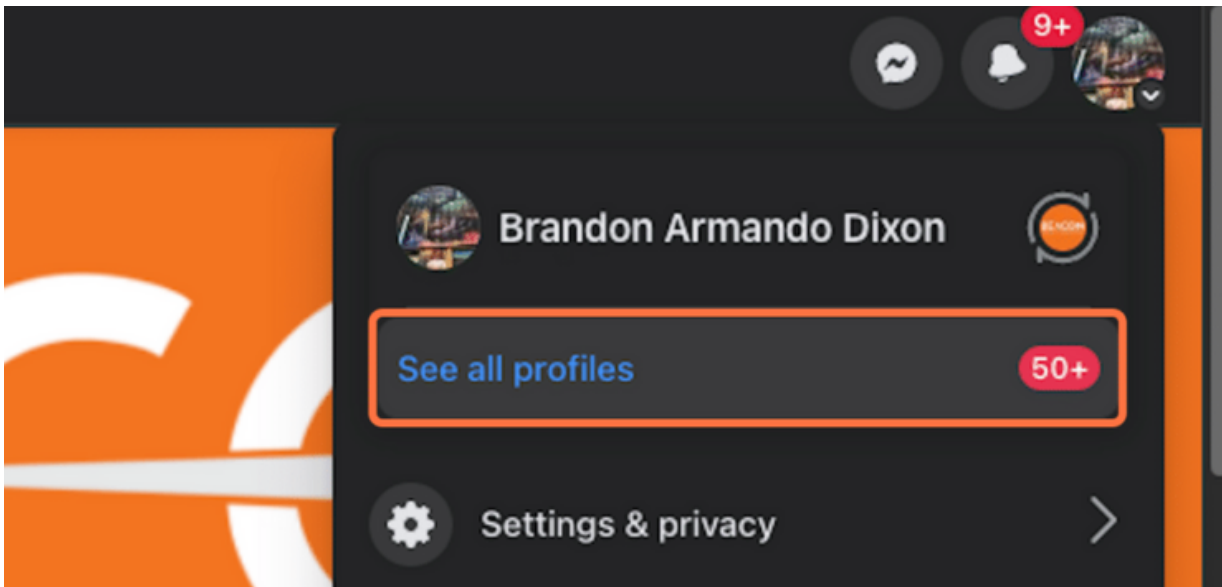
STEP 6

Click on your profile picture in the top right



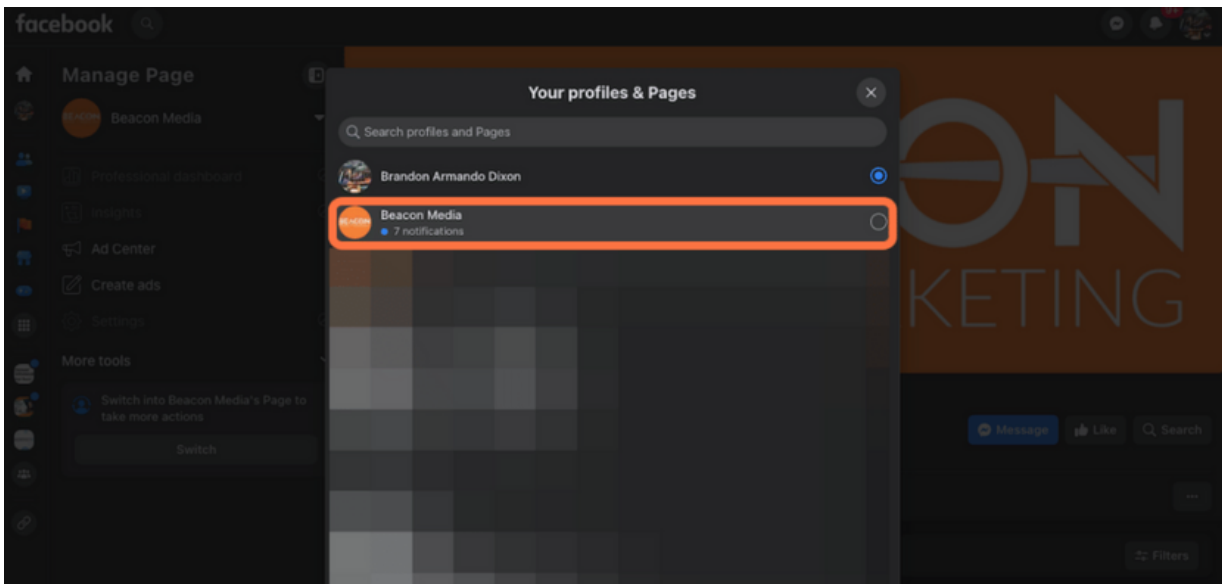
STEP 7

Click on "See all profiles"



STEP 8

Click on your page



STEP 9

If you see settings on the left go to step #10

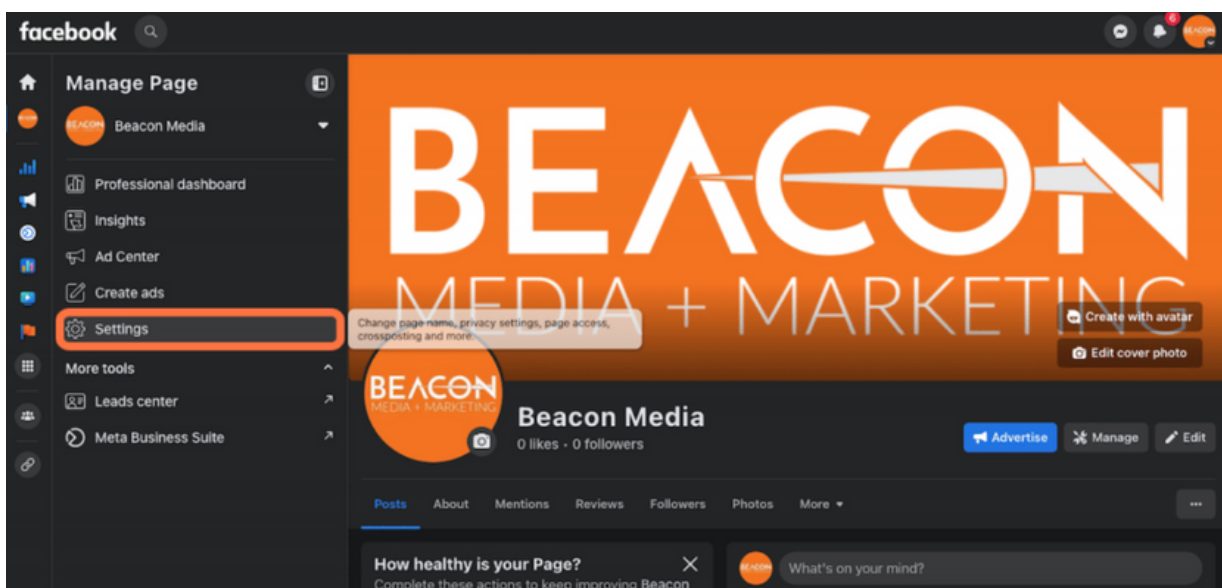
If you don't go to step #11



STEP 10

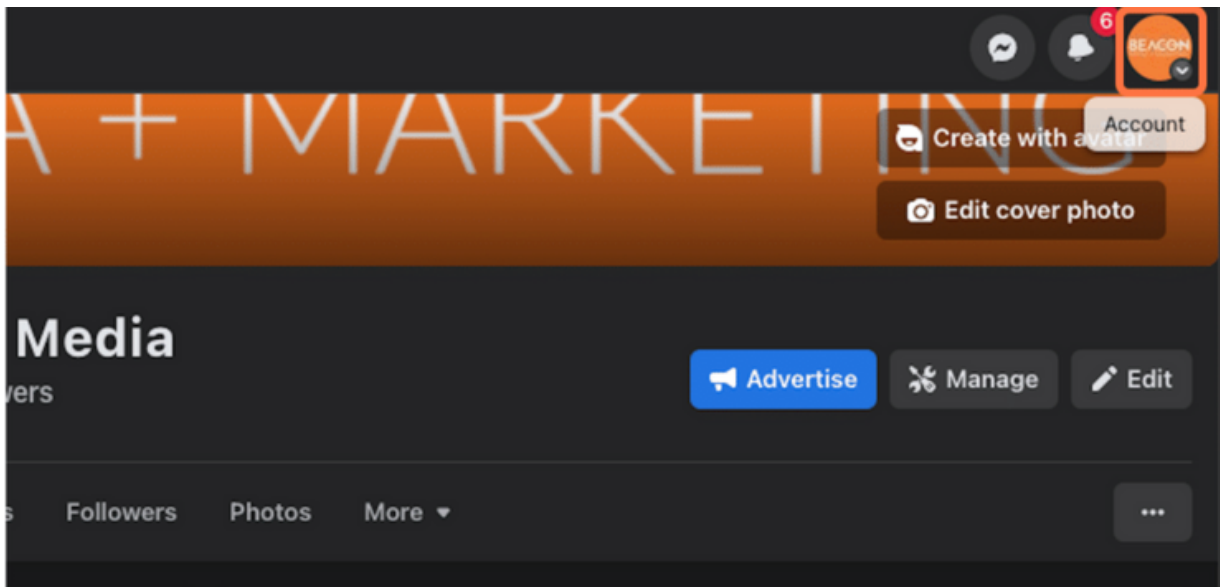
Click settings on the left hand side

Go to step #14



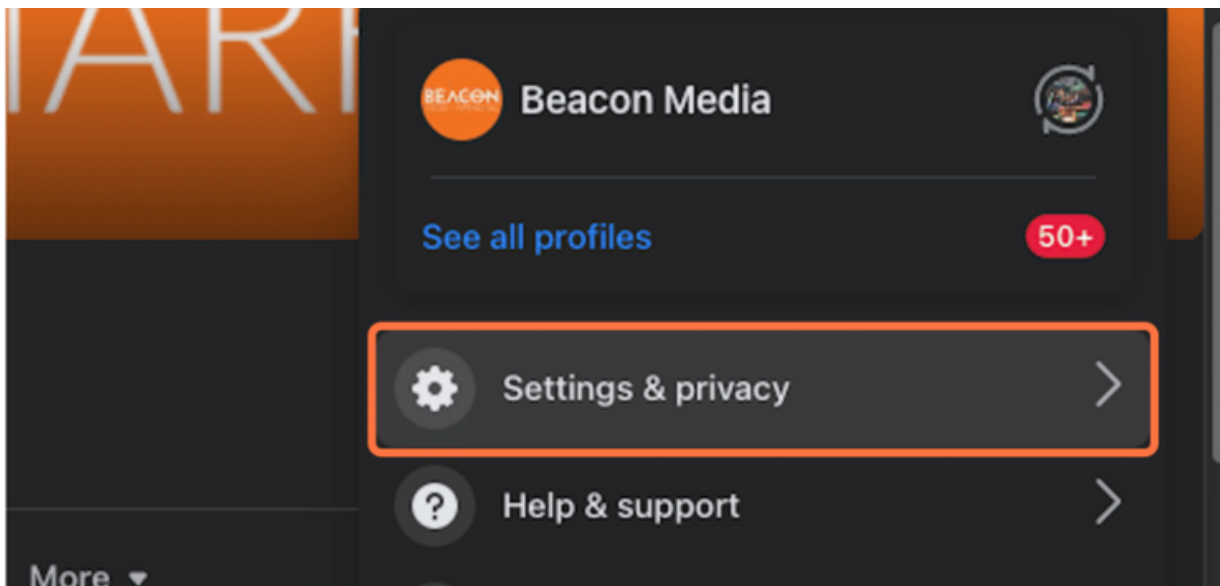
STEP 11

Click on profile picture in top right



STEP 12

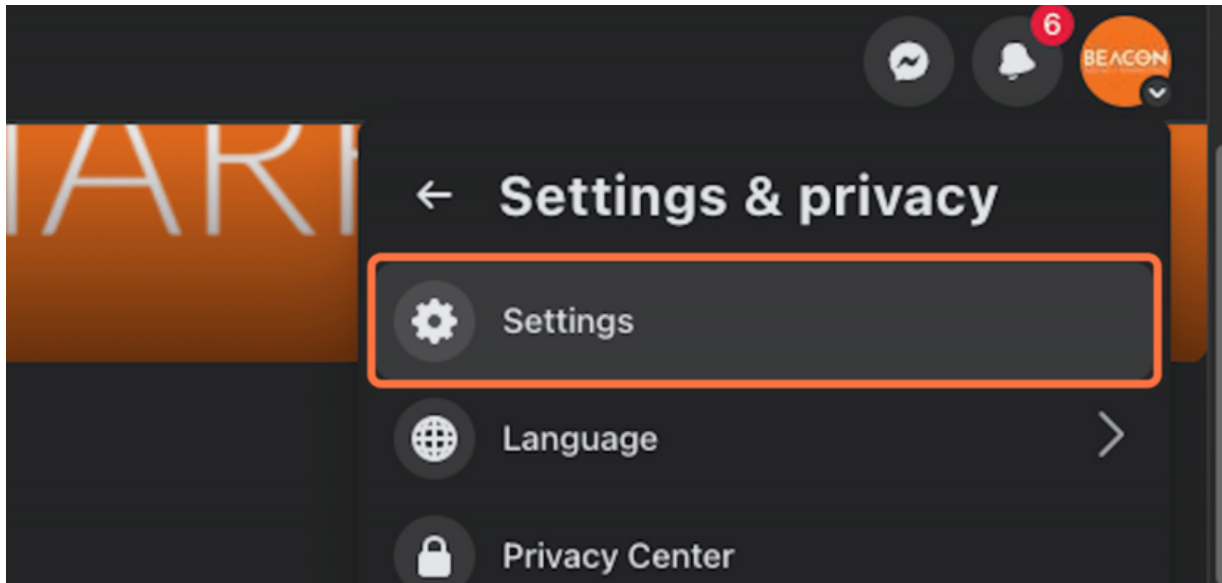
Click on "Settings & privacy"



