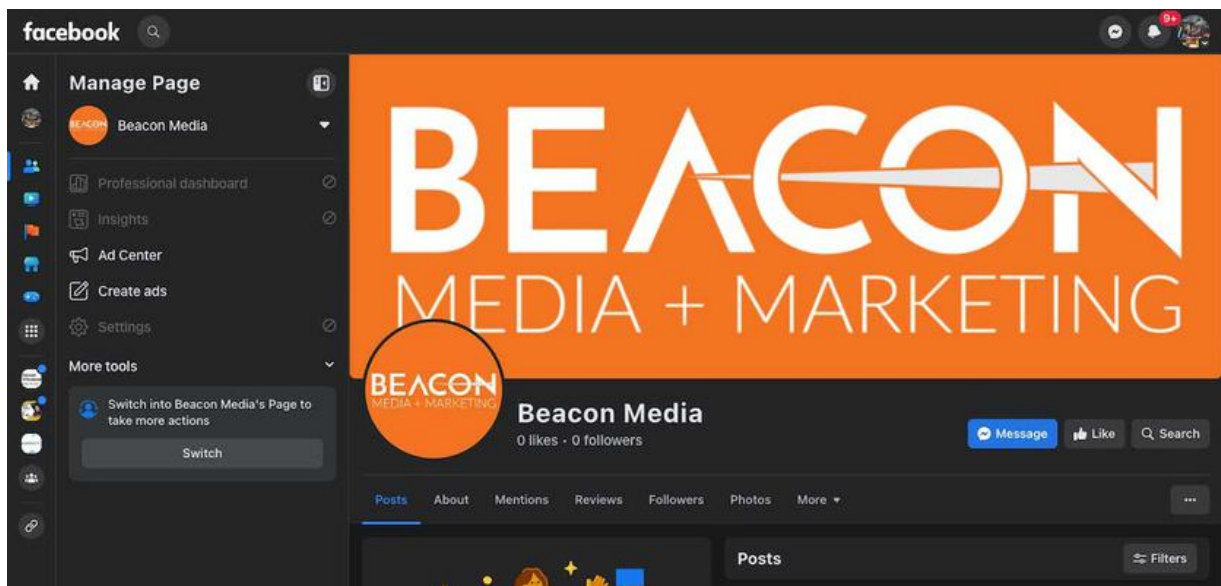# Adding Beacon With New Pages Experience

STEP 1

Go to www.facebook.com

STEP 2

Go to your FB Page

STEP 3

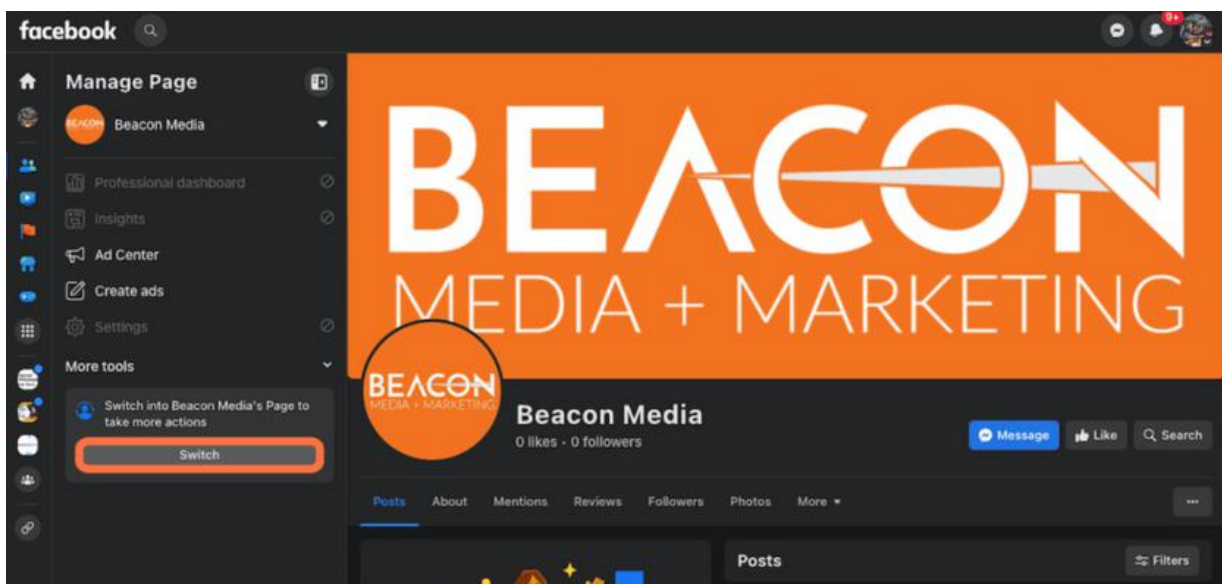Check to see if you are switched into your FB page profile in the top right

- 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

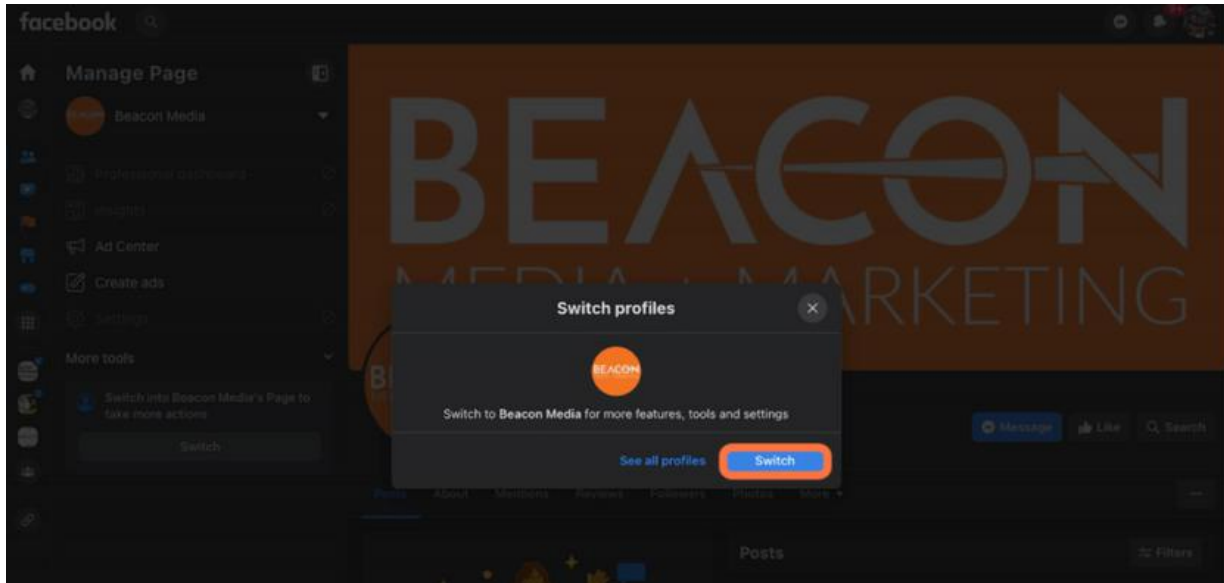Click the switch button on the left side.

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

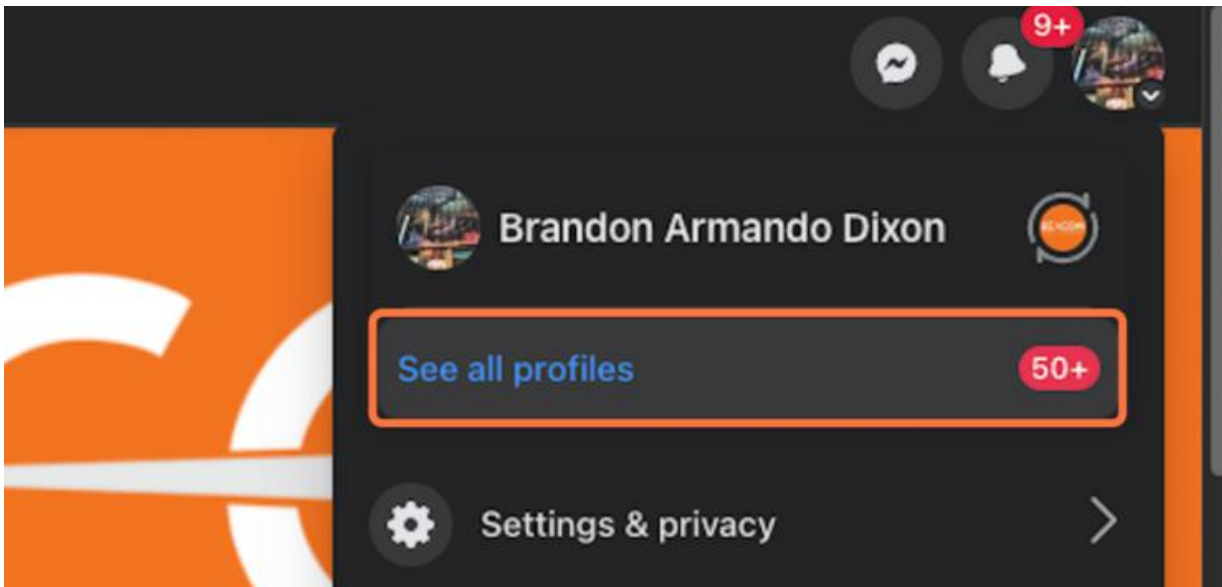## STEP 5

Click "Switch"
Go to Step #9

STEP 6

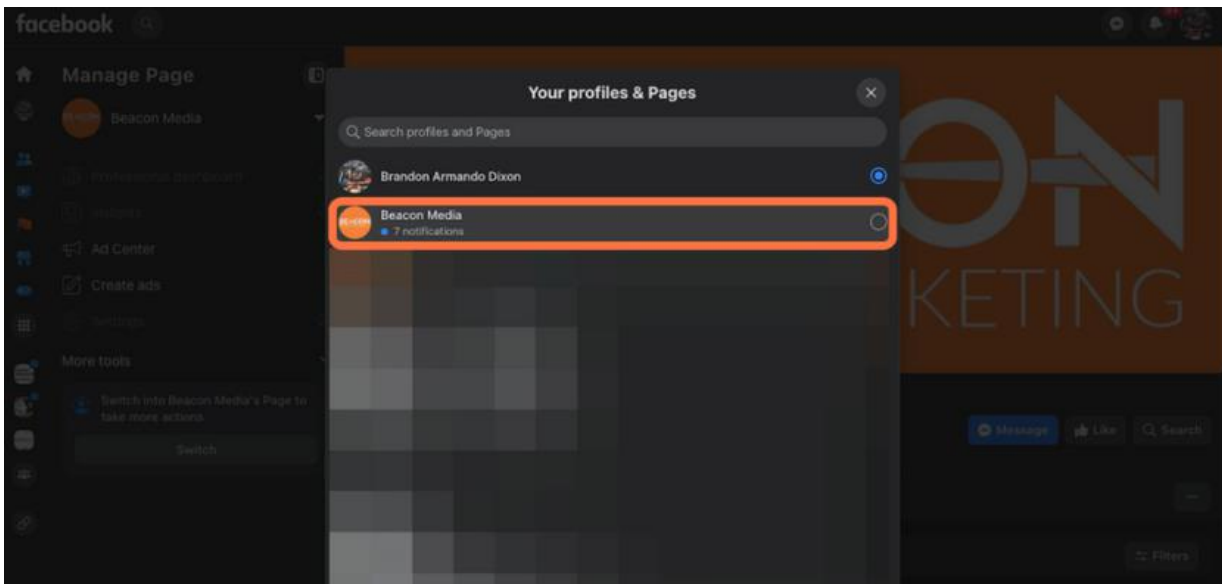Click on your profile picture in the top right

STEP 7
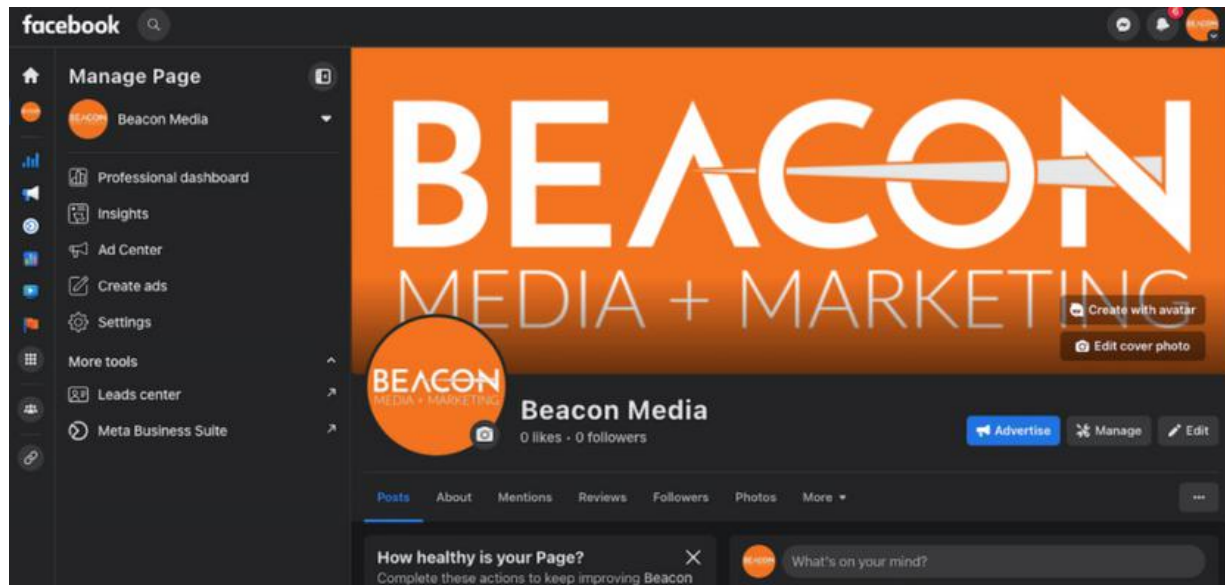
Click on "See all profiles"

