

## HOW TO ACCEPT & SEND FACEBOOK PAGE PARTNER REQUESTS – 12 Steps

1- **Sign in:** Log in from your personal account then type in [business.facebook.com](https://business.facebook.com) in your browser. You must have admin access to the business page you want to connect.

The screenshot displays the Meta Business Suite interface. On the left is a navigation sidebar with the following items: Home, Notifications, Ads Manager, Inbox, Content, Planner, Search, Settings, and Help. The main content area shows the Facebook page for 'Escape Quest Salem'. The cover photo depicts a person in a blue suit with a red and yellow shield emblem containing a red padlock. Below the cover photo, the page name 'Escape Quest Salem' is displayed, along with the text 'Edit Facebook Page | Connect Instagram' and 'Facebook followers 81'. At the bottom of the page, there are four buttons: 'Create post', 'Create ad', 'Create reel', and 'Create story', followed by a 'More' dropdown menu.

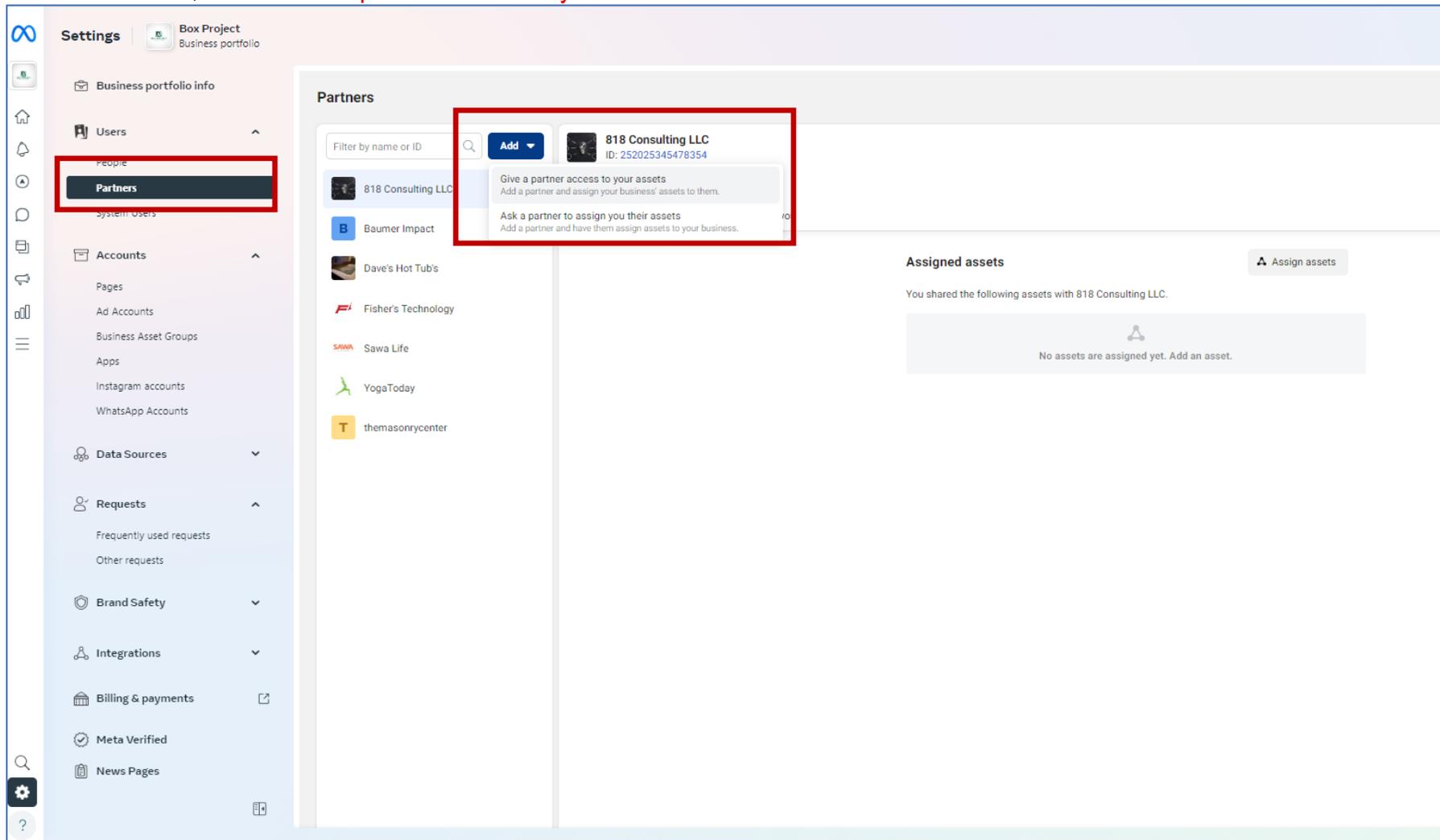
2- **Settings:** From the home page look for the 'Settings' icon at the bottom of your left-hand navigation.