STEP 13

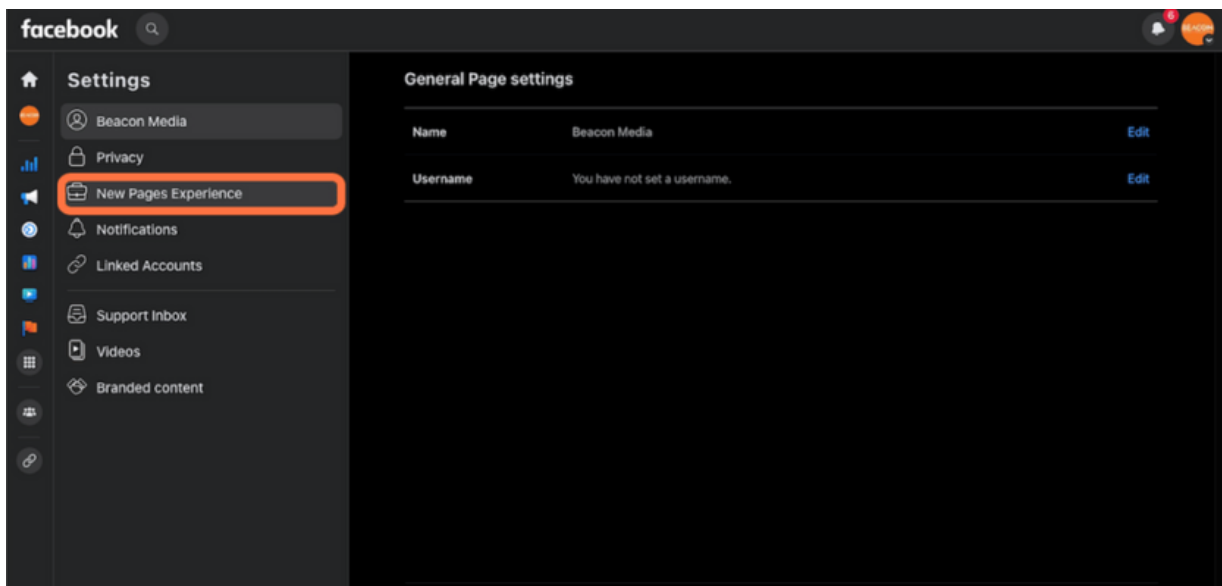
Click on "Settings"

Go to step #14



STEP 14

Click on "New Pages Experience"

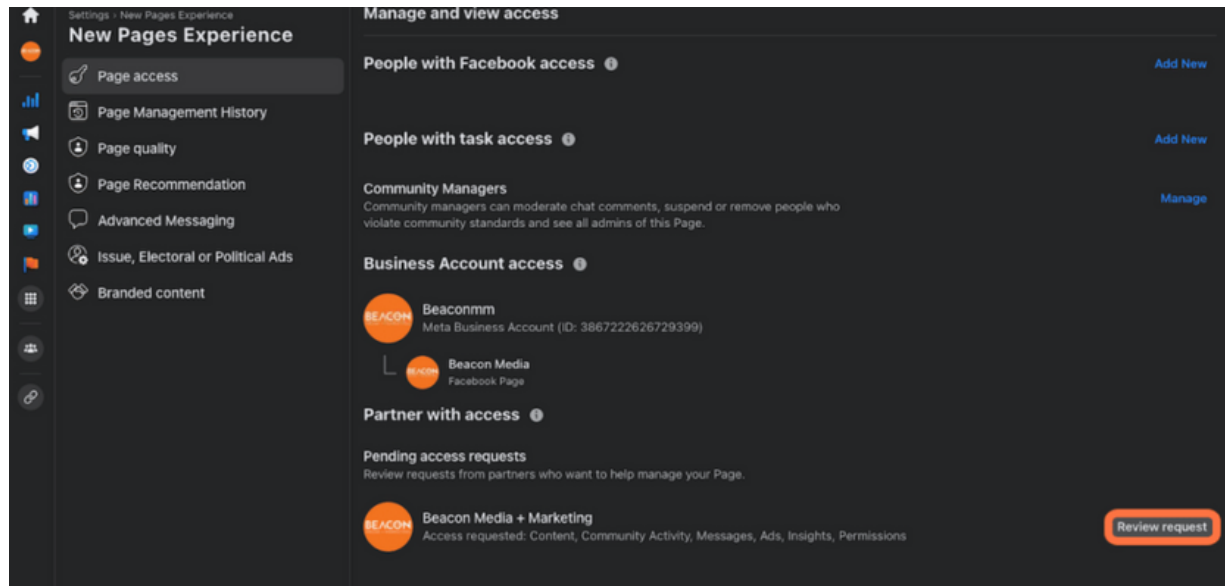


STEP 15

Find our request at the bottom and click review request.

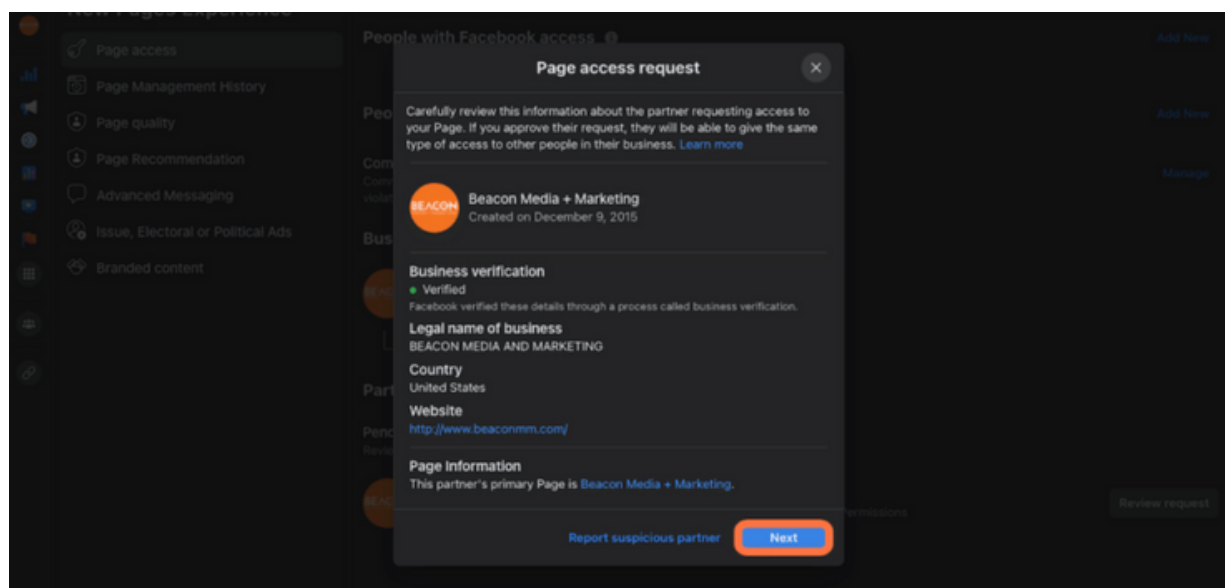
If you don't see this request reach out to Beacon team

We will either resend the request or have you move forward to Step #19



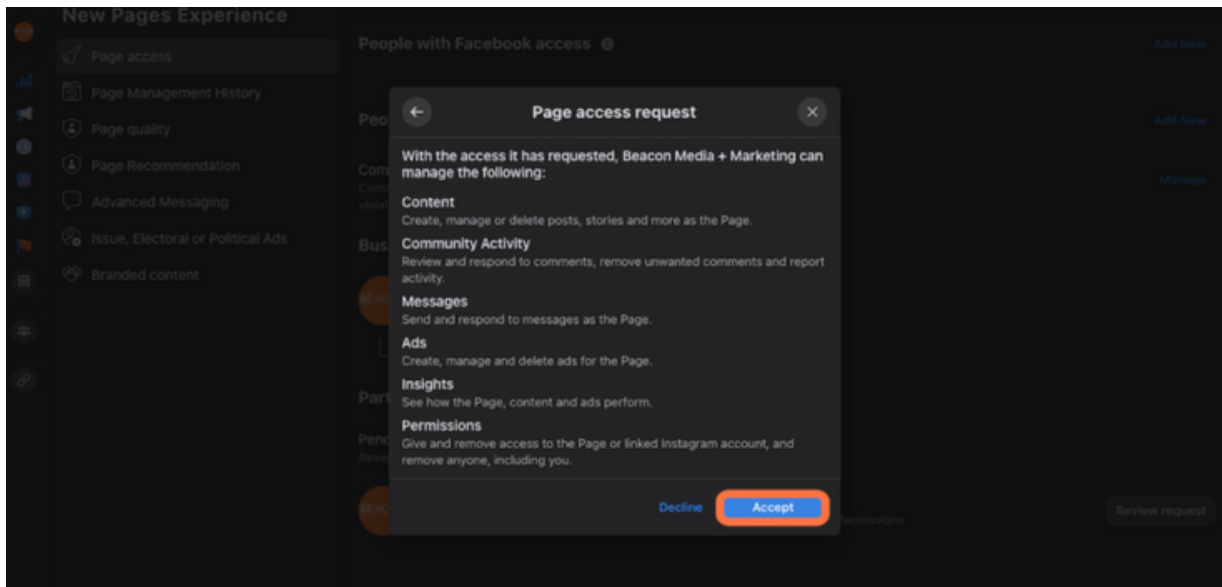
STEP 16

Click Next



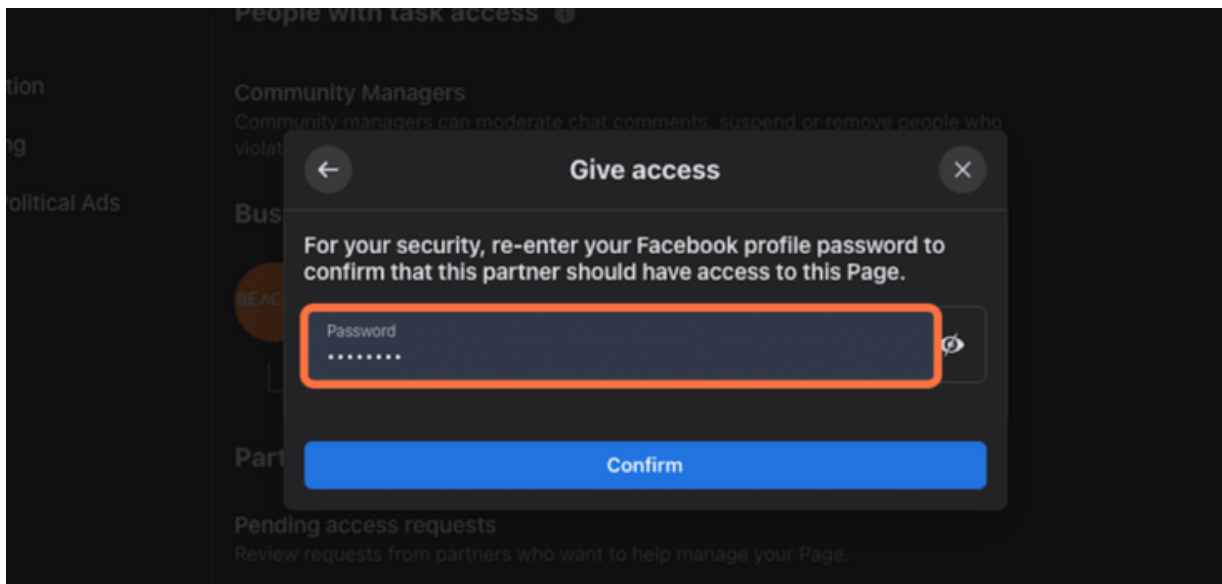
STEP 17

Click on "Accept"