STEP 8

Click on your page

STEP 9

If you see settings on the left go to step #10
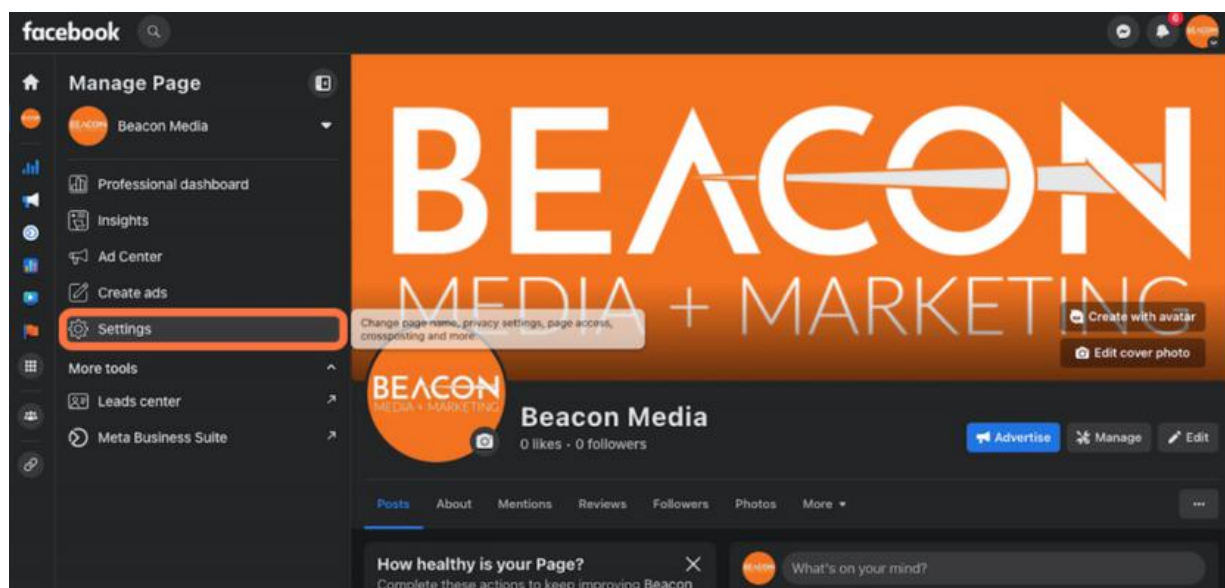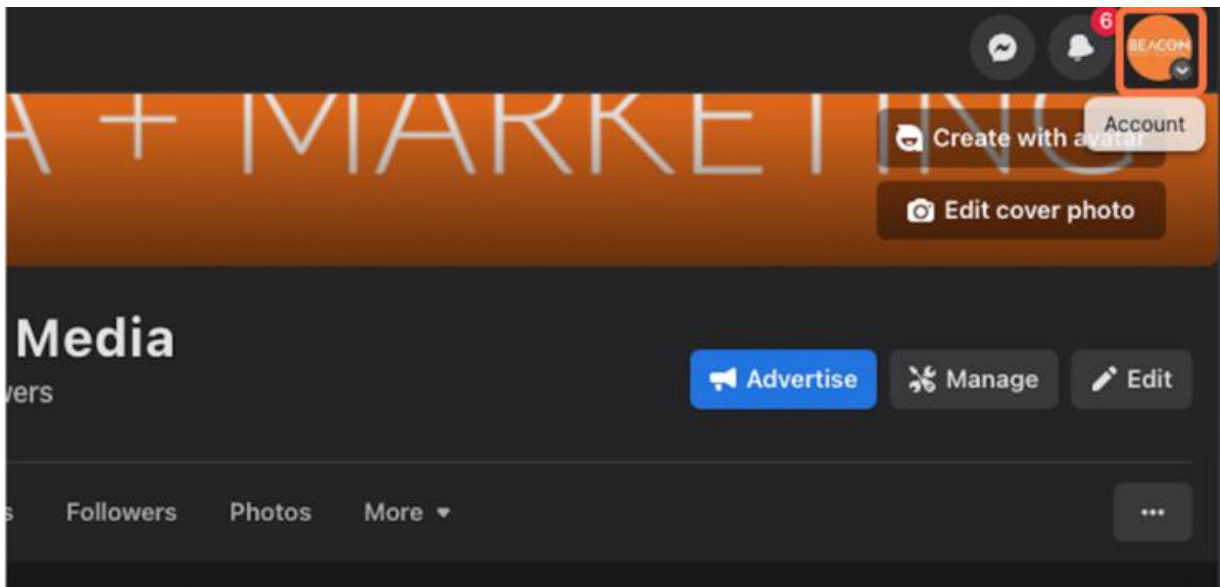If you don't go to step #11

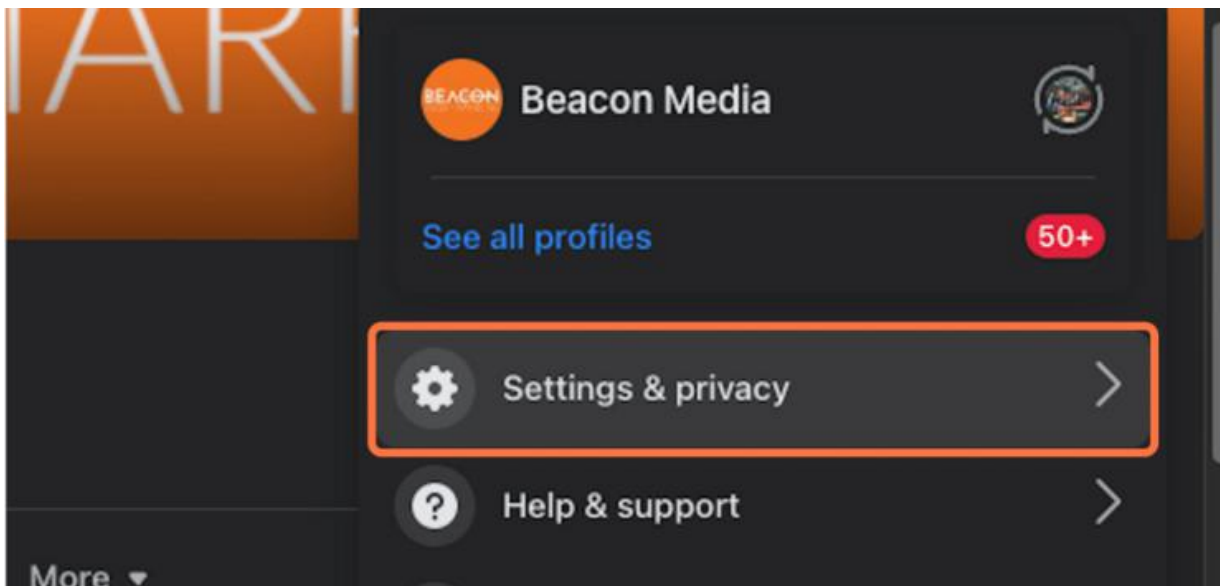## STEP 10

Click settings on the left hand side
Go to step #14

STEP 11

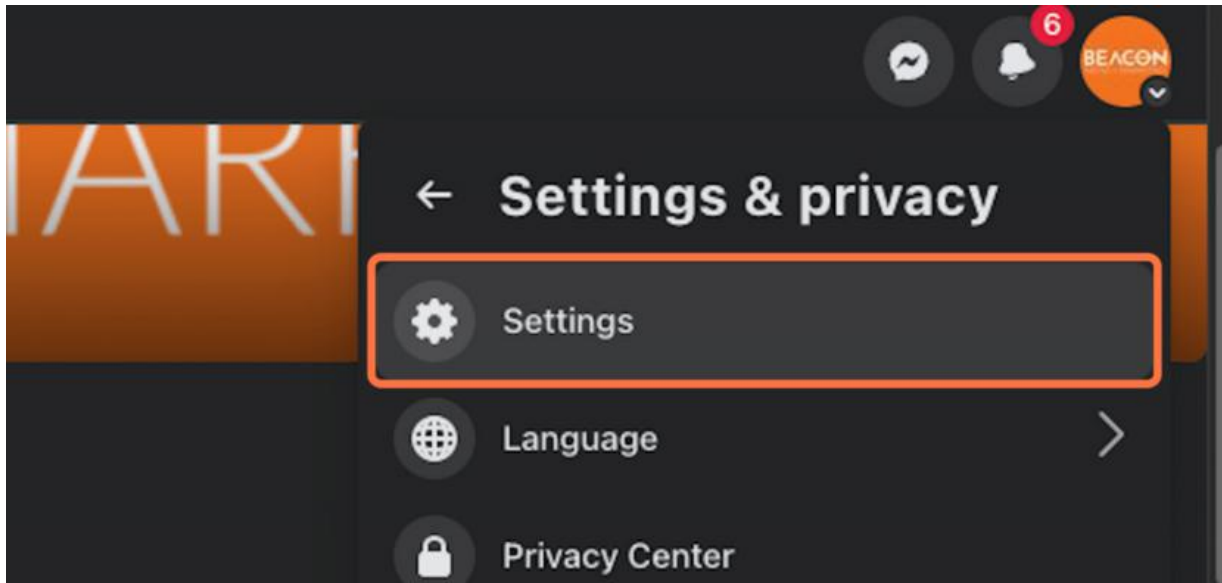Click on profile picture in top right

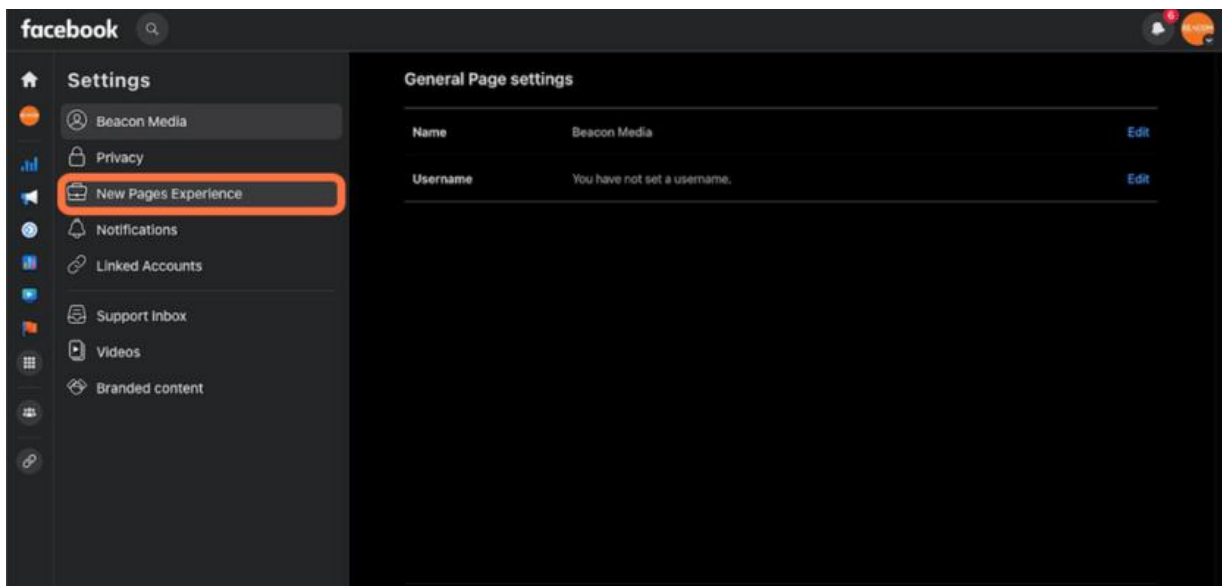# STEP 12

Click on "Settings & privacy"

STEP 13

Click on "Settings"
Go to step #14

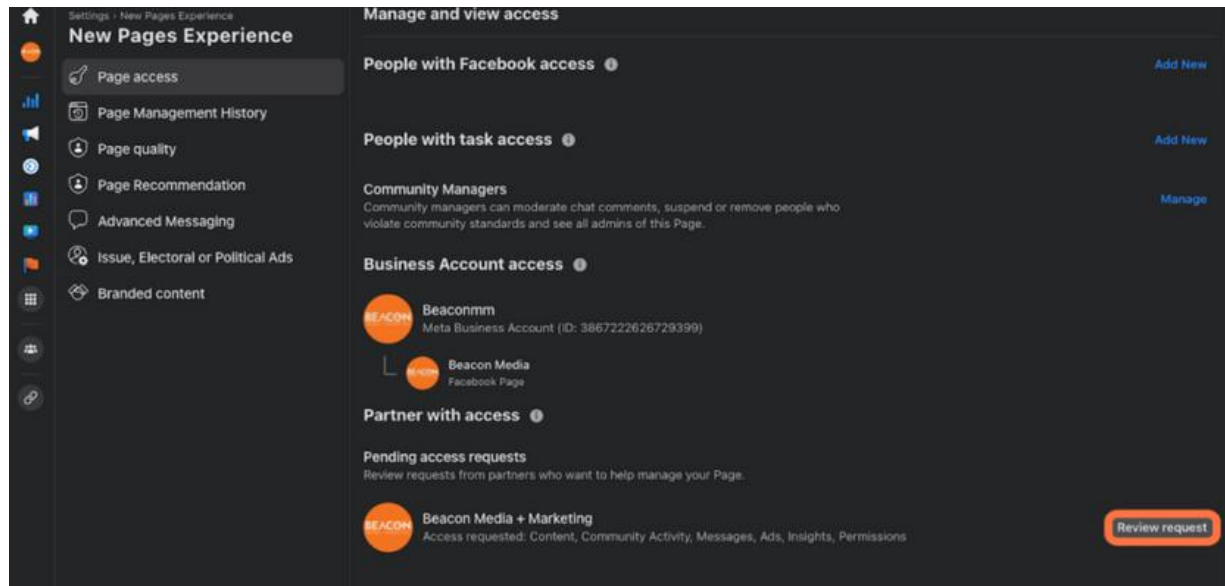## STEP 14

Click on "New Pages Experience"