The image shows the Meta Business Suite interface for the 'Escape Quest Salem' page. On the left, a navigation menu lists several options: Home, Notifications, Ads Manager, Inbox, Content, Planner, Search, Settings, and Help. The 'Settings' option is highlighted with a red rectangular box. The main content area displays the page's cover photo, which features a person in a blue superhero costume with a yellow shield on the chest containing a red padlock. Below the cover photo, the page name 'Escape Quest Salem' is visible, along with a link to 'Edit Facebook Page | Connect Instagram' and a follower count of 81. At the bottom of the page, there are buttons for 'Create post', 'Create ad', 'Create reel', 'Create story', and a 'More' dropdown menu.

**3- Accepting Requests:** From settings, look for the 'Requests' icon and select 'Other Requests'. Here you will see your received partner requests. The name will be BM Partner Connect. Click 'Approve'

The screenshot displays the Facebook Business Settings interface. On the left, the 'Requests' menu is expanded, and 'Other requests' is selected. The main content area shows a request for access to a page. The request is from Jaime Sommerhalter (jommerhalter@unified.com) on behalf of IHM Digital Business. The request is dated September 10, 2024, at 9:53 PM - US. The page being requested is News Radio 1290 WNBK. The interface includes 'Decline' and 'Approve' buttons, with the 'Approve' button highlighted by a red box. A warning message states: 'Only allow access to people and businesses you trust. Not sure?'

4- **Sending Requests:** You can also send us a request by going to 'Partners' on the left-hand navigation and selecting the blue 'Add' icon. Next, select 'Give a partner access to your assets'.



5- **Find Partner:** Search for PARTNER ID: **119081308775163** (TownsquareIgnite)

- Business portfolio info
- Users
- Partners
- Accounts
- Data Sources
- Requests
- Brand Safety
- Integrations
- Billing & payments
- Meta Verified
- News Pages

### Partners

- Filter by name or ID  Add
- 818 Consulting LLC
  - Baumer Impact
  - Dave's Hot Tub's
  - Fisher's Technology
  - Sawa Life
  - YogaToday
  - themasonrycenter

**818 Consulting LLC**  
ID: 252025345478354

Assign assets

Assets you assigned | Assets assigned to you

**Add a new partner**

Setup

Add a new partner to give them access to work on Pages, Instagram accounts and other business assets in your business portfolio. The assets will remain in your portfolio, and partners will only be able to work on tasks you assign to them.

They may be able to use an API to manage the assigned tasks.

Partner business ID

Cancel Next



6- **Select Access Level:** Next select the page you want to grant access to & choose the option 'Partial Access' as well as 'Leads' using the radio buttons.

The screenshot displays the Facebook Business Manager interface. On the left, the 'Settings' sidebar is visible, with 'Partners' selected. The main area shows the 'Partners' section for '818 Consulting LLC'. A dialog box titled 'Assign assets and permissions' is open, showing a list of assets and a permissions configuration panel. The 'Assign permissions' panel is highlighted with a red box, and a red arrow points to the 'Leads' radio button, which is selected. The 'Leads' option is described as 'Access and manage leads, including downloading leads, creating lead ads and more.' Other options include 'Revenue' (unselected), 'Partial access (business tools and Facebook)' (unselected), and 'Full control (business tools and Facebook)' (unselected). The 'Save changes' button is visible at the bottom right of the dialog.