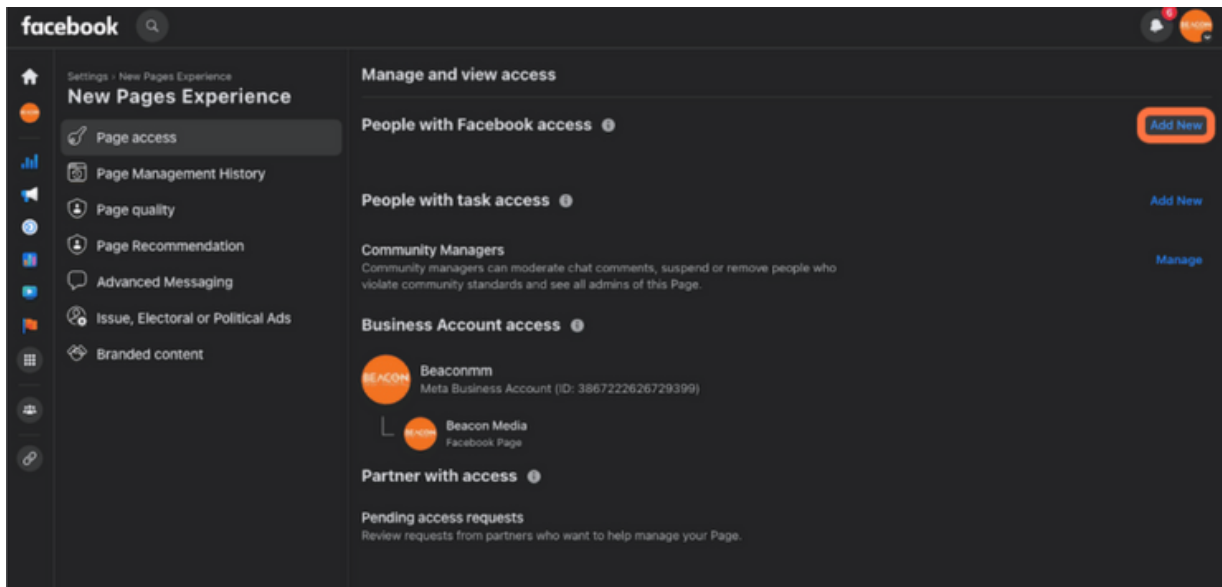
STEP 18

Type in password and click "Confirm"



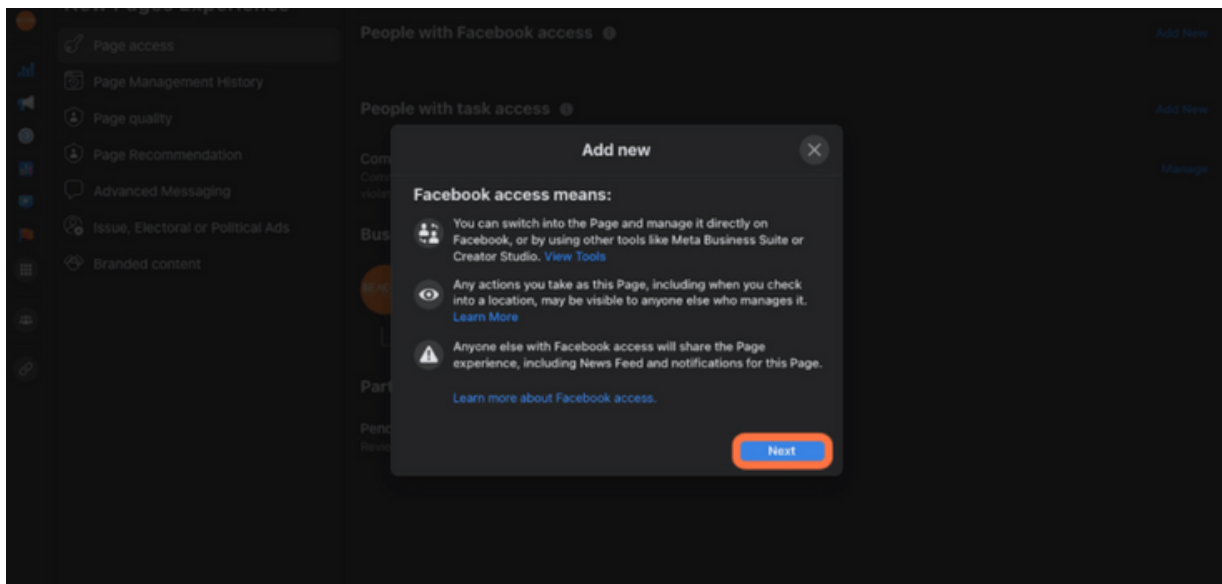
STEP 19 – After reaching out to Beacon team

Click on "Add New" by "People with Facebook access"



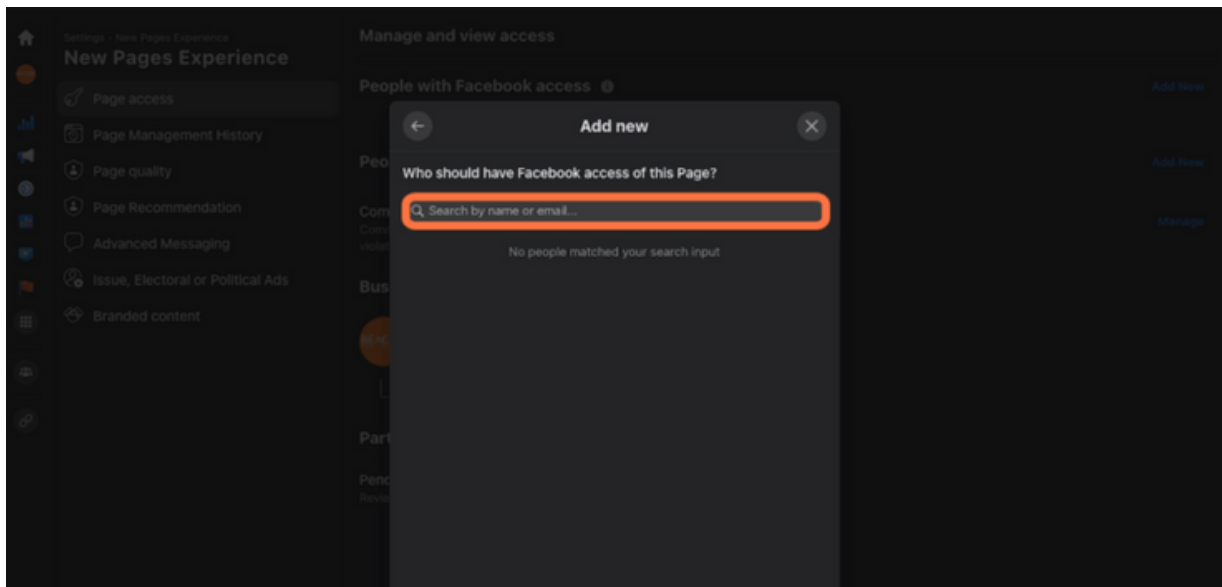
STEP 20

Click on "Next"



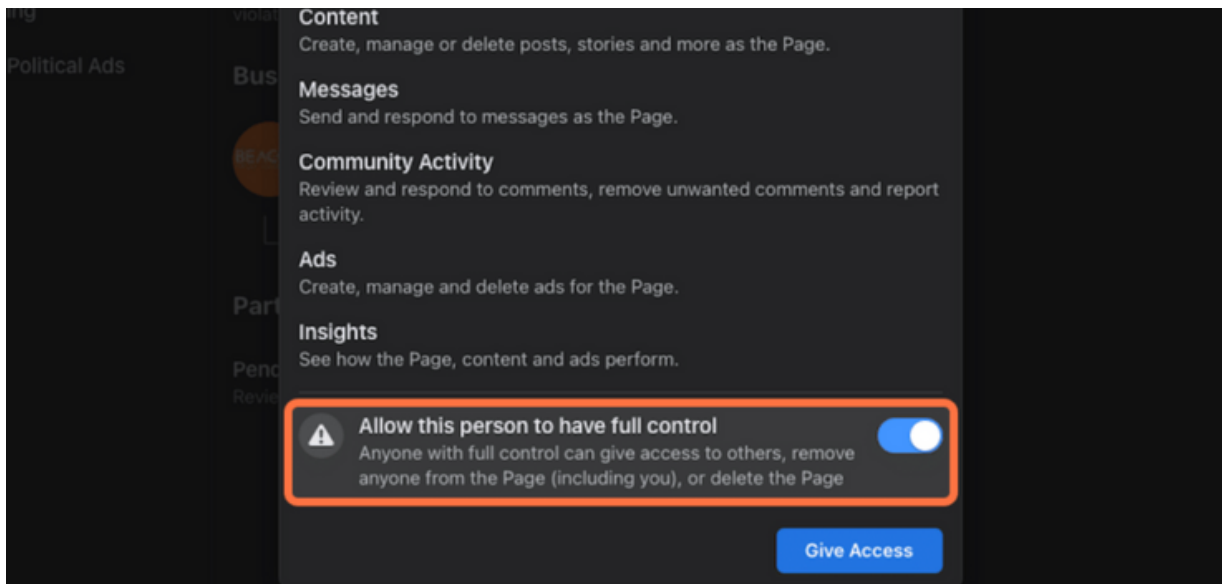
STEP 21

You will put in search info provided by Beacon into the text box.