STEP 15

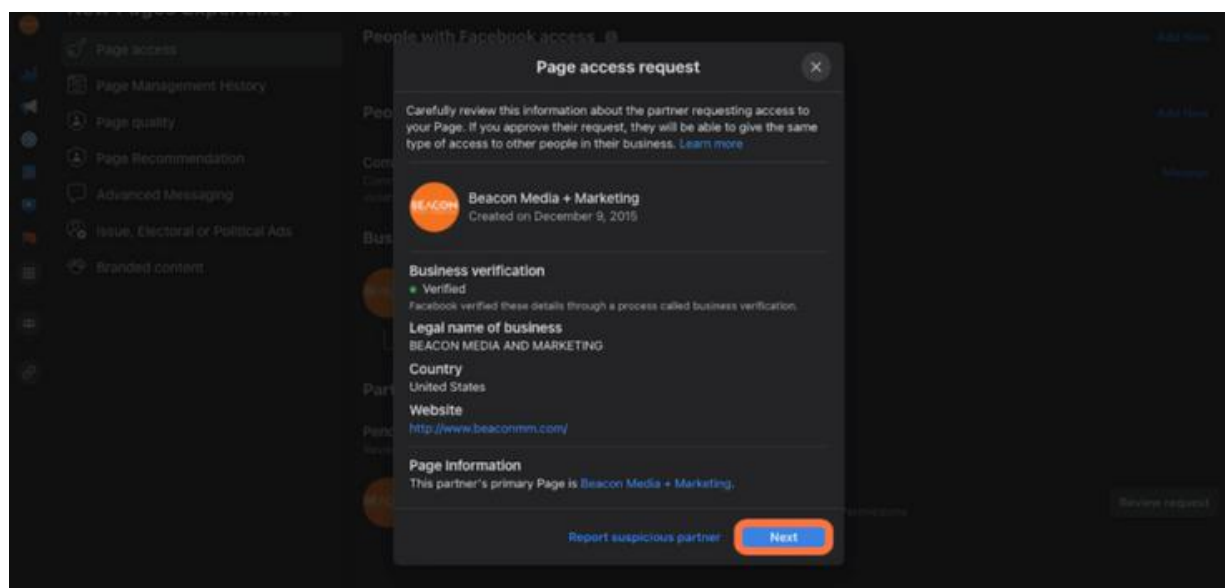Find our request at the bottom and click review request.
If you don't see this request reach out to Beacon team
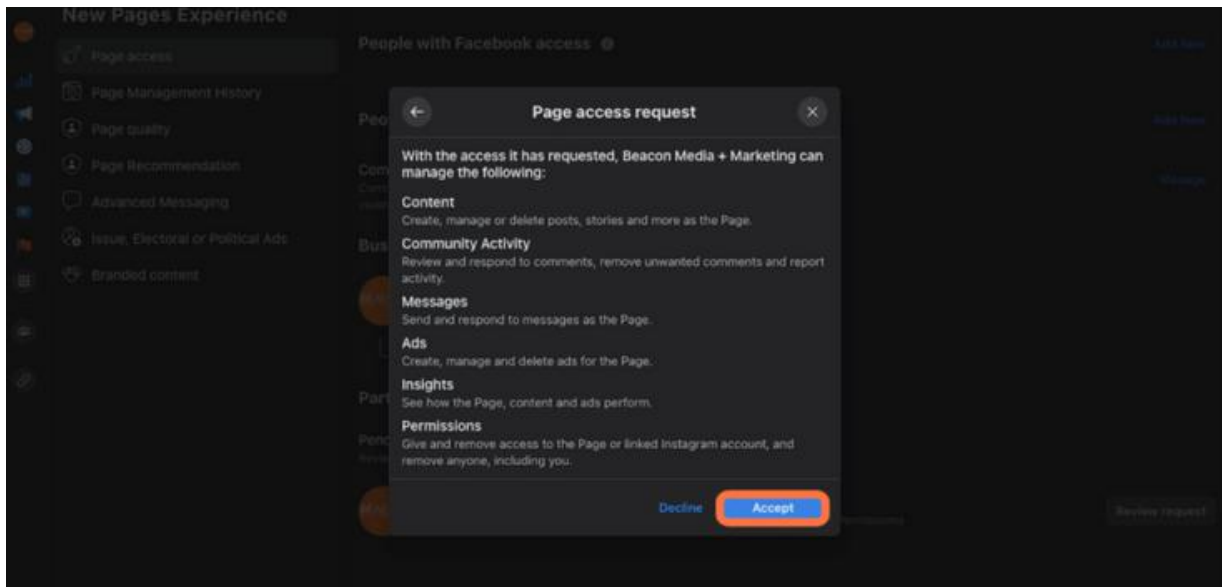We will either resend the request or have you move forward to Step #19
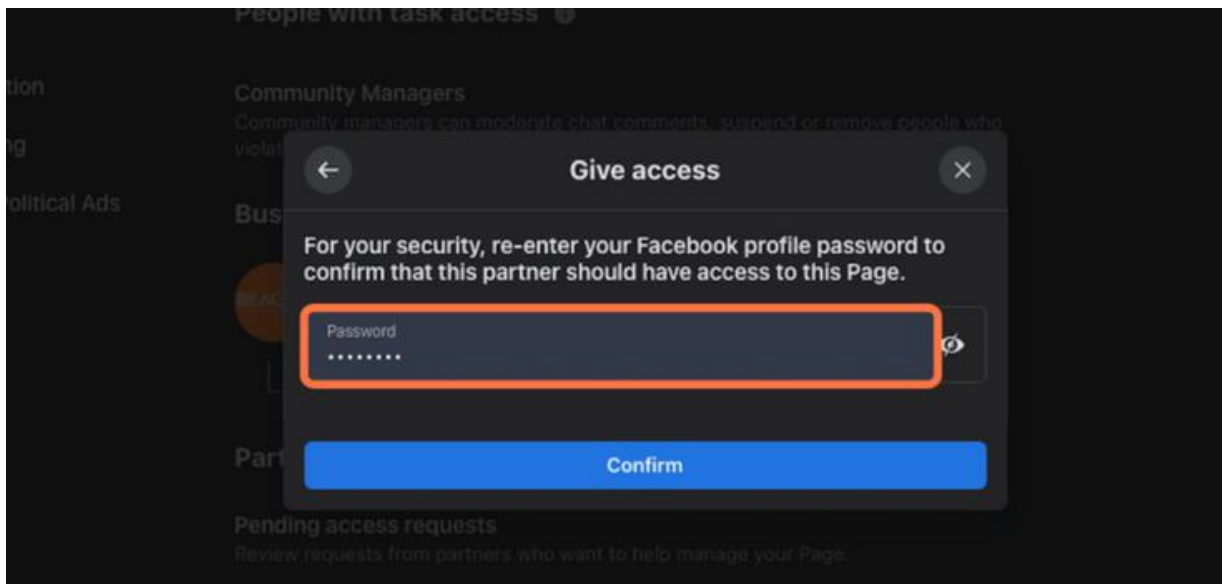

STEP 16
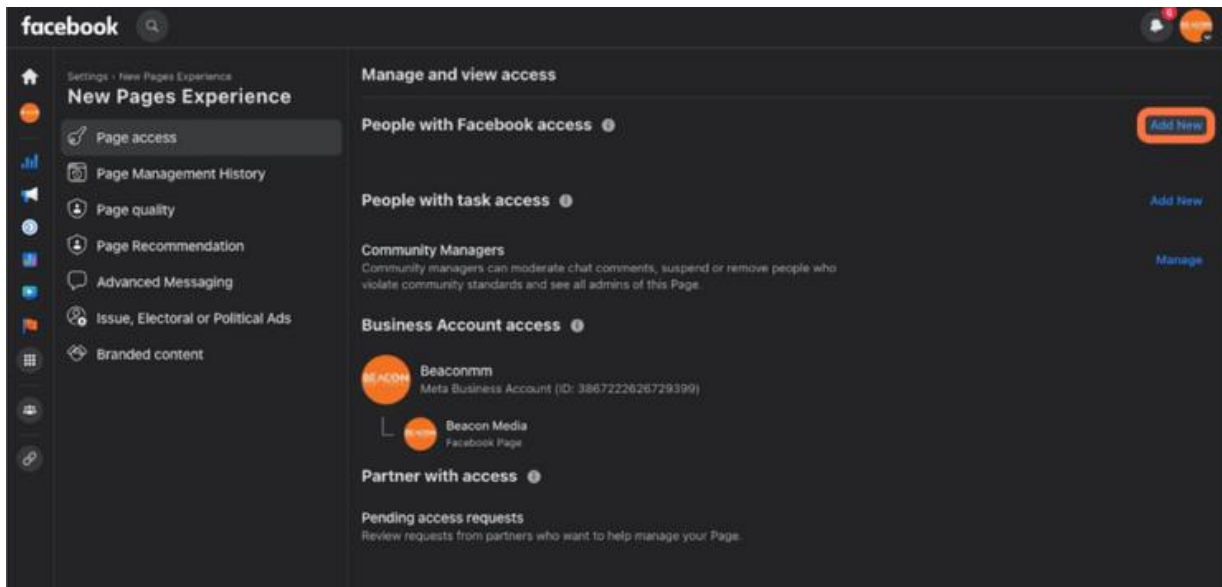
Click Next

STEP 17

Click on "Accept"

STEP 18
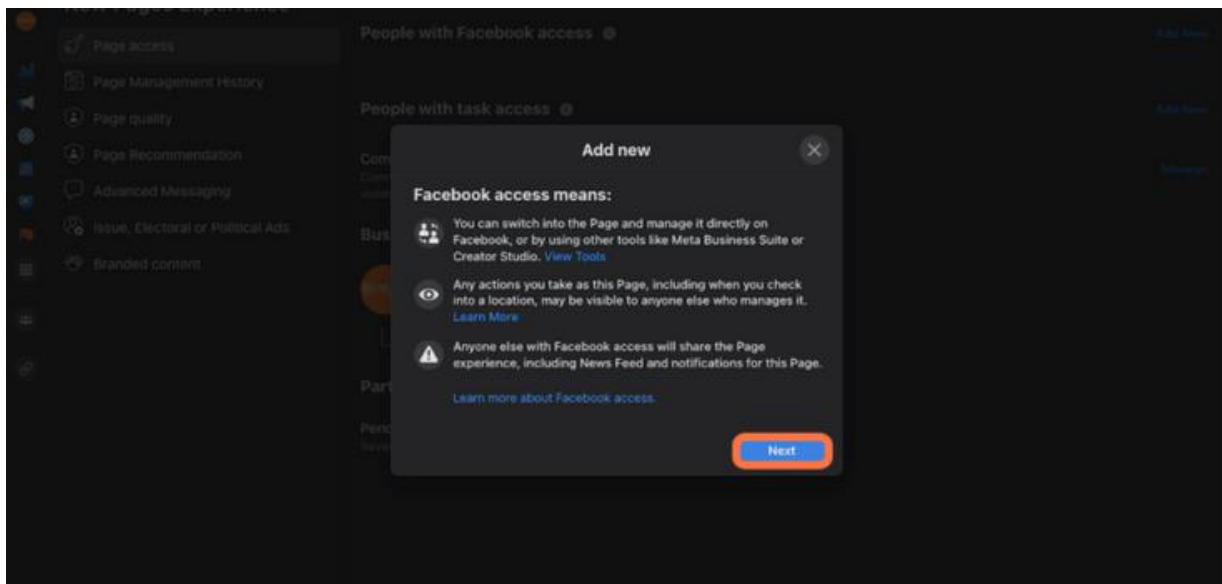
Type in password and click "Confirm"