## 7- After sending Partnership request, Click Menu, then Partnership Ads Hub

The image shows the 'All tools' menu in the Meta Business Suite. At the top right, there is a search bar containing 'Meta Business Suite' and a close button. Below this, the menu is organized into several sections:

- Recently used:** A row of six icons with labels: Ads Manager, Ads Reporting, Business Support..., Settings, Creative Hub, and Commerce Manager.
- Manage:** A vertical list of 12 items: Business Support Home, Apps, Billing & payments, Brand safety and suitability, Business Apps, Store Locations, Collaboration Center, File Manager, Instant Forms, Invoices, Marketing Solutions, Media Library, and Settings.
- Advertise:** A vertical list of 10 items: Ad account settings, Ads, Ad limits per Page, Ads Manager, Advertising settings, Audiences, Automated rules, Campaign Planner, Creative Hub, and Events Manager. The 'Partnership Ads Hub' item is highlighted with a yellow background.
- Analyze and report:** A vertical list of 1 item: Ads Reporting.

## 8- Click “Add Partnership”

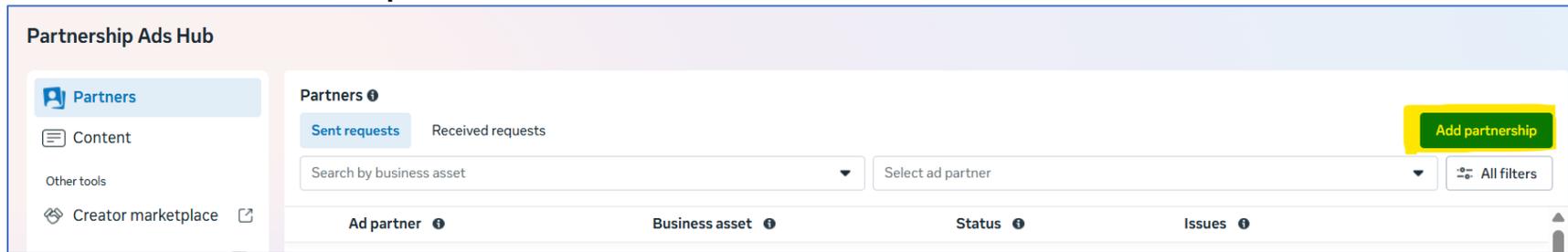
Partnership Ads Hub

**Partners** ⓘ

Sent requests Received requests **Add partnership**

Search by business asset ▼ Select ad partner ▼ All filters

Ad partner ⓘ	Business asset ⓘ	Status ⓘ	Issues ⓘ
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The image shows a screenshot of the 'Partnership Ads Hub' interface. On the left, there is a navigation menu with 'Partners' selected, and other options like 'Content', 'Other tools', and 'Creator marketplace'. The main area is titled 'Partners' and has two tabs: 'Sent requests' (active) and 'Received requests'. A yellow 'Add partnership' button is located in the top right corner of the main area. Below the tabs, there are two search filters: 'Search by business asset' and 'Select ad partner', both with dropdown arrows. To the right of these filters is a button labeled 'All filters'. At the bottom, there is a table header with four columns: 'Ad partner', 'Business asset', 'Status', and 'Issues', each with an information icon (i) to its right.

9- Select Ad Partner: Enter the **Townsquare Media Station Page ID** that the ads will be partnered with

- the Station Page ID will be provided by your Townsquare team (seller or Digital Campaign Manager)

### Add partnership

- Select ad partner
- Select business a...
- Review request
- Done

### Select ad partner

Partner with creators to grow brand awareness, reach new audiences and drive sales. Partnership ads run with a header that features both you and your ad partner's Facebook Pages or Instagram accounts.

Search a creator's Facebook Page or Instagram account

🔍 211698035355049

 Fun 94.7  
@fun94.7

Done

Next

10- Select **Your** page that is partnering with the Station page:

### Add partnership

- Select ad partner
- Select business a...**
- Review request
- Done

### Select business asset

Select the account you want to use to partner with the creator.

Select business asset

Q |

-  98.1 KHAK  
@98.1\_khak
-  Hot 107.9  
@1079ishot
-  101.9 The Rock  
@101.9therock
-  99.5 The Apple  
@kapl.995apple

Done

Previous Next

## 11- Click Send Request:

### Add partnership

- Select ad partner
- Select business a...
- Review request
- Done

### Review request ✕

Review your ad partnership request. Ads will feature the partner and the business asset in the ad's header, with the ability to customize the order.

Ad partner	Business asset
 Fun 94.7 @fun94.7	 98.1 KHAK @98.1_khak

When you send this request, the creator will also be able to add you to their branded content.

[Previous](#) [Send request](#)

## 12- Click 'Done'

- Please note - if your ads will Partner with more than one TSM Station, you will need to click 'Add Another Partnership,' and repeat the above steps with the additional station