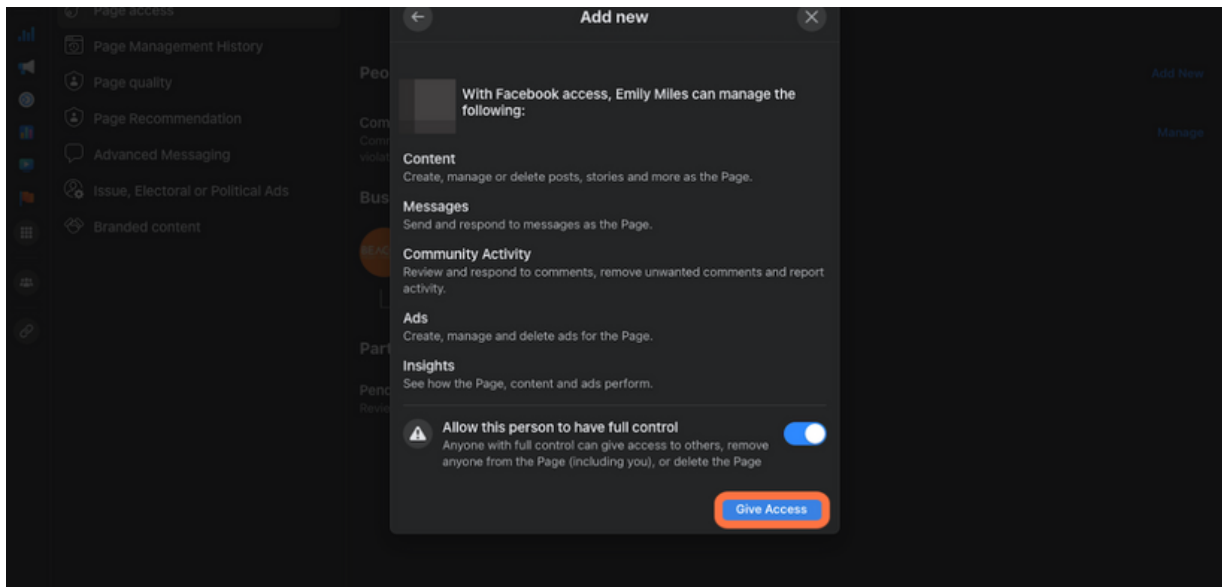
STEP 22

Make sure to turn on "Allow this person to have full control"



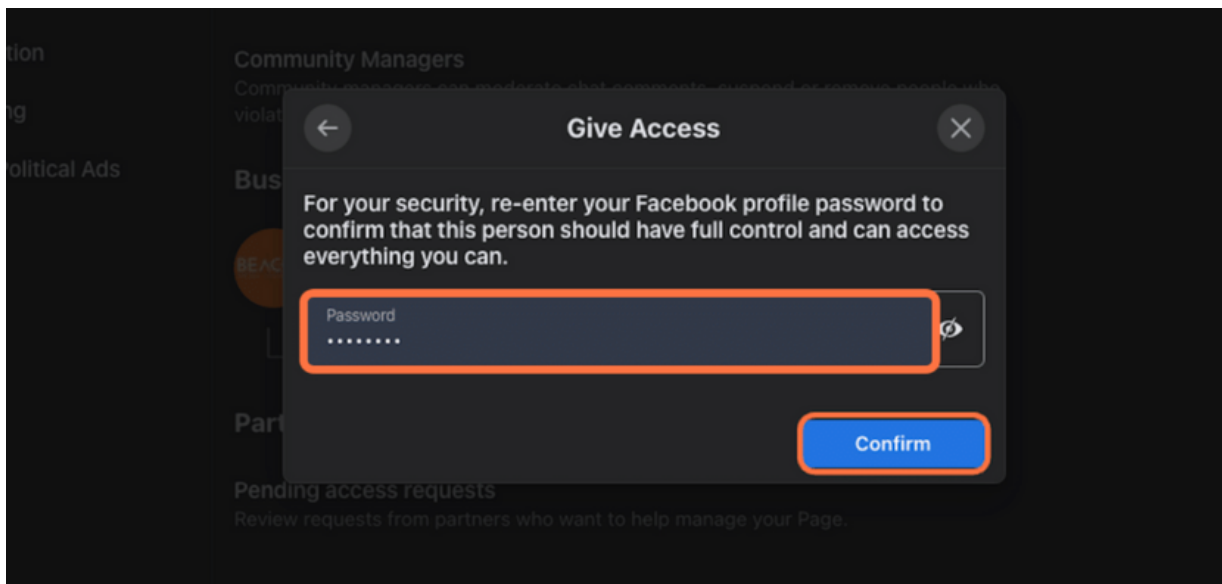
STEP 23

Click "Give Access"



STEP 24

Type in password and select confirm



You're all done!

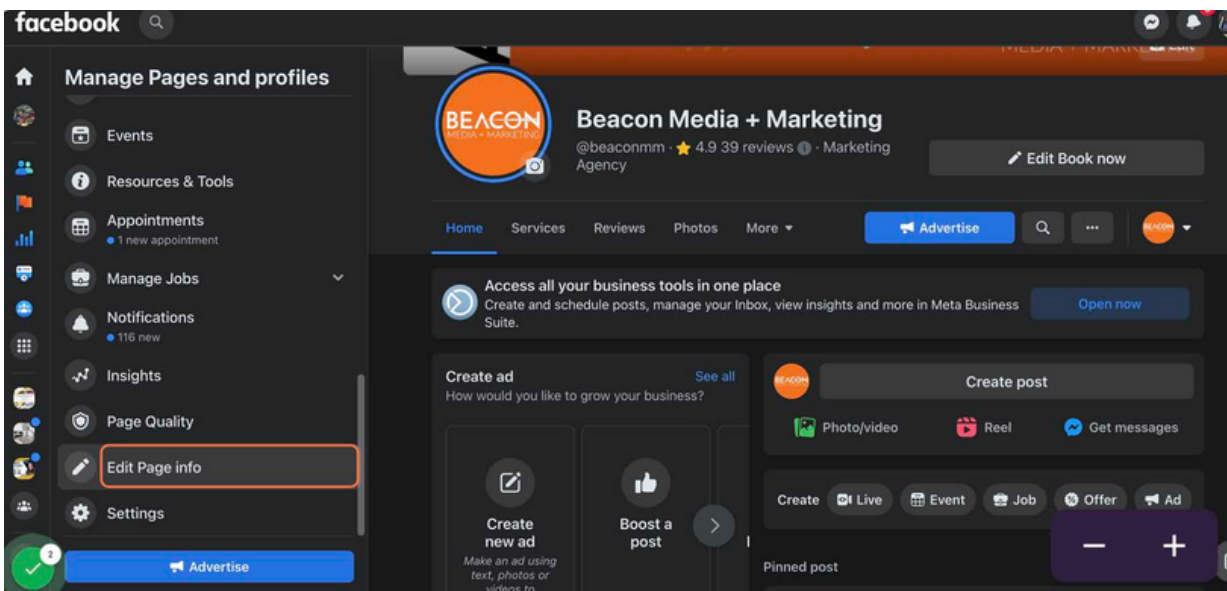
Adding Beacon on Classic Page Experience