STEP 19 - After reaching out to Beacon team

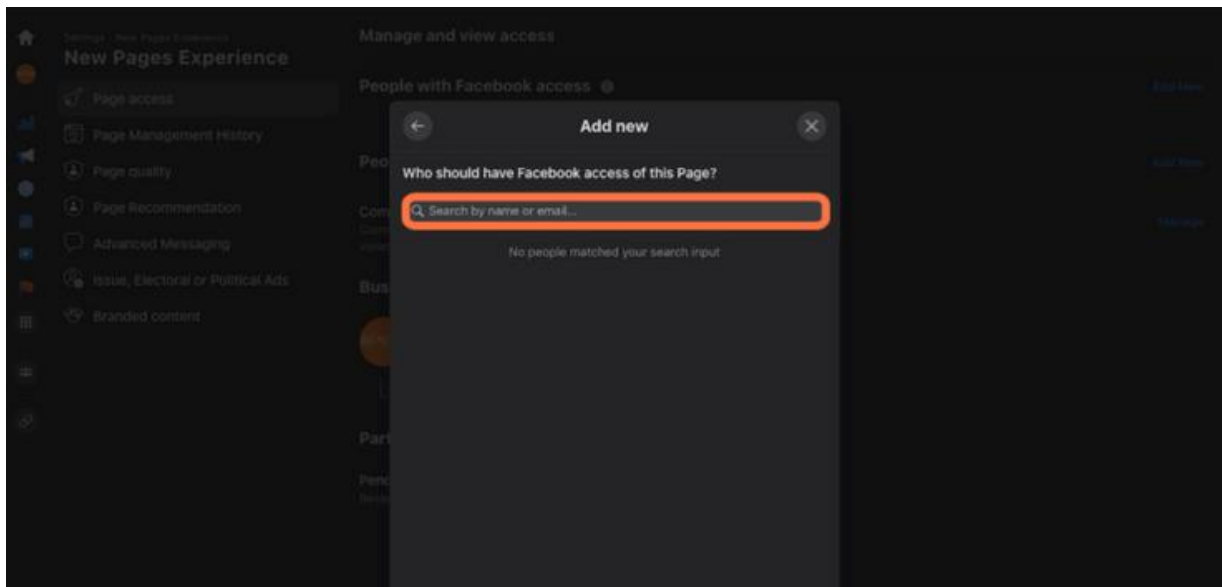Click on "Add New" by "People with Facebook access"
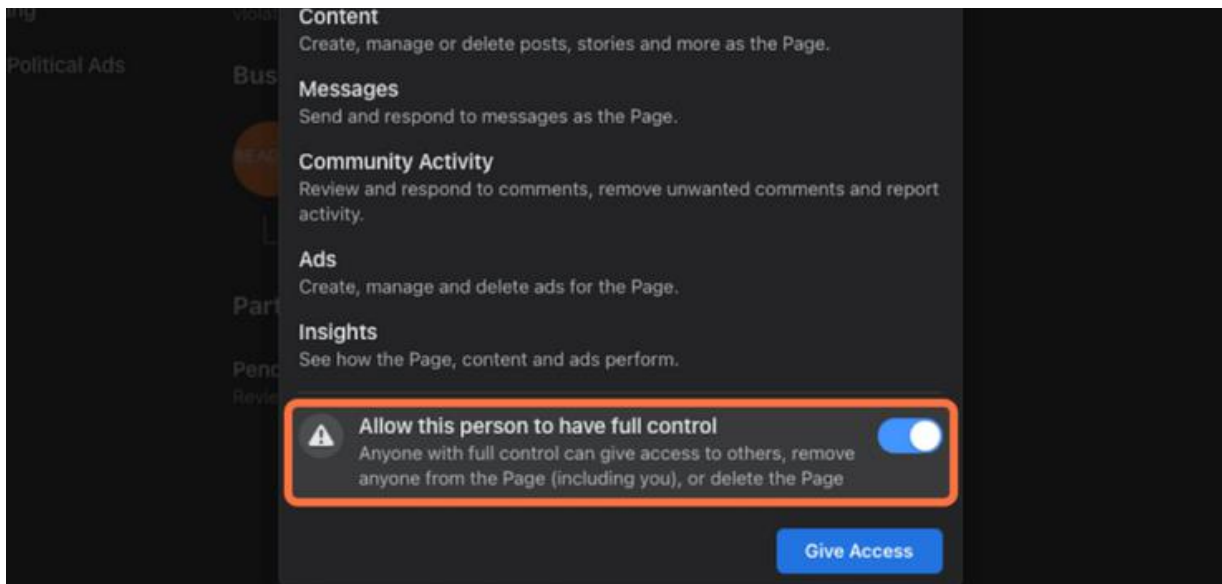

STEP 20

Click on "Next"

STEP 21

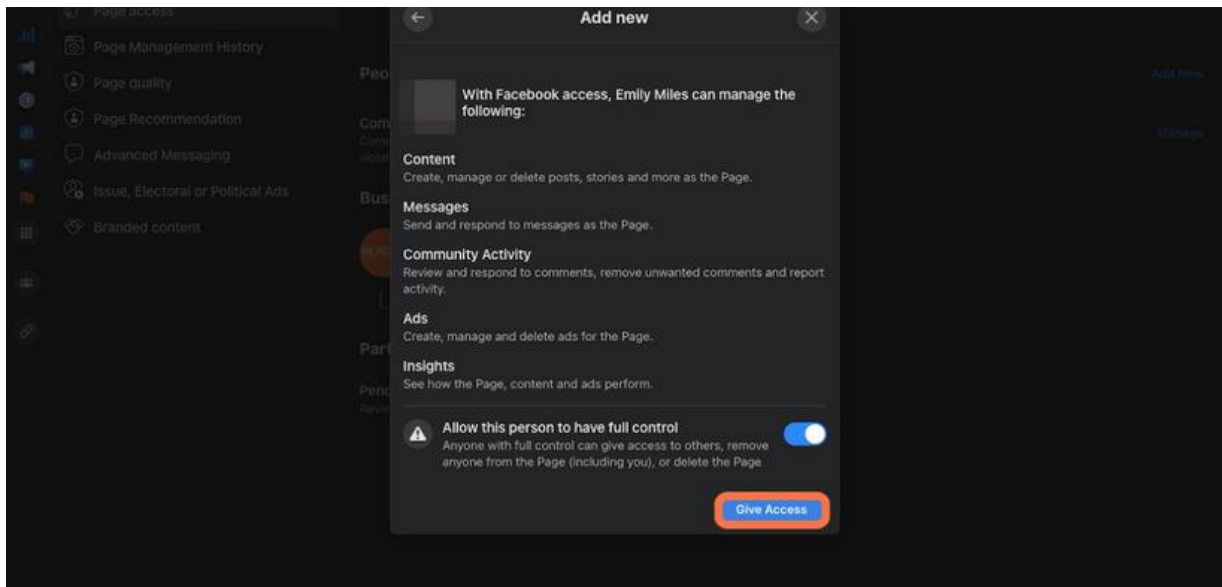You will put in search info provided by Beacon into the text box.

STEP 22

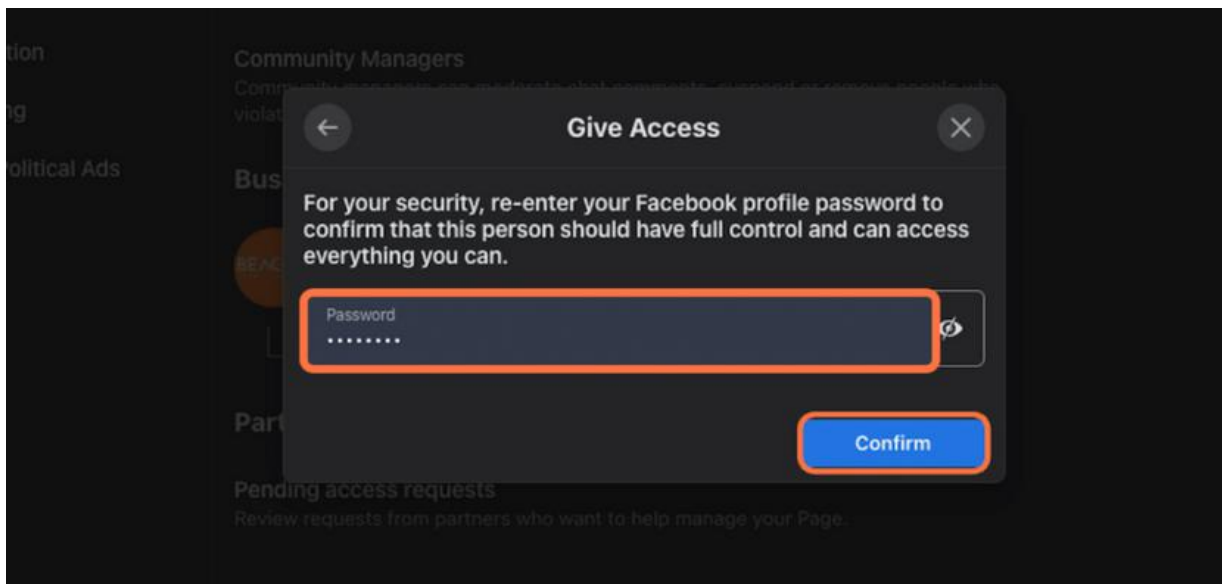Make sure to turn on "Allow this person to have full control"

STEP 23

Click "Give Access"
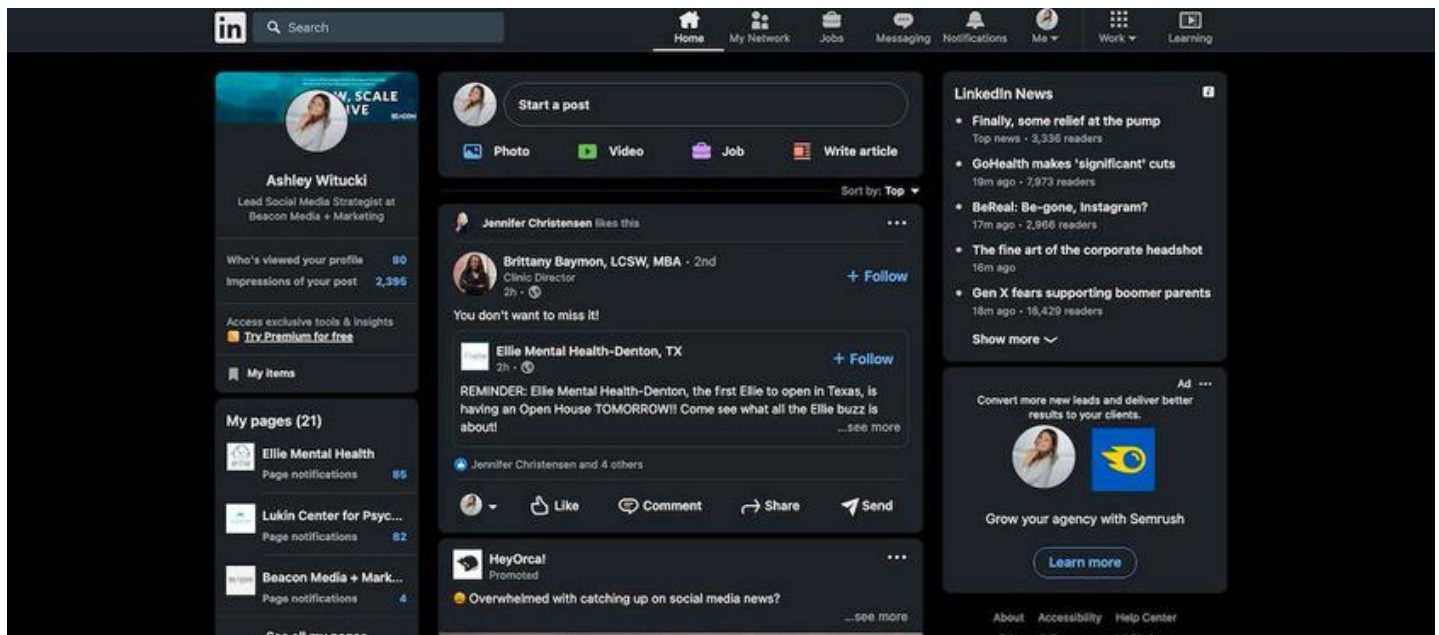

STEP 24

Type in password and select confirm

You're all done!

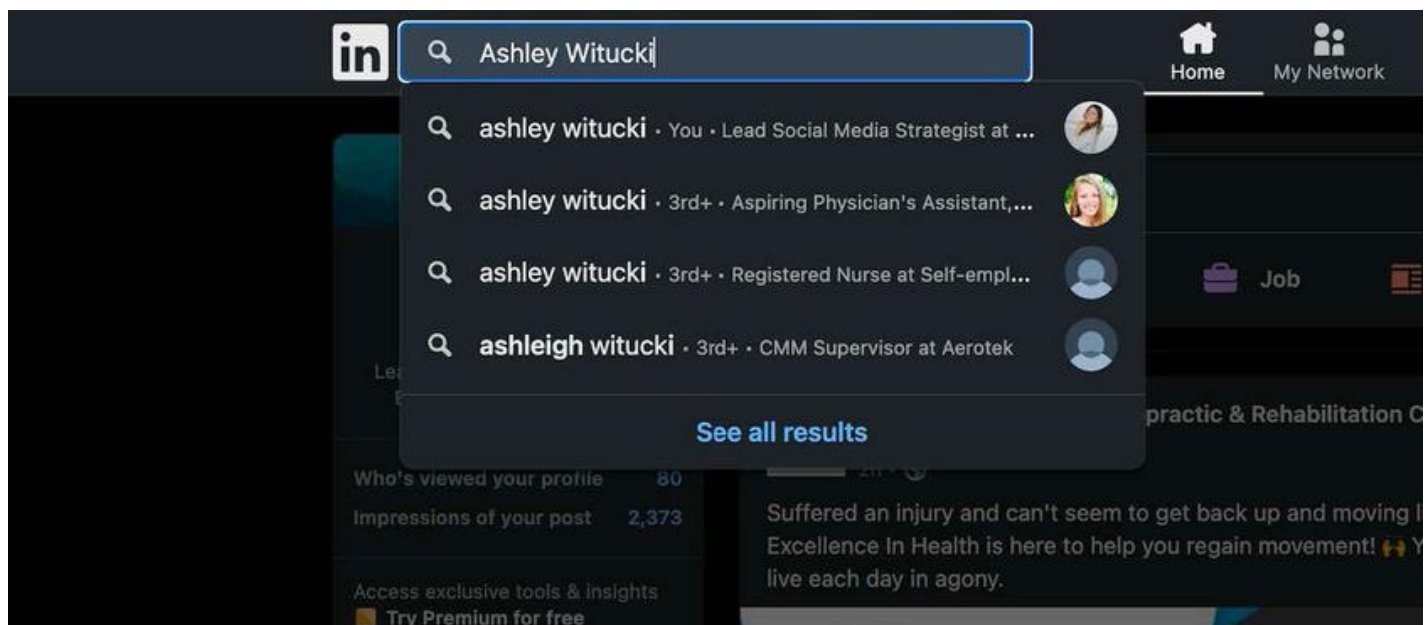# Adding our Social Media Strategist to Your LinkedIn