STEP 1

Go to Facebook Page

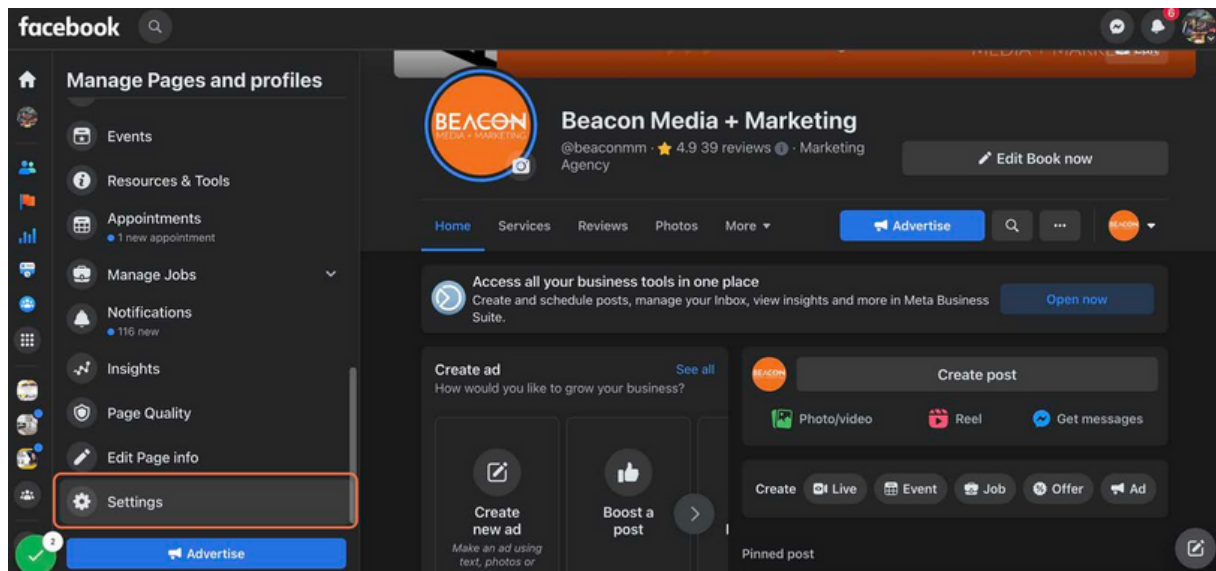
STEP 2

On the left scroll down to the bottom



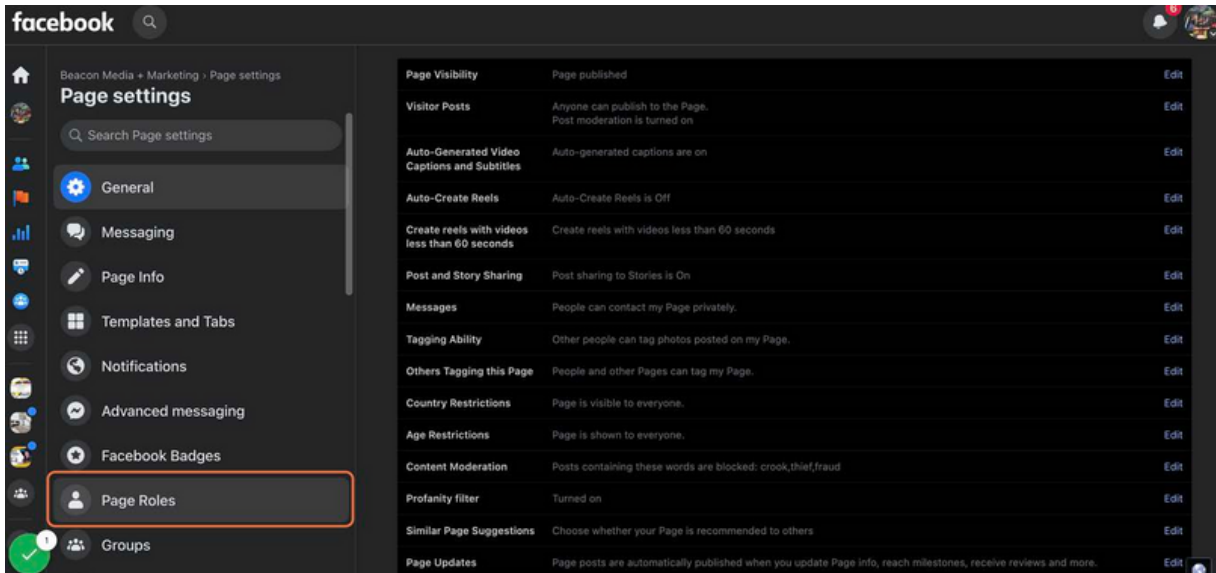
STEP 3

Click on Settings



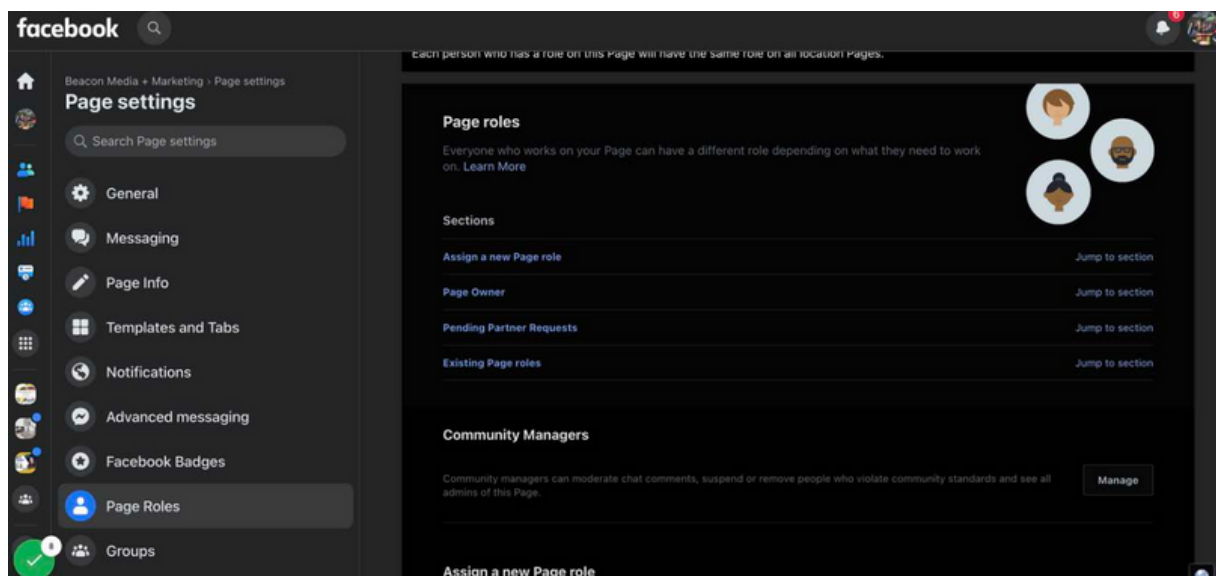
STEP 4

Click on Page Roles



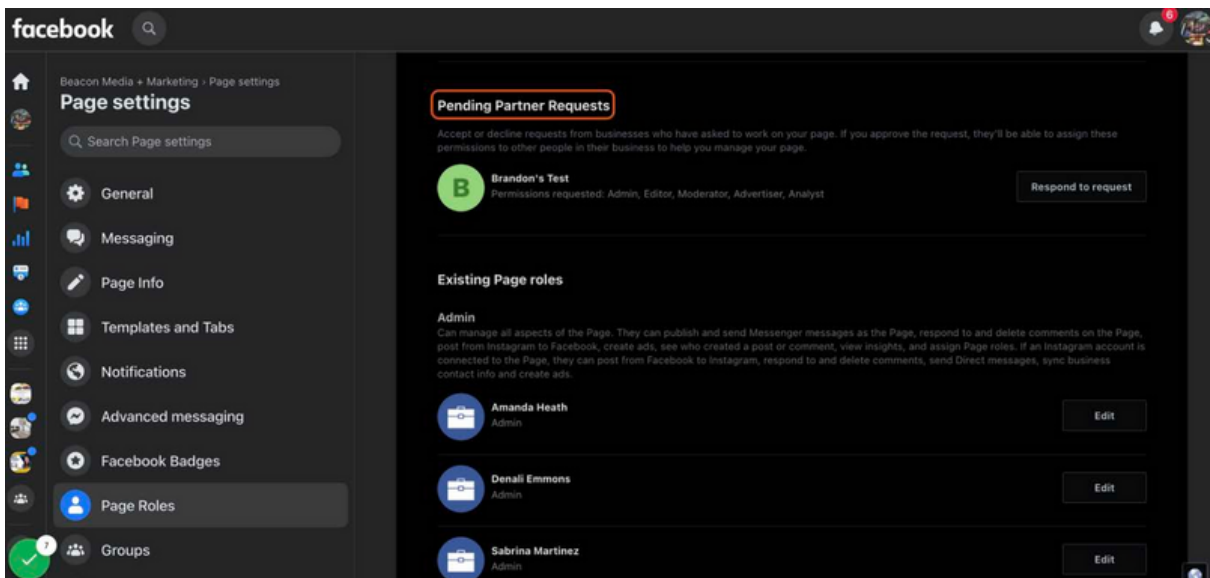
STEP 5

Should see current screen



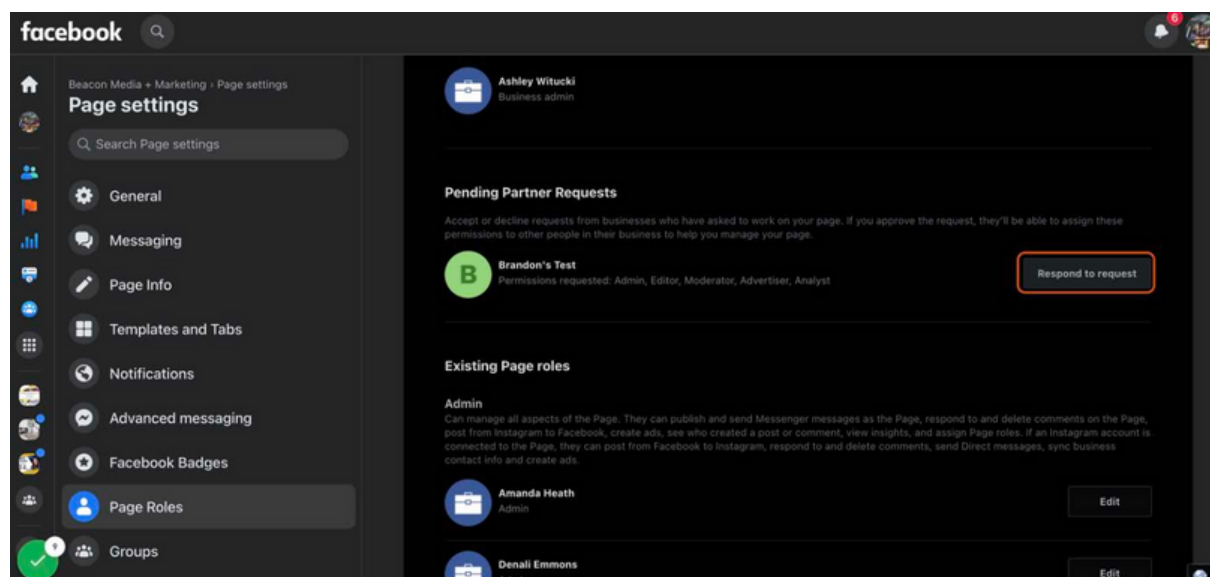
STEP 6

Scroll down to pending partner requests



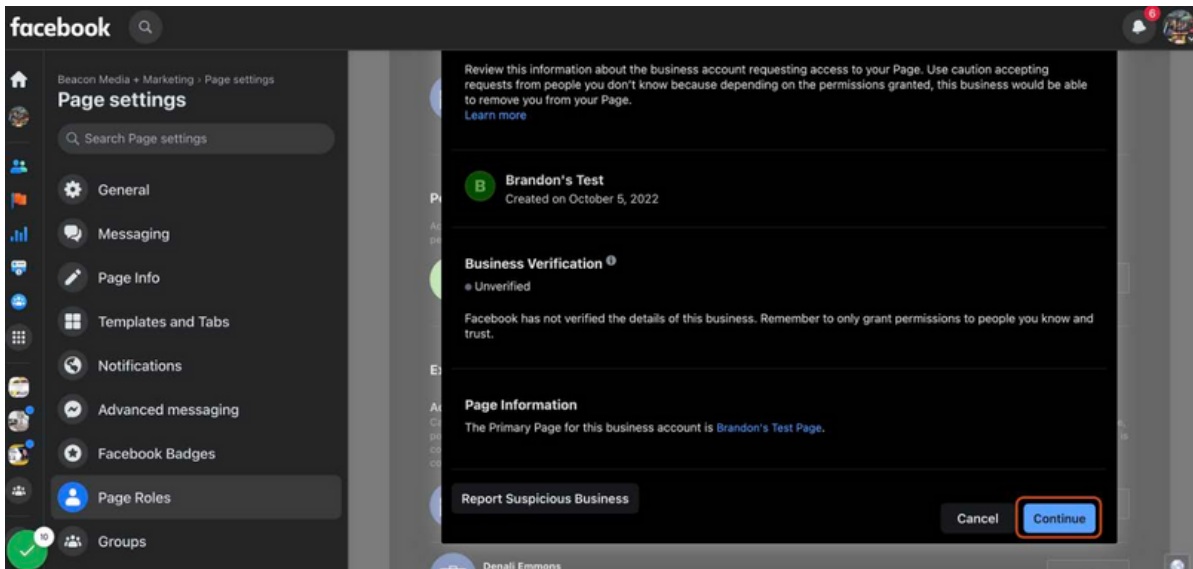
STEP 7

Click respond to request



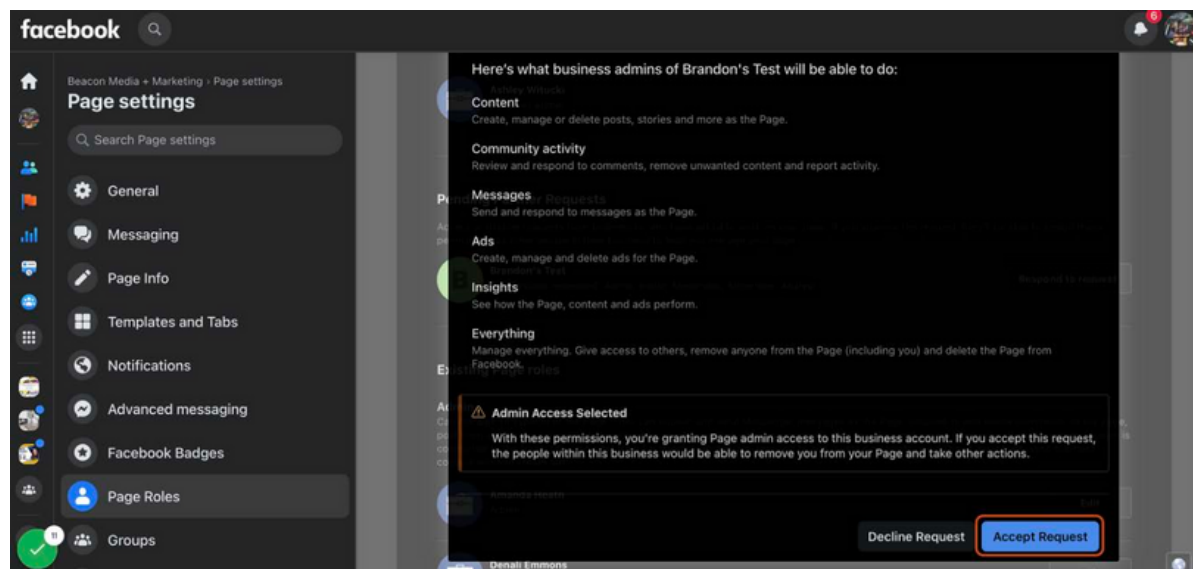
STEP 8

Click continue



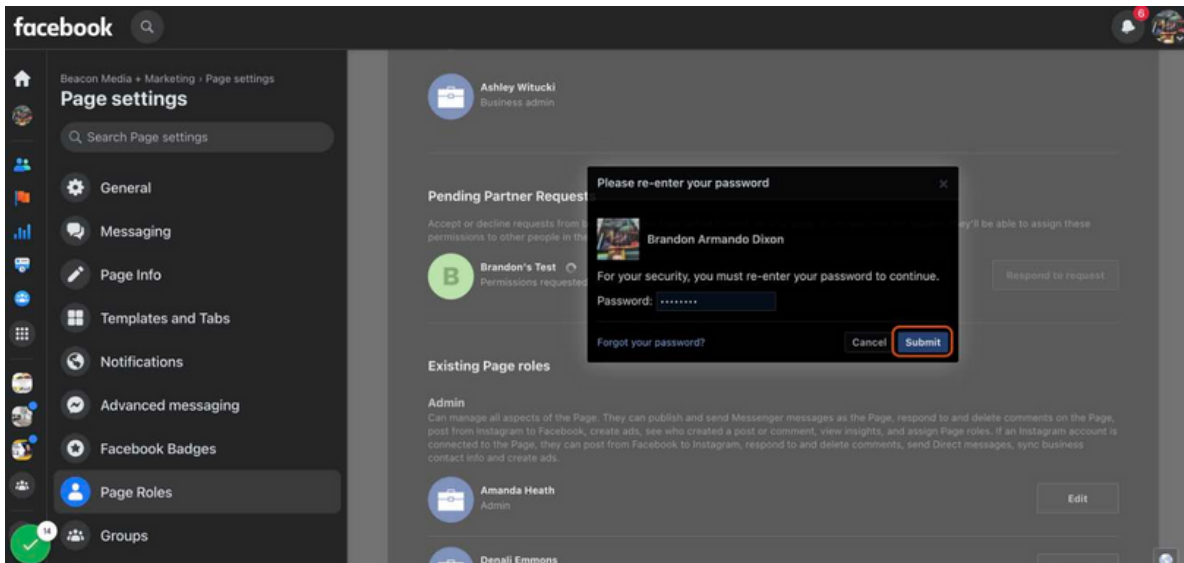
STEP 9