STEP 1
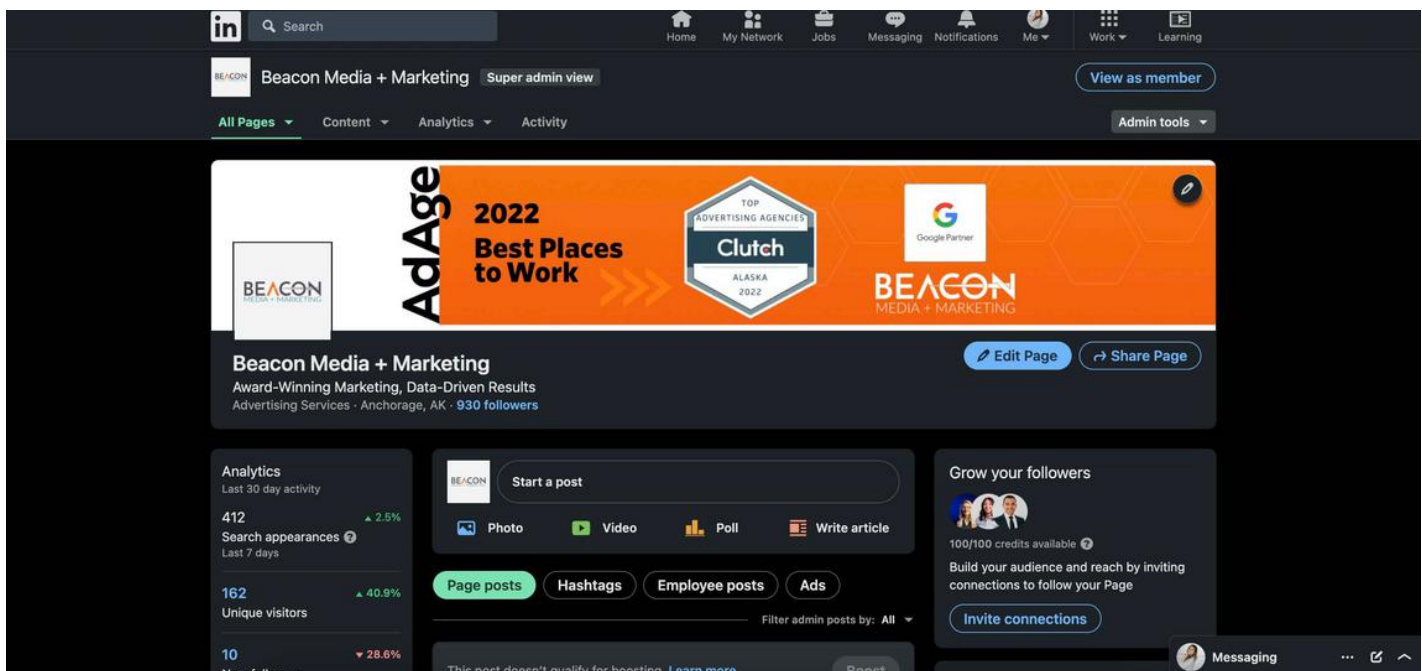
Start on your company's home page.

STEP 2

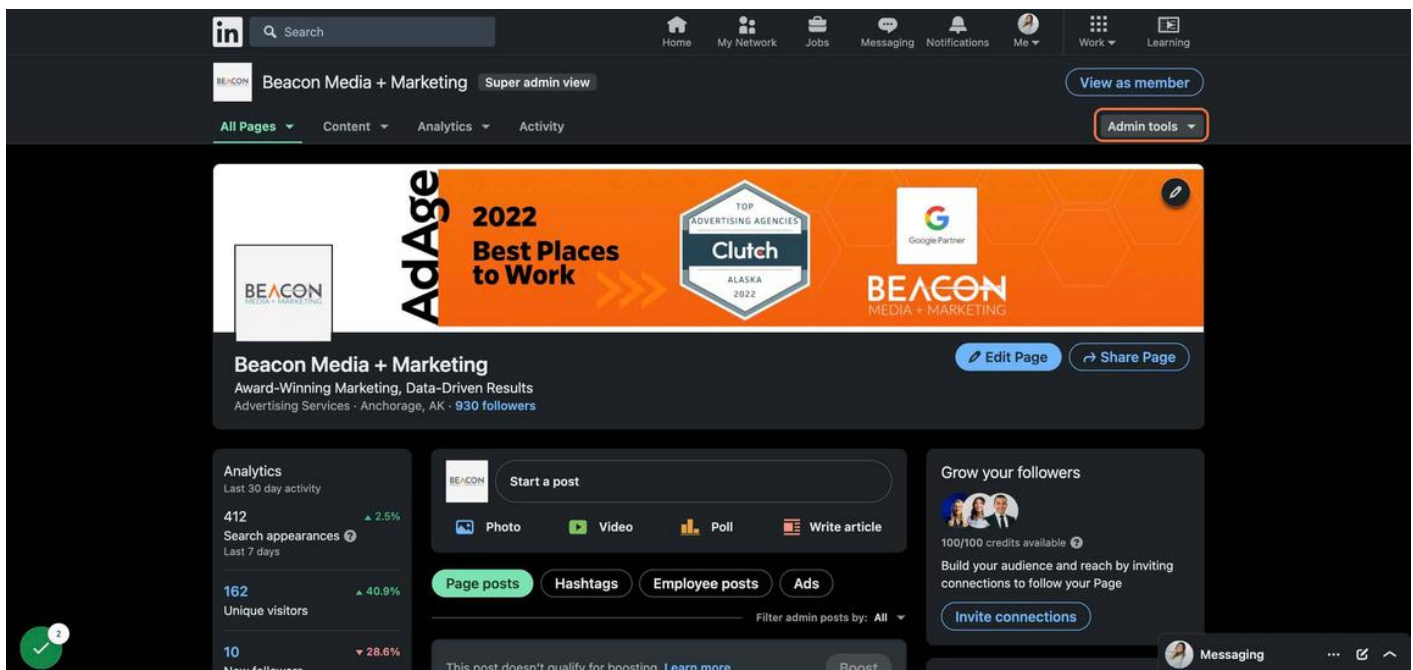Search and connect with our Lead Social Media Strategist, **Ashley Witucki**

STEP 3
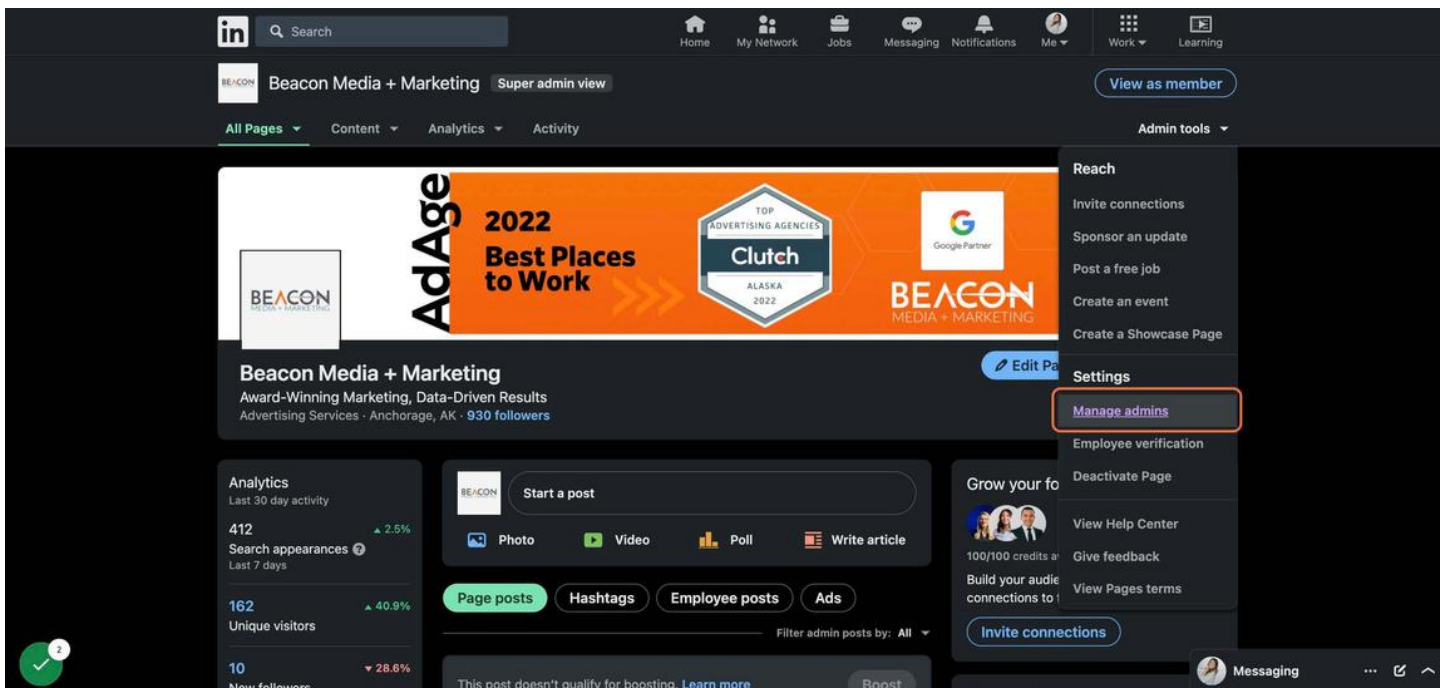Once you've connected with Ashley, head to your **company's profile page**

STEP 4
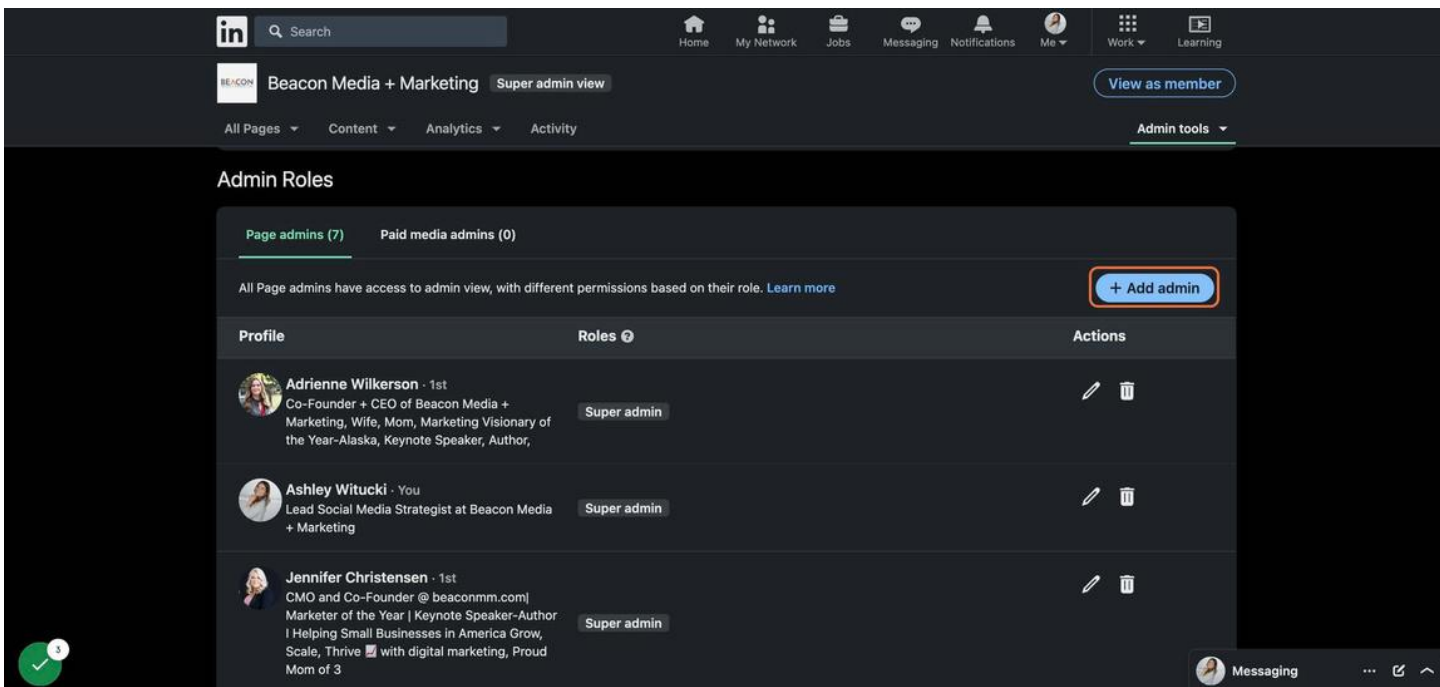Click on **Admin Tools** in the top right.

STEP 5

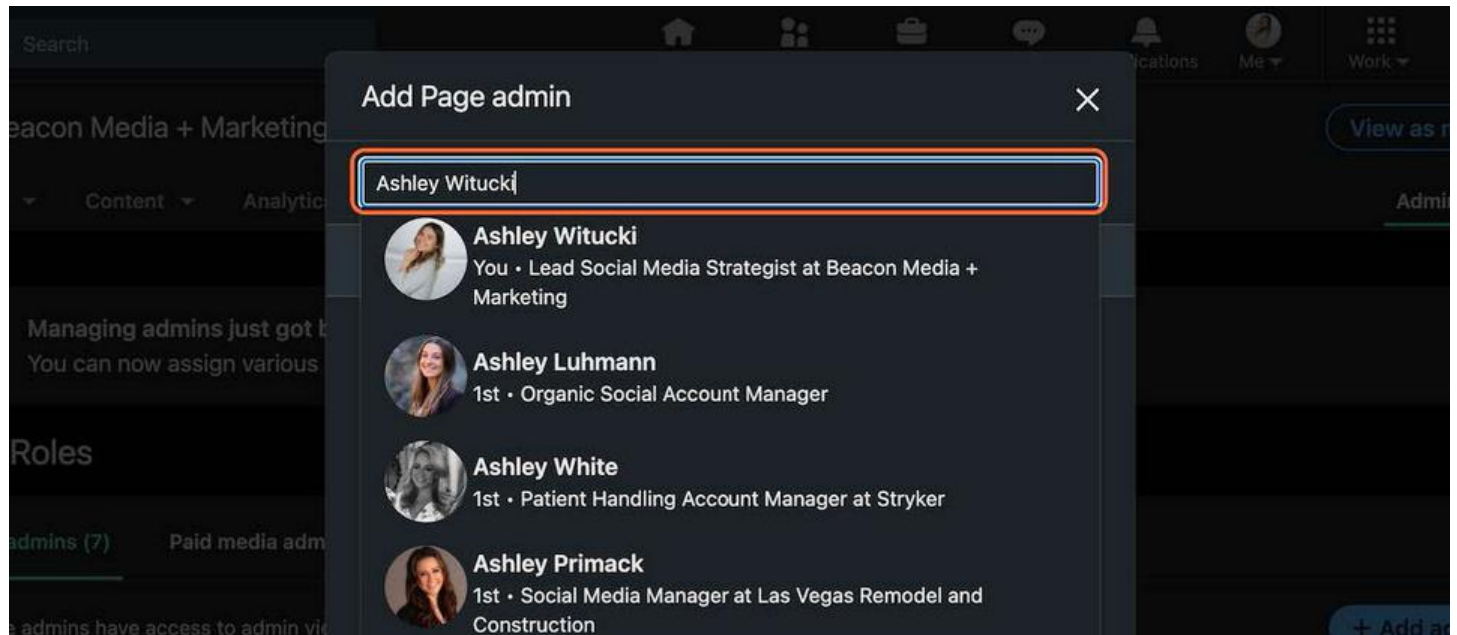Click on **Manage Admins** in the dropdown menu.
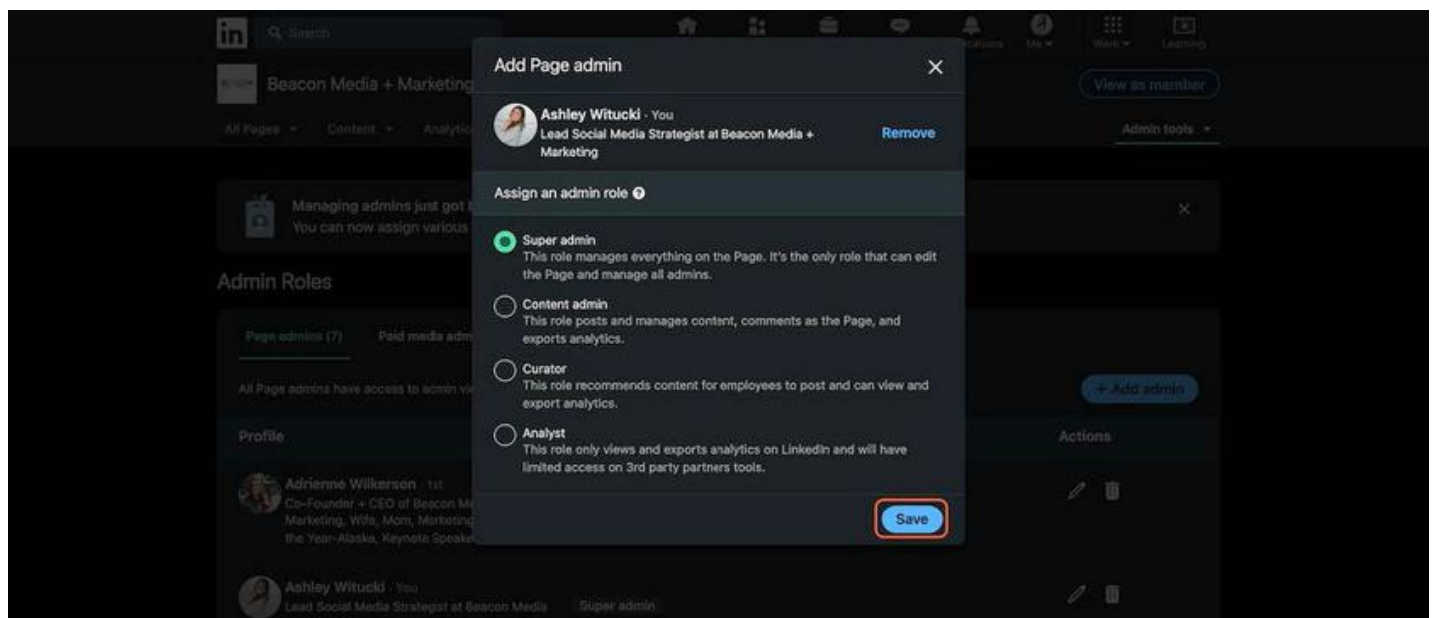

STEP 6

Click on **Add Admin**.

STEP 7

Type in our Lead 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!
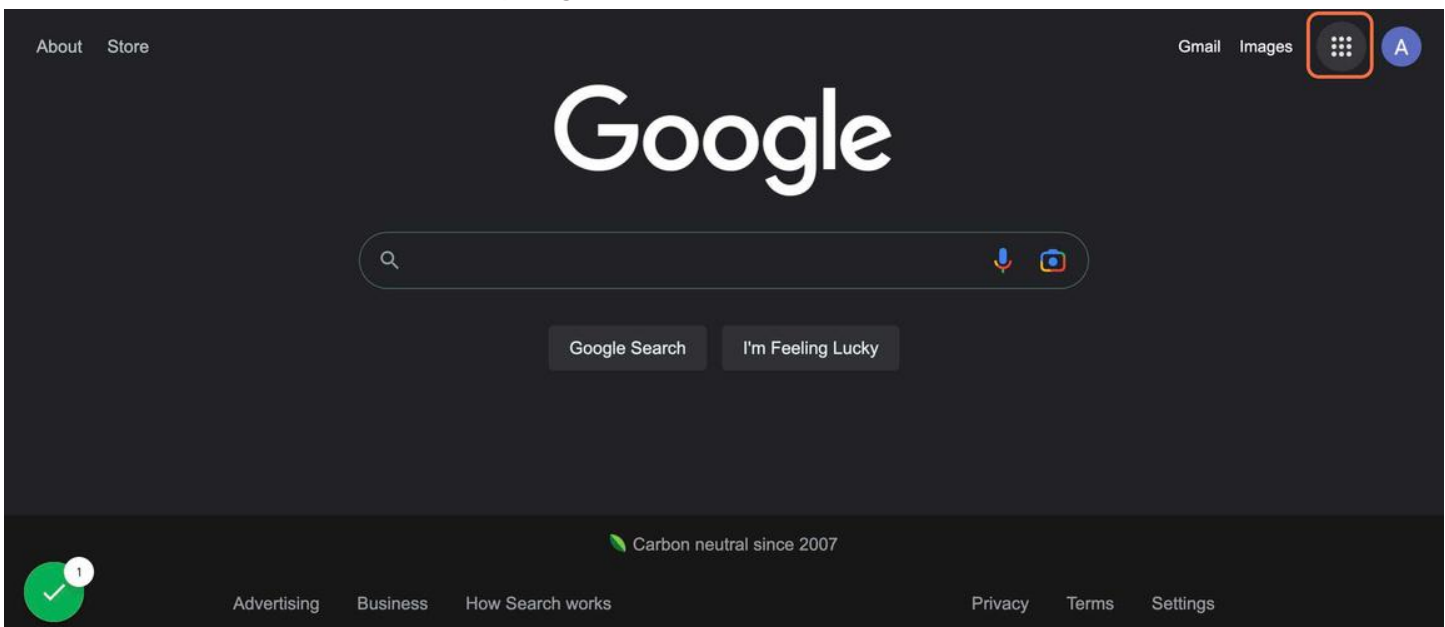

You're all done!

Adding Beacon to Your Google Business Profile (GBP)

STEP 1

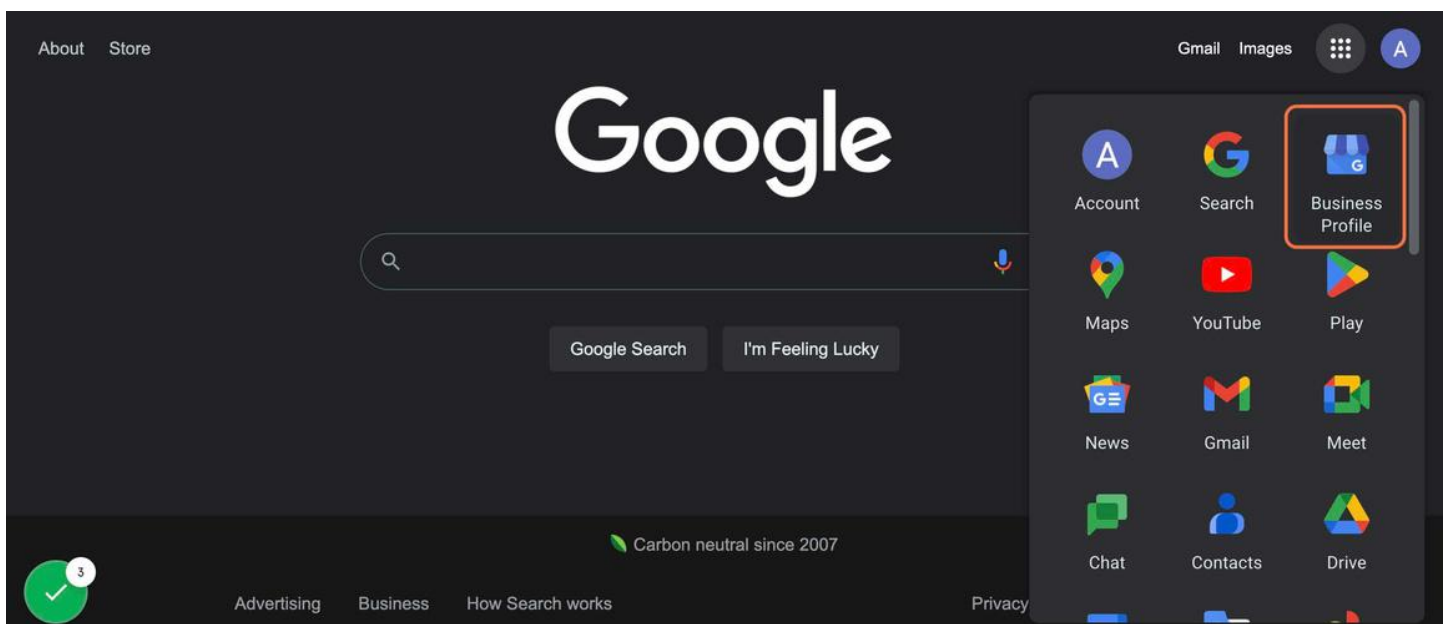Start on your company's **Google homepage** and make sure you are logged into your gmail account!