Click accept request



STEP 10

Type in password and hit submit

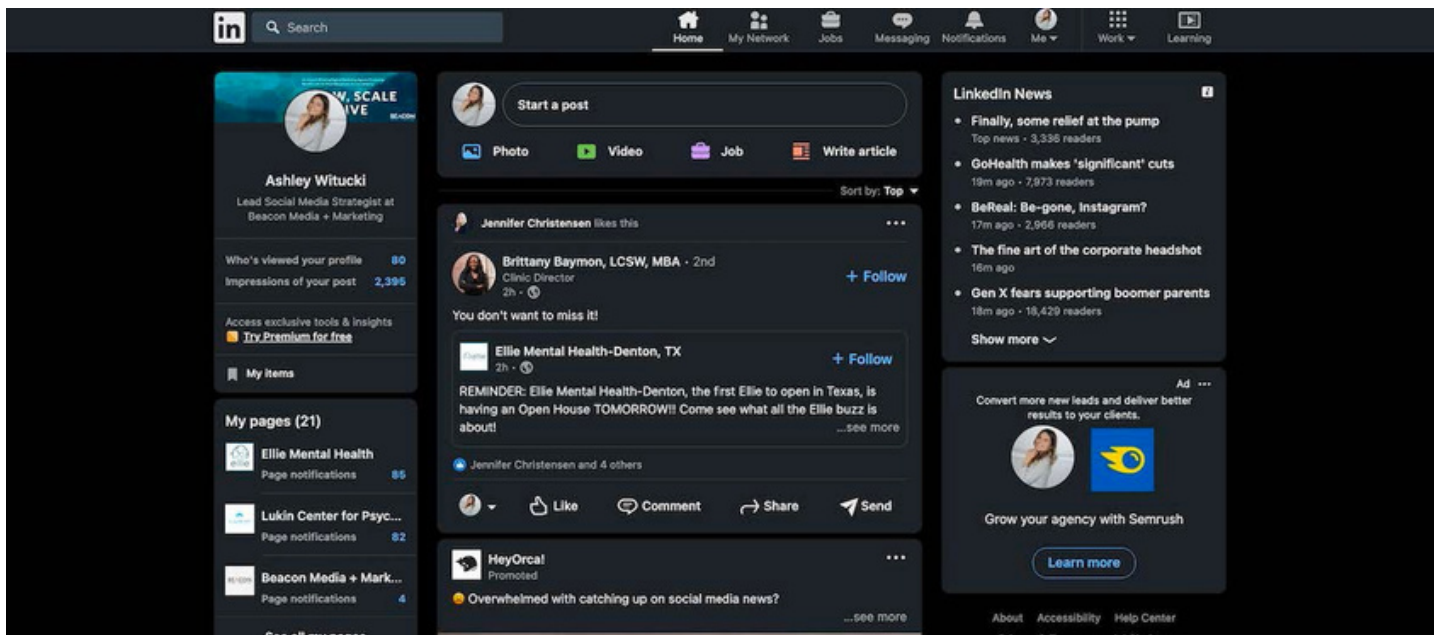


You're all done!

Adding our Social Media Strategist to Your LinkedIn

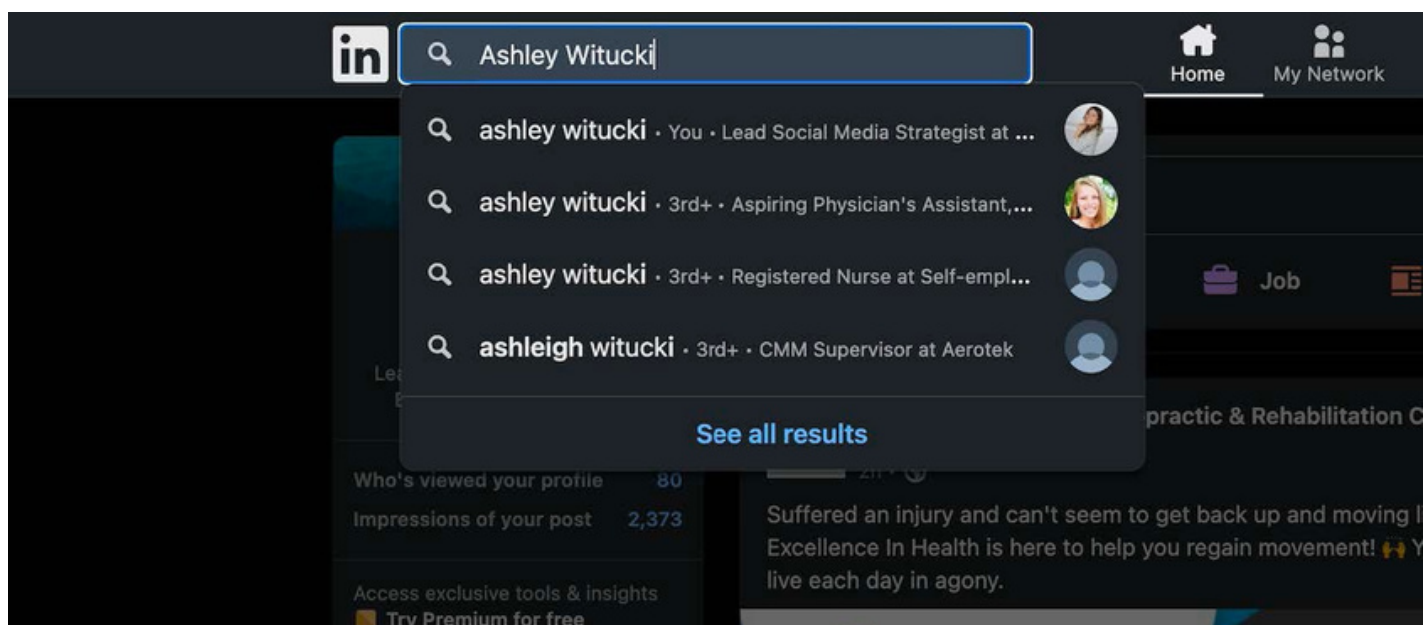
STEP 1

Start on your company's home page.



STEP 2

Search and connect with our Lead Social Media Strategist, **Ashley Witucki**



Once you've connected with Ashley, head to your **company's profile page**

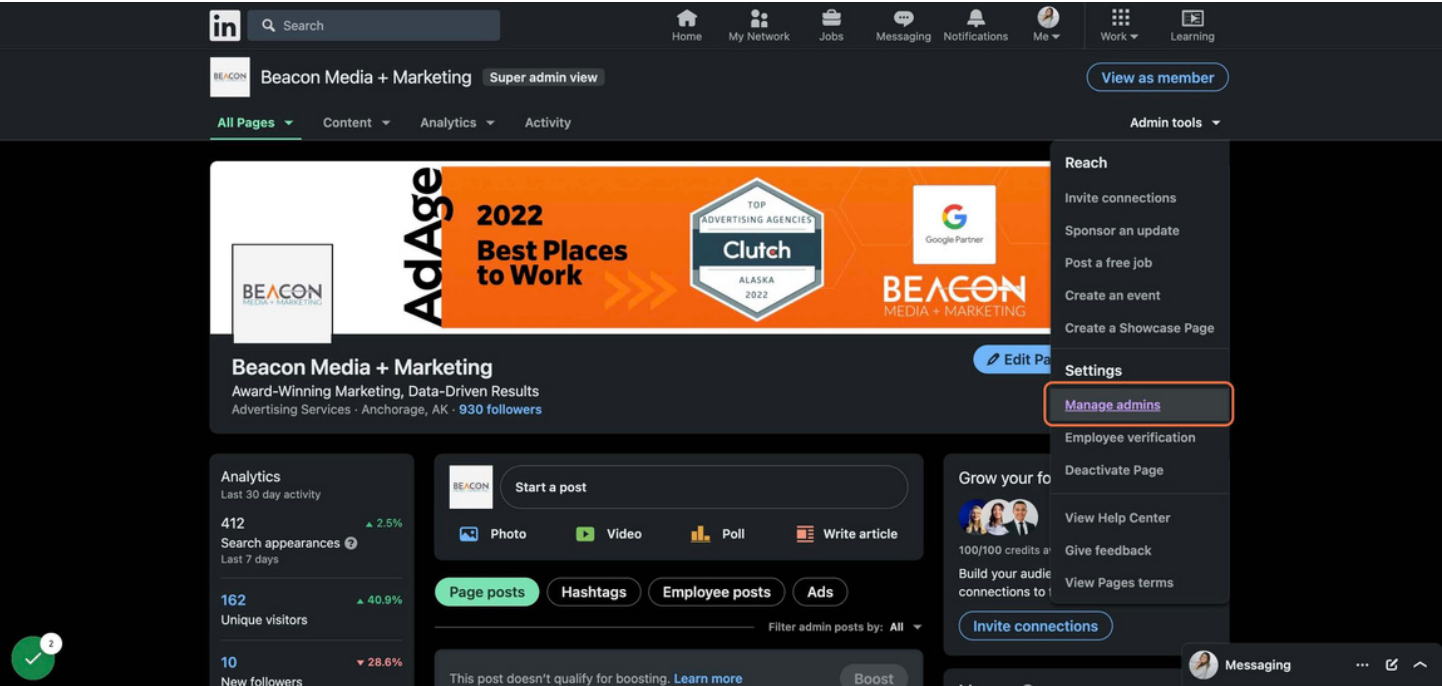


Click on **Admin Tools** in the top right.



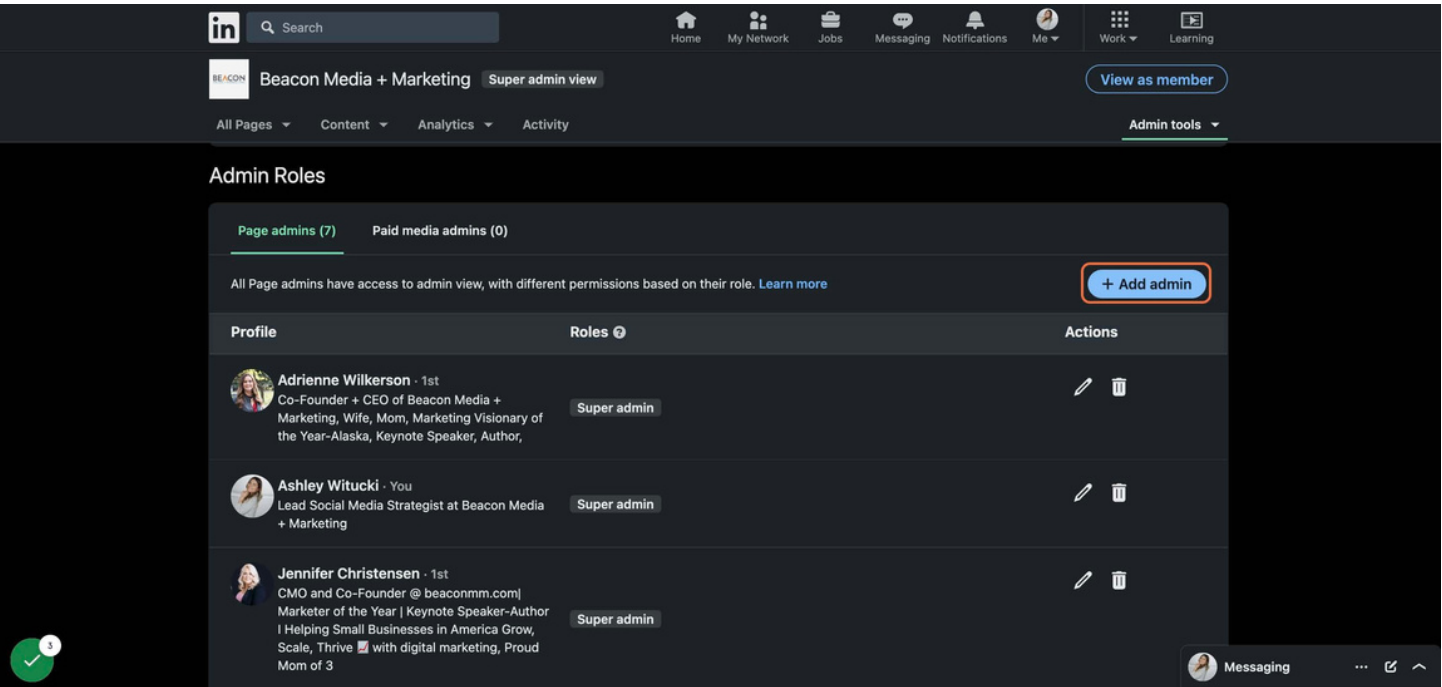
STEP 5

Click on **Manage Admins** in the dropdown menu.