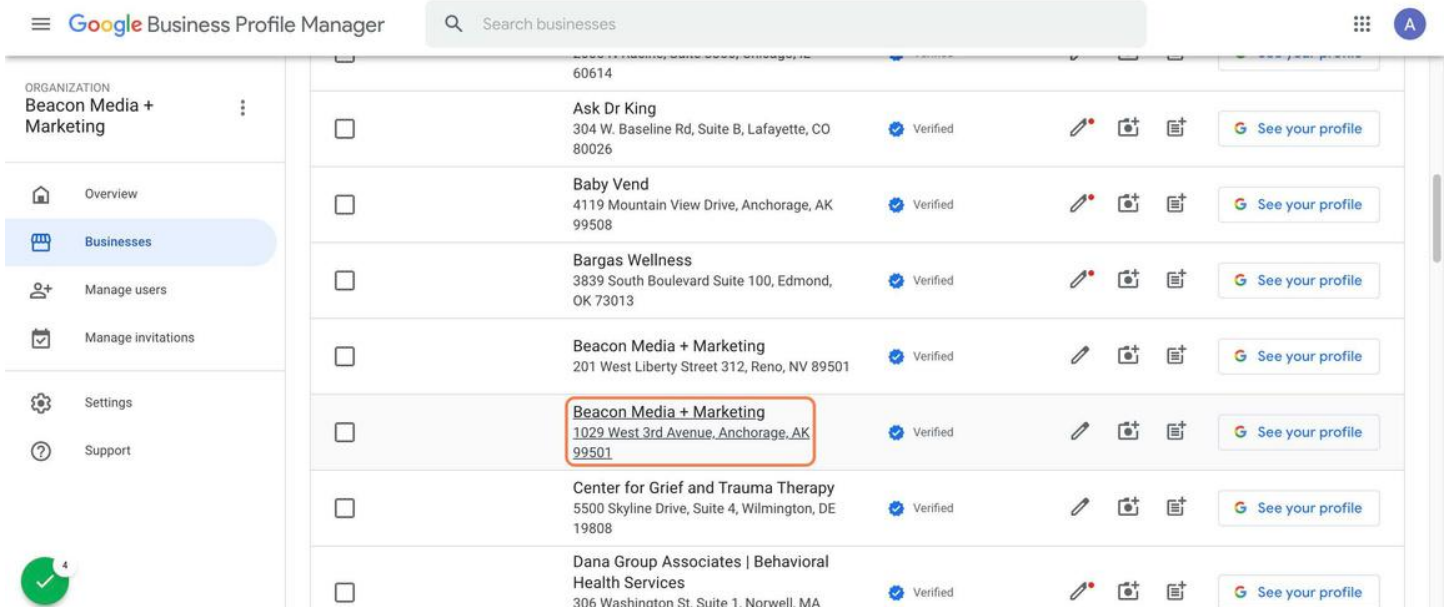## STEP 2

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

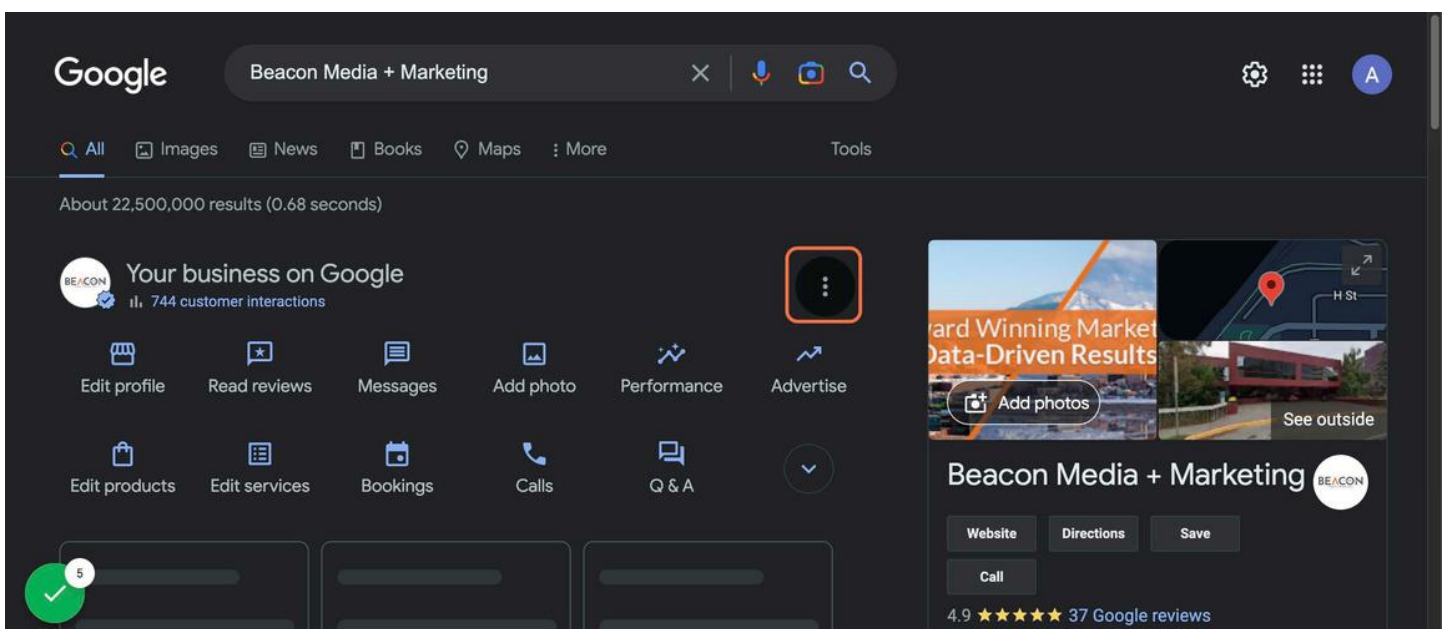## STEP 3

Click on **Business Profile**.

STEP 4

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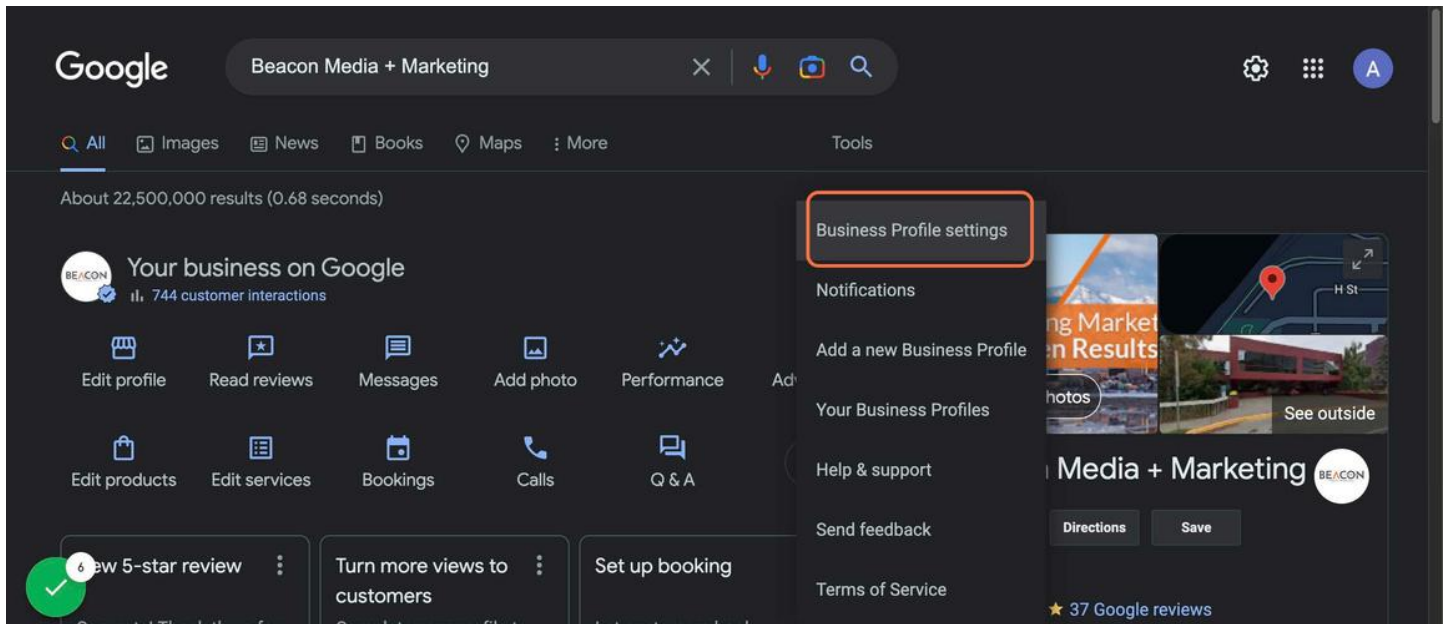

STEP 5

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.
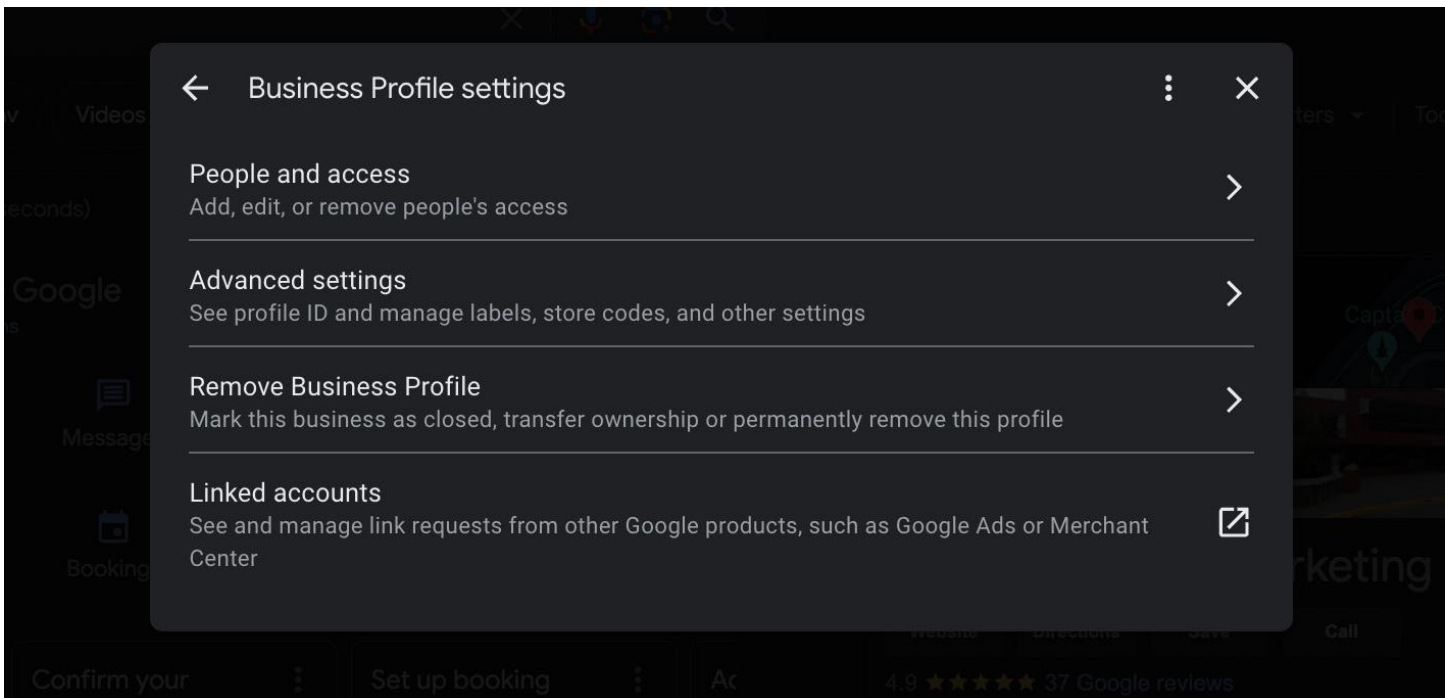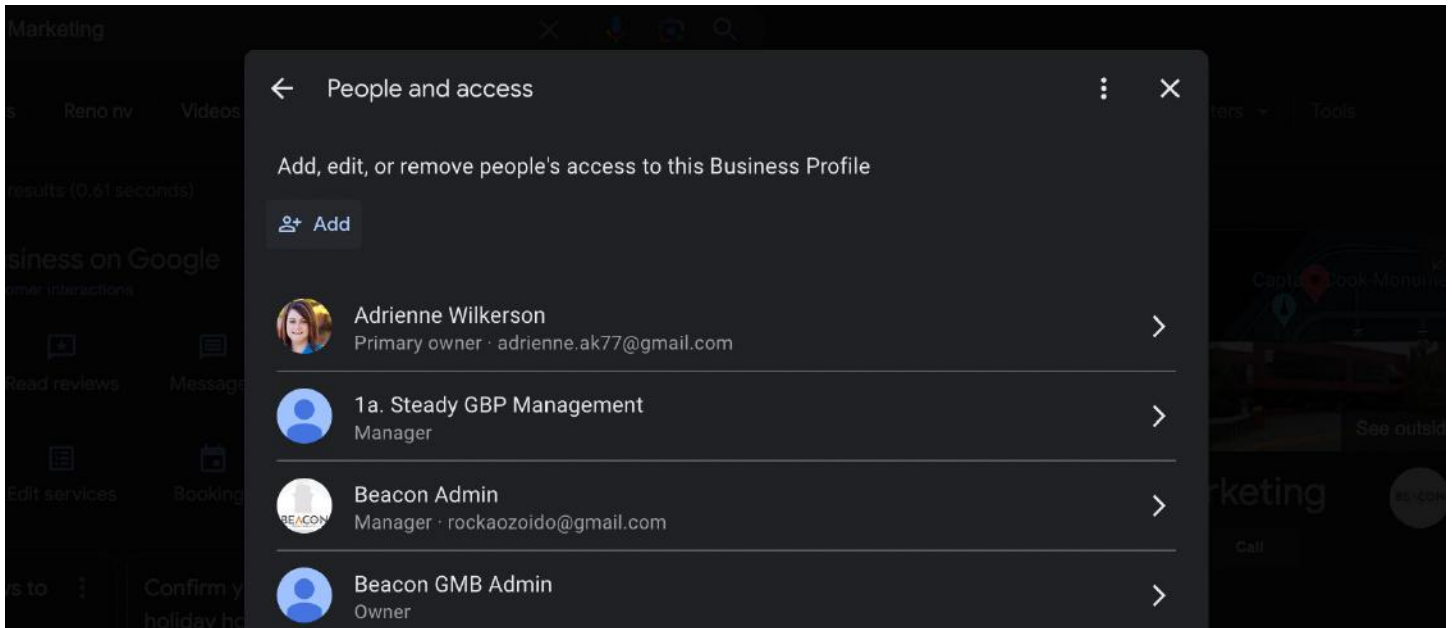
STEP 6

Click on **Business Profile settings**

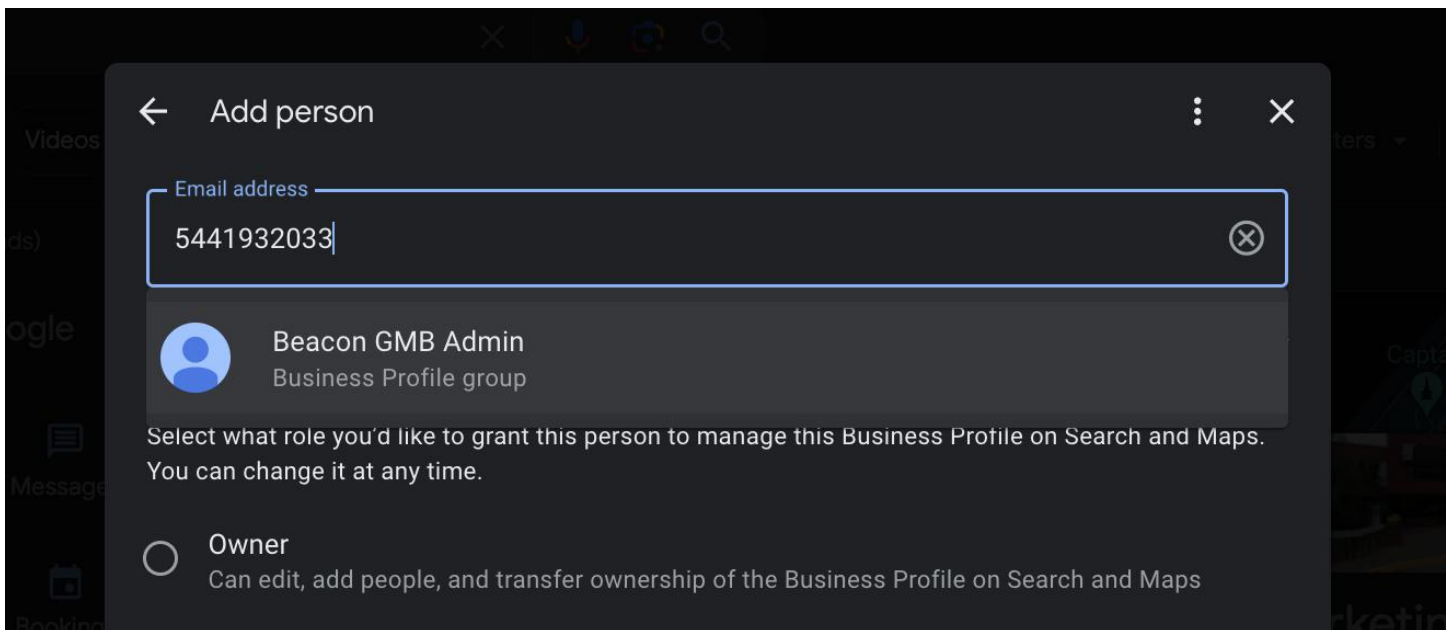## STEP 7

Click on **People and access**
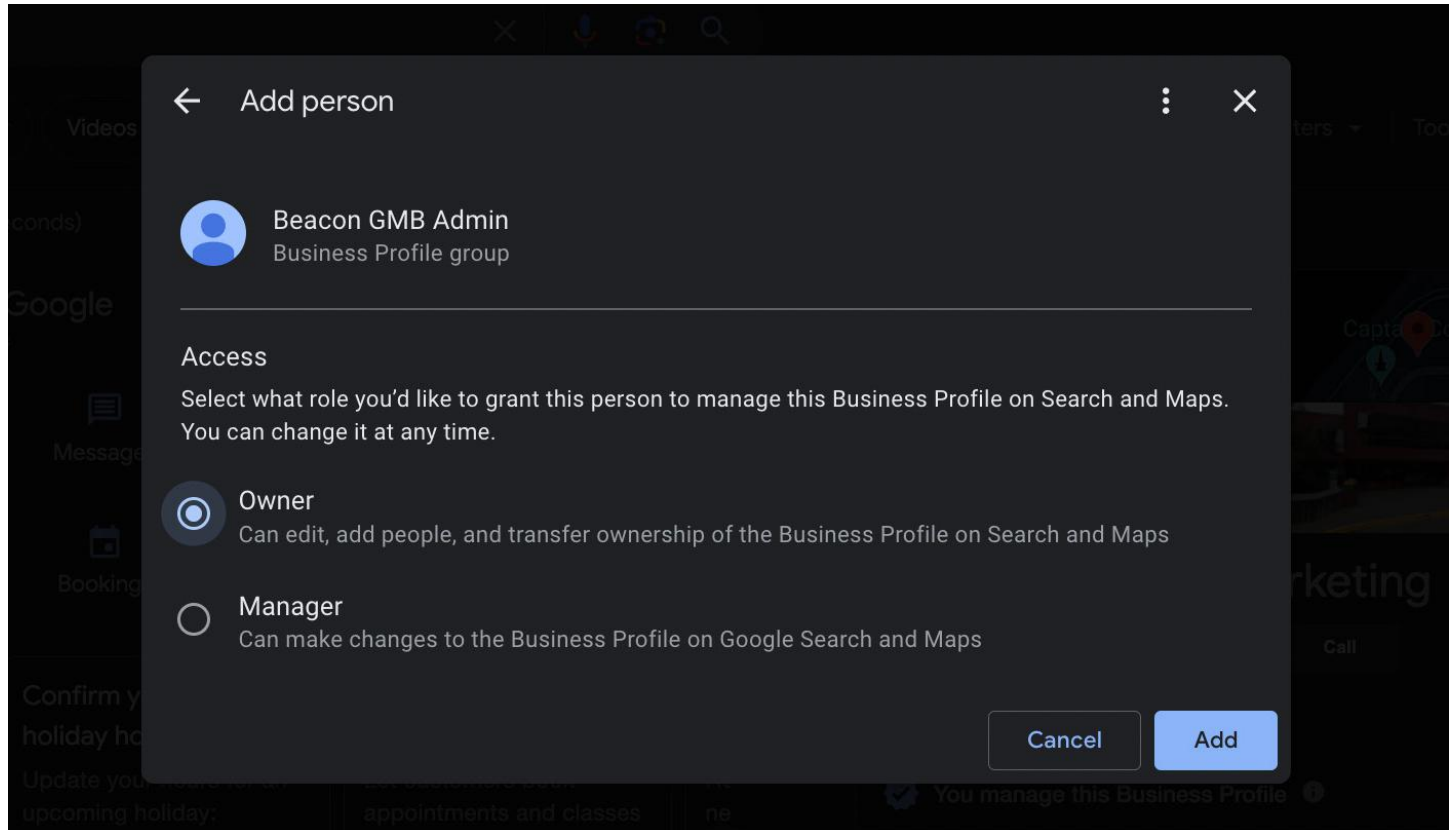
STEP 8

Click **Add**

STEP 9

For Non-Ellie clients, paste the code **"5441932033"** into the search bar.
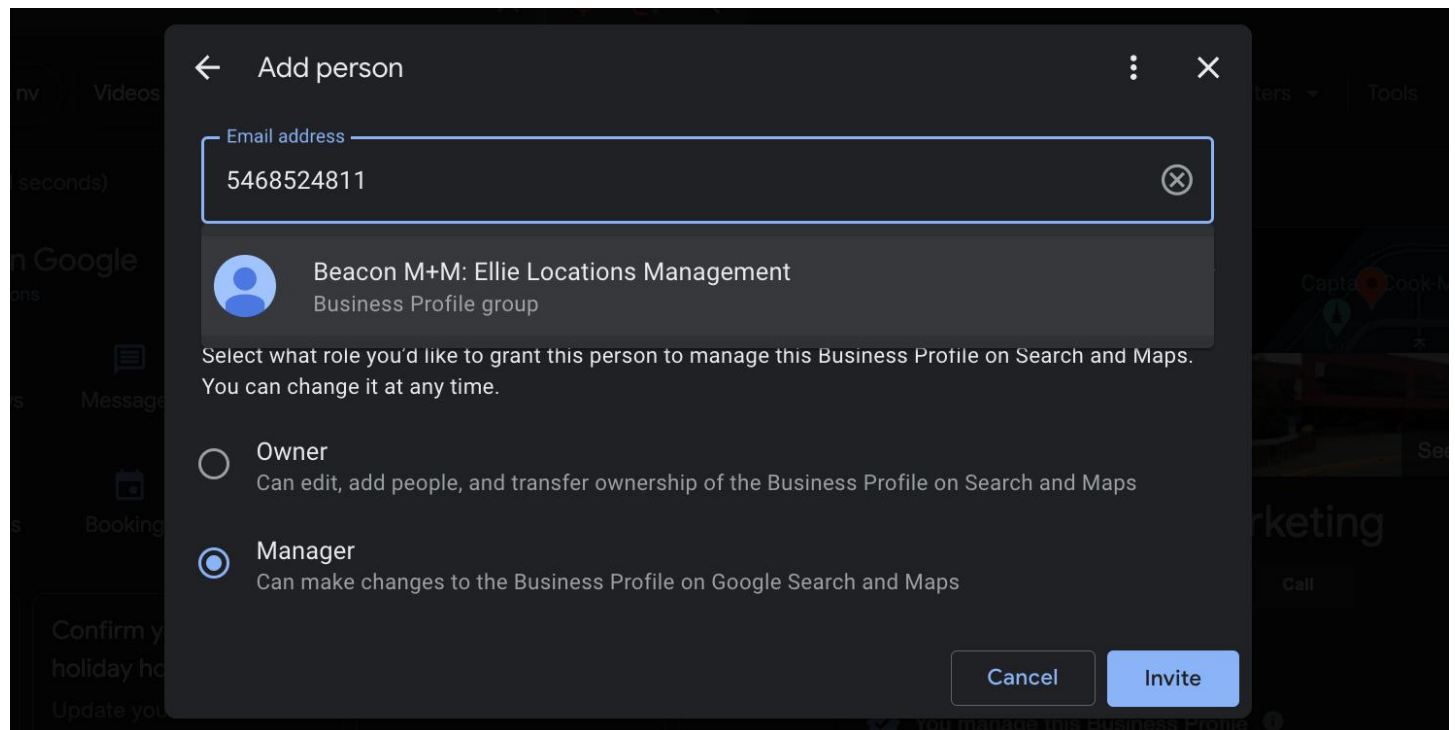**"Beacon GMB Admin"** should pop up within a few seconds

STEP 10

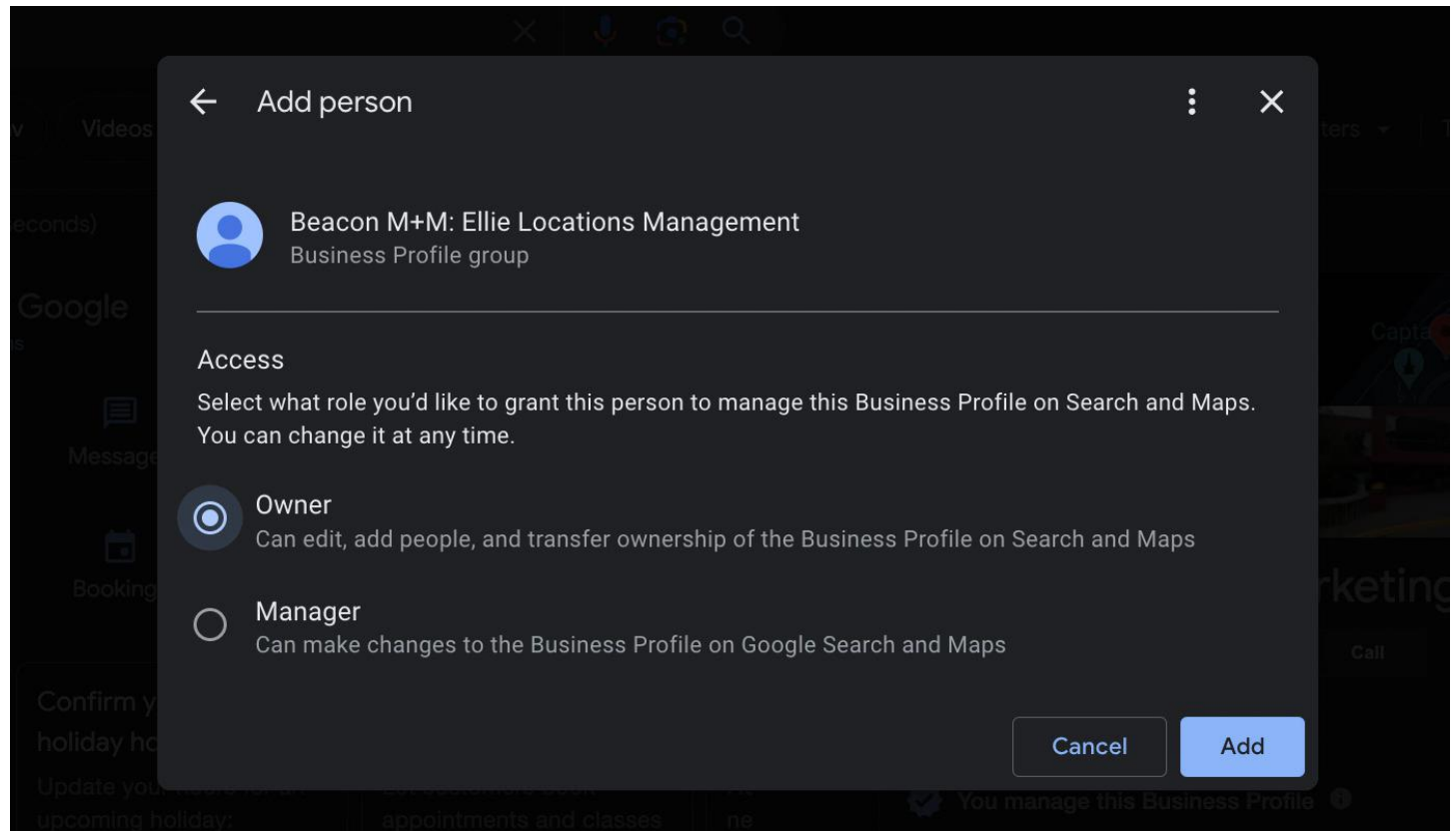Please be sure to add us as **"owner"**

STEP 11

For Ellie Zee's, paste the code "**5468524811**" into the search bar.
"**Beacon M+M: Ellie Locations Management**" should pop up within a few seconds

Please be sure to add us as **"owner"**

You're all done!