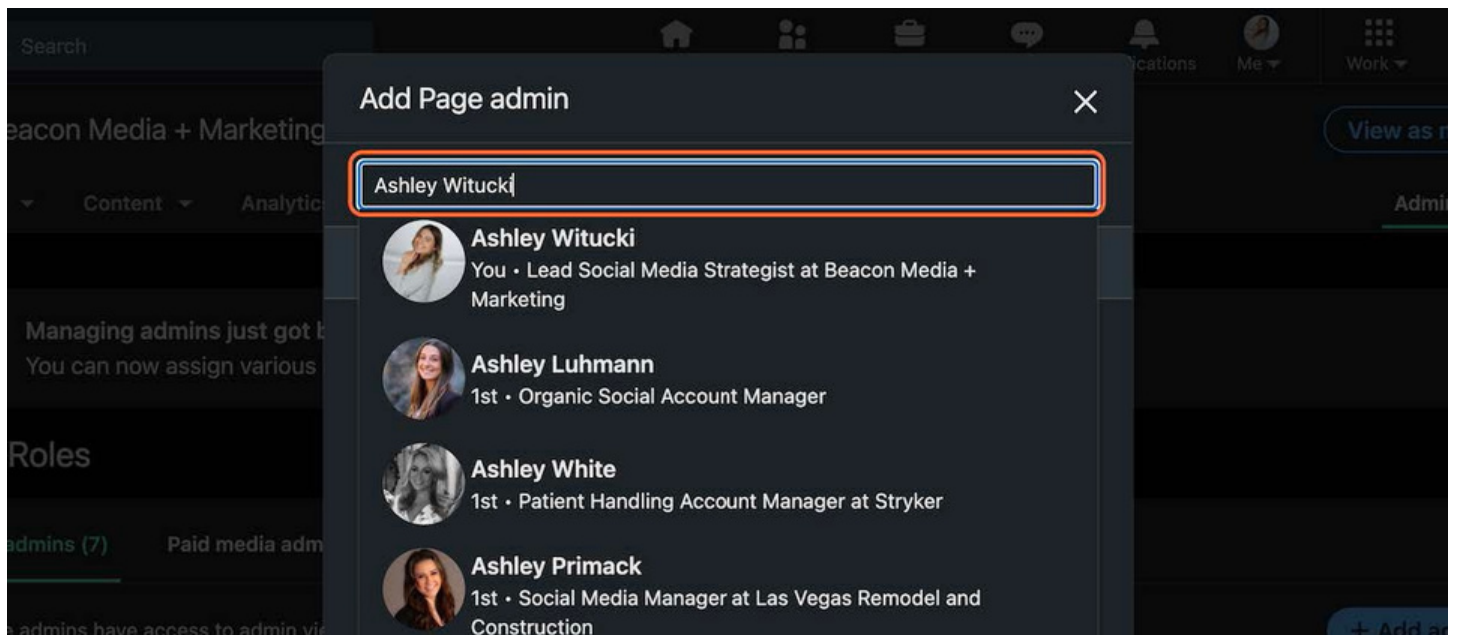
STEP 6

Click on **Add Admin**.



STEP 7

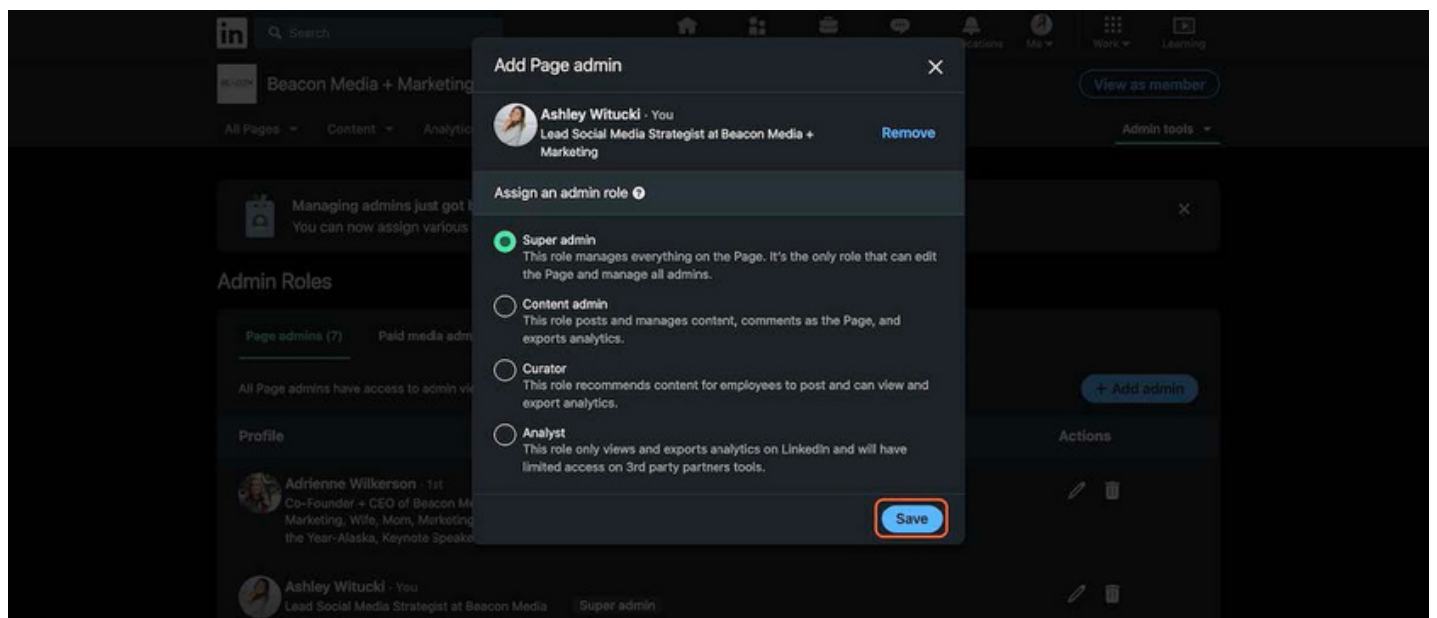
Type in our Social Media Strategist's name,
Ashley Witucki.



STEP 8

You'll need to add her as a **Super Admin**.

Once complete, press save and you're done!



You're all done!

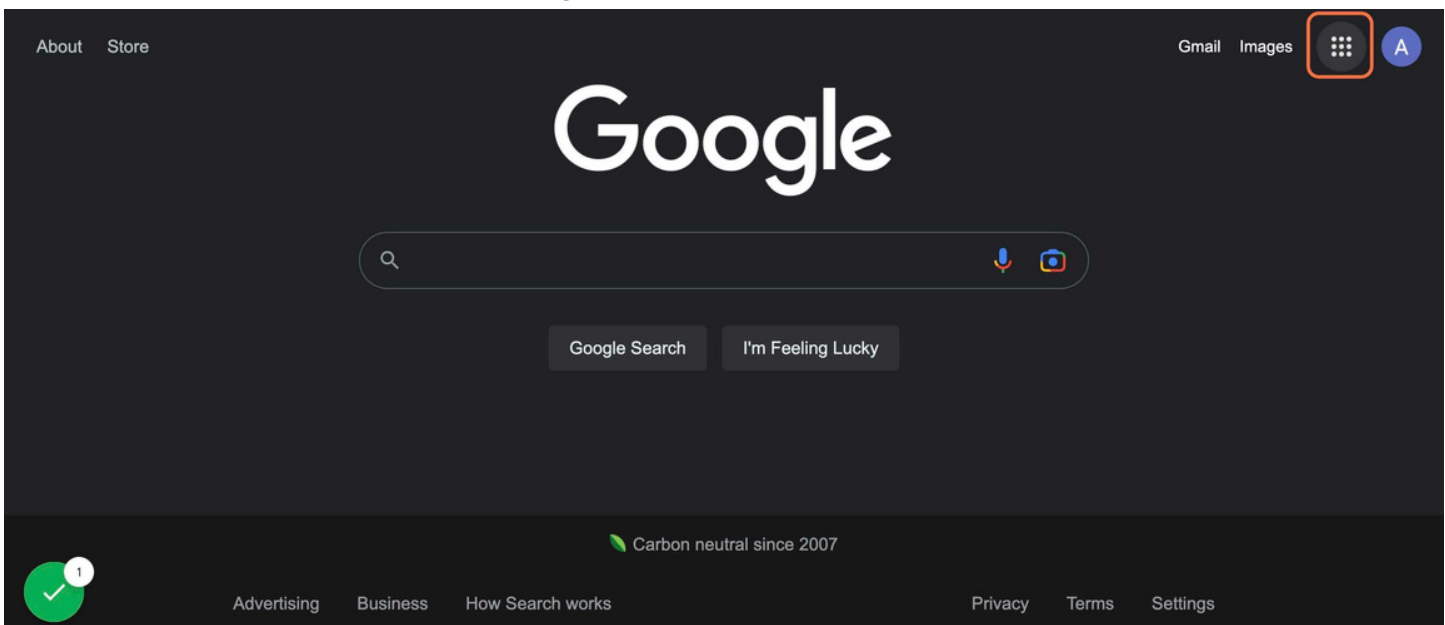
Adding Beacon to Your Google Business Profile (GBP)

STEP 1

Start on your company's **Google homepage** and make sure you are logged into your gmail account!

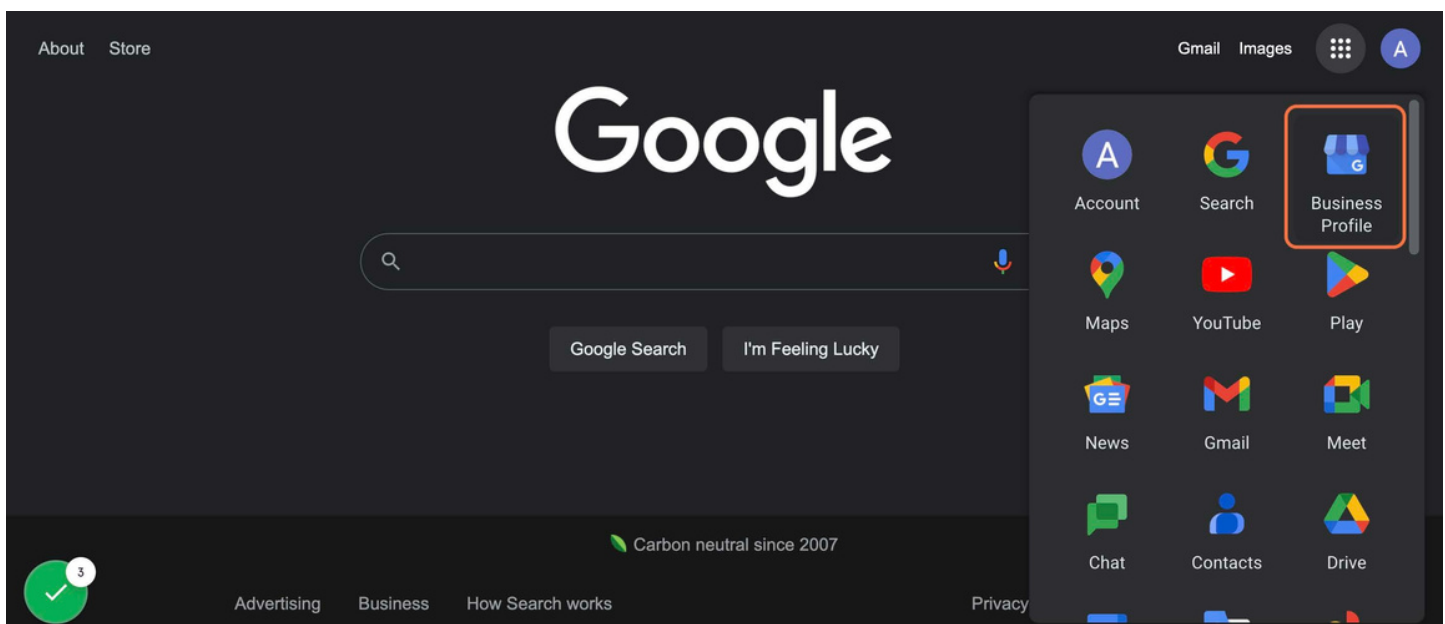
STEP 2

Next, **find the 9 dots** in the top right



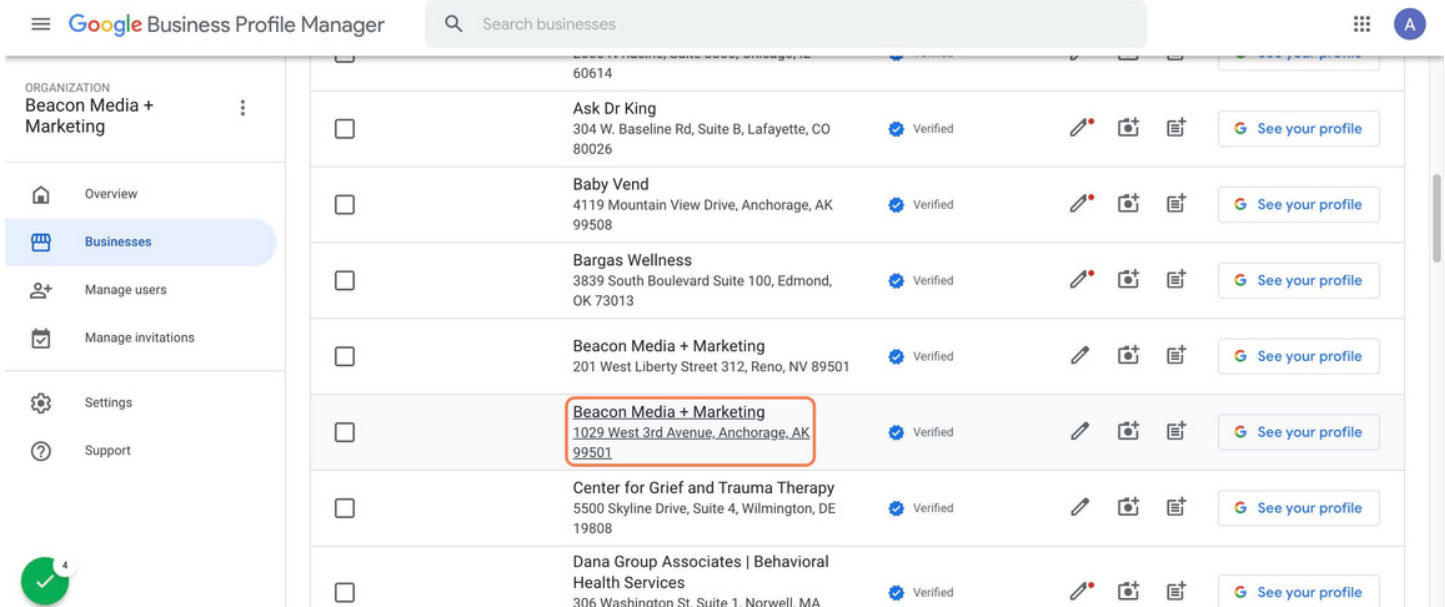
STEP 3

Click on **Business Profile**.



STEP 4

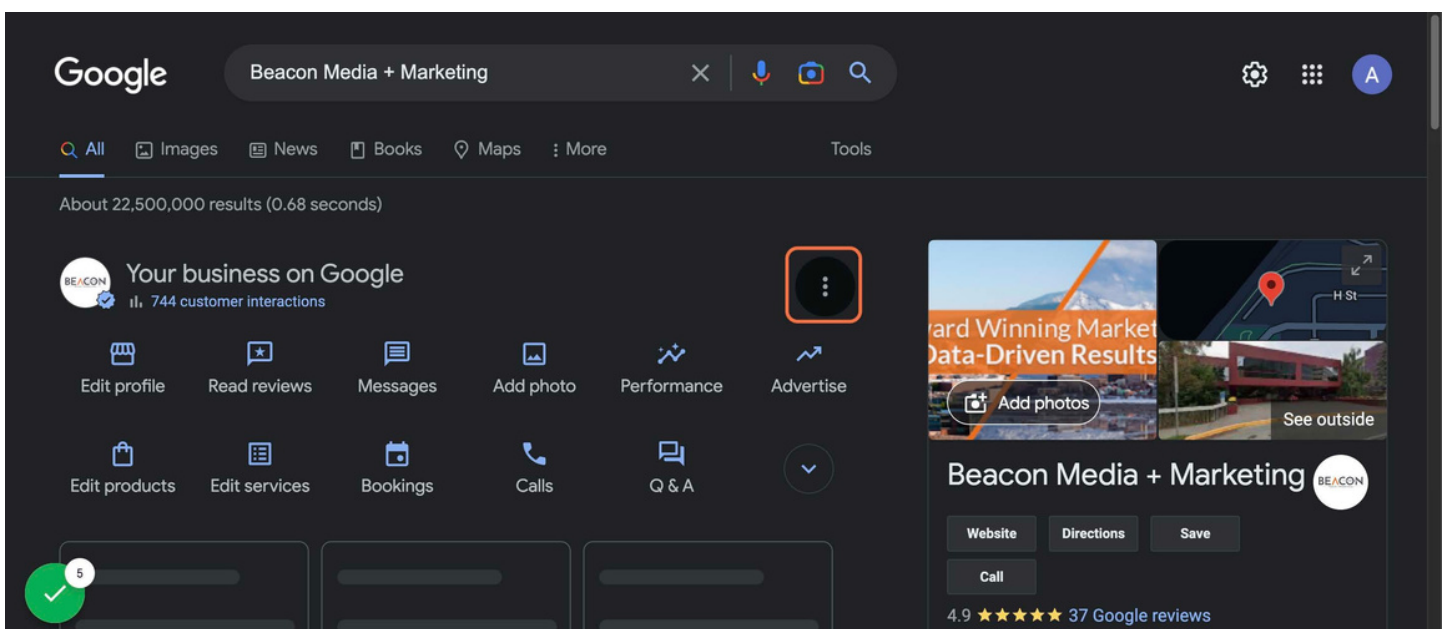
Locate your company's **Google Business Profile (GBP) listing**.



STEP 5

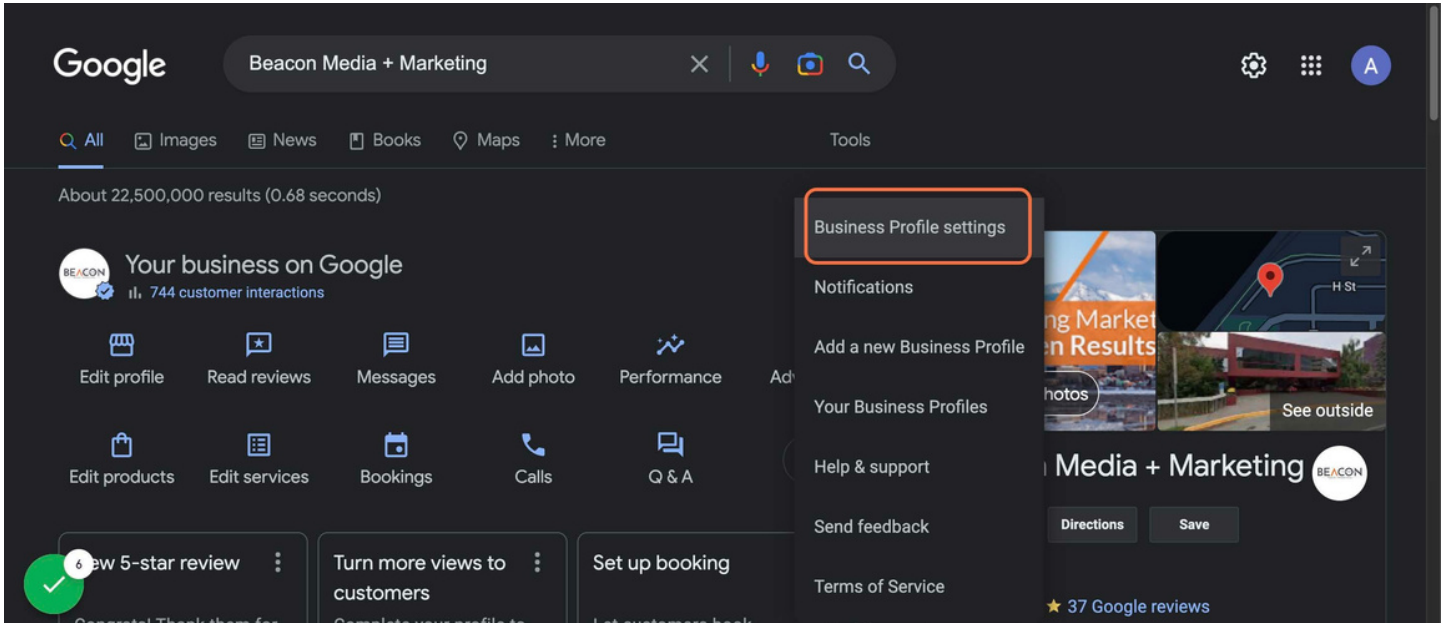
Your company's profile should pop up and should see a section labeled **"Your business on Google."** Click on the **3 dots**!

If you do not see the "Your business on Google" section at first, you might have to **scroll a little bit further down the page** past the ads.



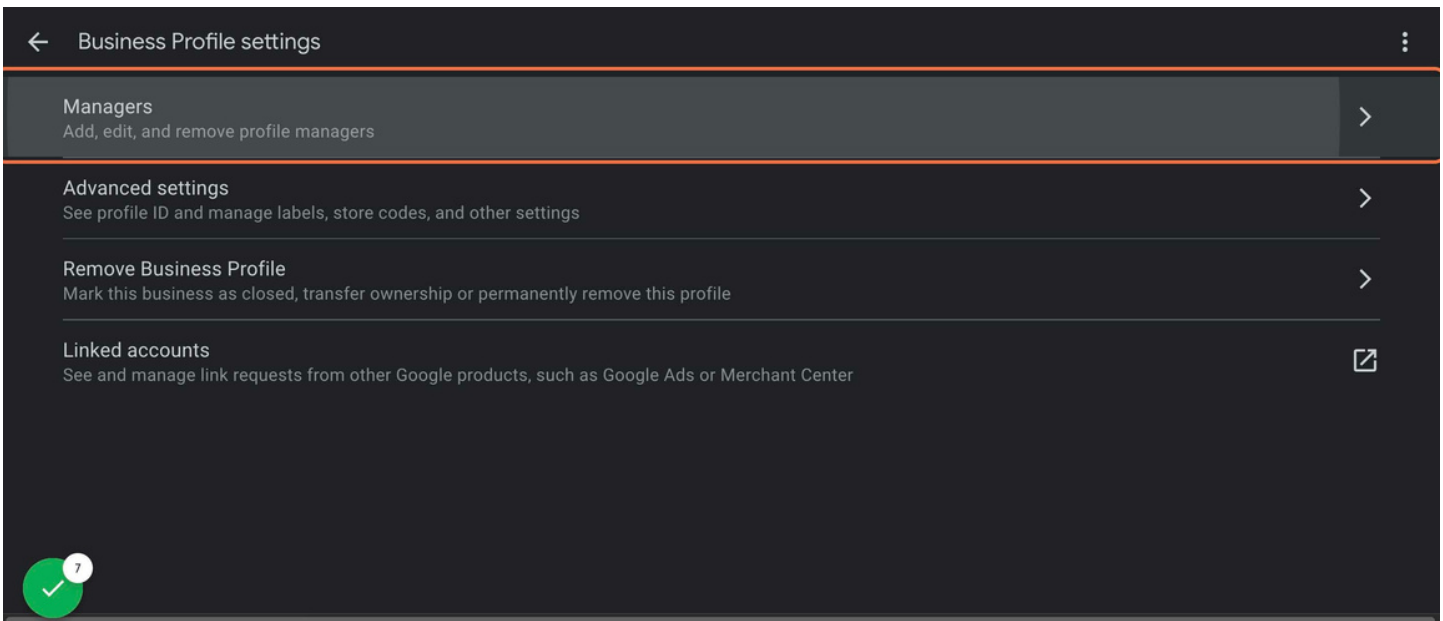
STEP 6

Click on **Business Profile settings**



STEP 7

Click on **Managers**



You're all done!