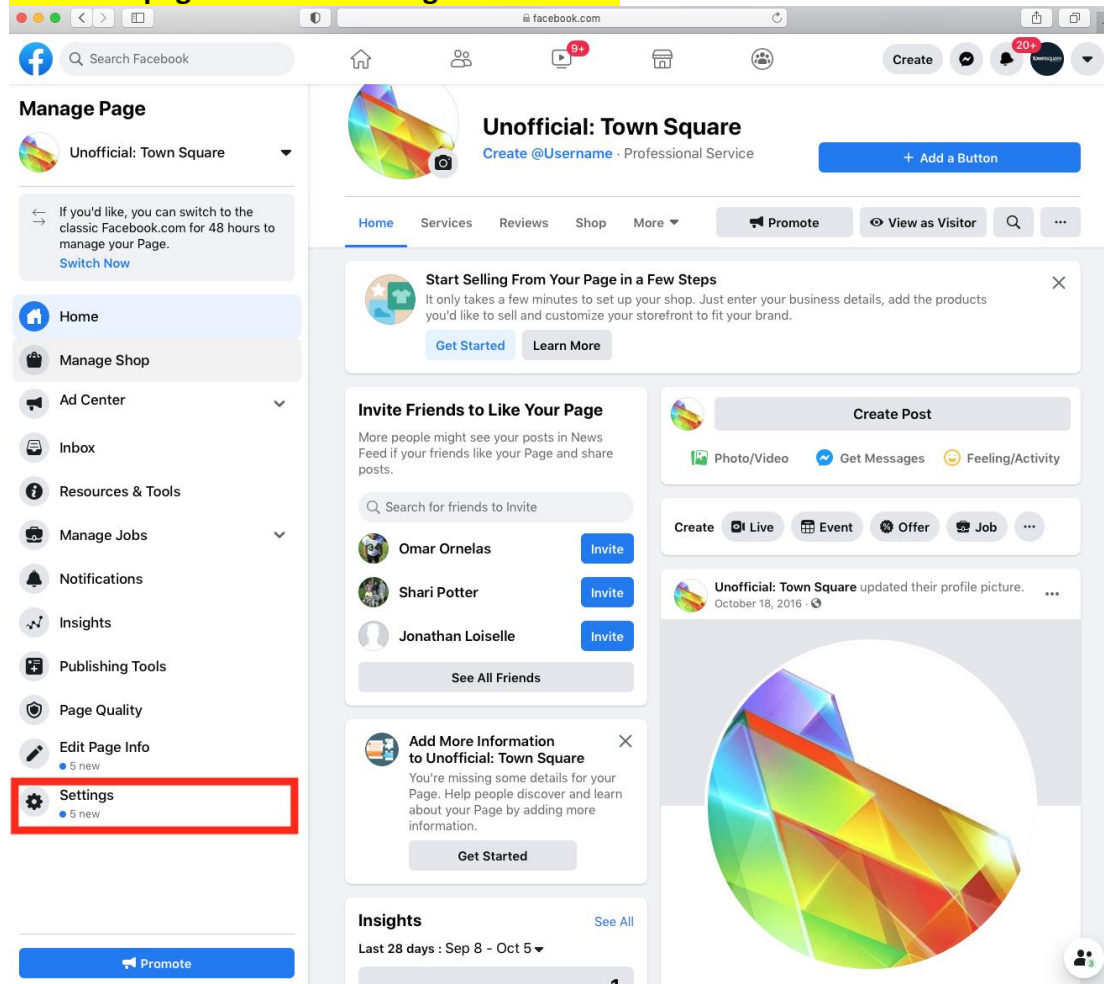


Notes:

- Client must be using a desktop/laptop (no kind of mobile device)
- Client must be an admin of the page in order to see our request
- If there is another business manager already on the page that the admin doesn't have access to, they won't be able to see Townsquare's pending request

Step 1: Log into the personal account that has admin access to the business page, and go to the business Facebook page. Click on "settings" on the left.



Step 2: Click on "Page Roles" on the left hand side.

Unofficial: Town Square > Page Settings

Page Settings

Search Page Settings

- General
- Messaging
- Page Info
- Templates and Tabs
- Event Ticketing
- Notifications
- Advanced Messaging
- Page Roles**
- People and Other Pages
- Preferred Page Audience
- Issue, Electoral or Political Ads
- Ad Limits
- Branded Content
- Instagram
- WhatsApp
- Featured
- Crossposting
- Page Support Inbox

Page Visibility	Page published	Edit
Visitor Posts	Anyone can publish to the Page. Anyone can add photos and videos to the Page.	Edit
Post and Story Sharing	Post sharing to Stories is On	Edit
Audience Optimization for Posts	The ability to select News Feed targeting and restrict the audience for your posts is turned off	Edit
Messages	People can contact my Page privately.	Edit
Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
Others Tagging this Page	People and other Pages can tag my Page.	Edit
Country Restrictions	Page is visible to everyone.	Edit
Age Restrictions	Page is shown to everyone.	Edit
Page Moderation	No words are being blocked from the Page.	Edit
Profanity Filter	Turned off	Edit
Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
Translate Automatically	Your posts may show translations automatically for people who read other languages.	Edit
Comment Ranking	Most recent comments are shown for my Page by default.	Edit
Content Distribution	Downloading to Facebook is allowed.	Edit
Download Page	Download Page	Edit
Merge Pages	Merge duplicate Pages	Edit
Remove Page	Delete your Page	Edit

About Create Ad Create Page Developers Careers Privacy Cookies Ad Choices Terms Help

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3

Step 3: Click "Respond to Request" under pending partnership requests.

Unofficial: Town Square > Page Settings

Page Settings

Search Page Settings

- General
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Page Roles

Everyone who works on your Page can have a different role depending on what they need to work on. [Learn More](#)

Sections

- [Assign a New Page Role](#) [Jump to Section](#)
- [Pending Partner Requests](#) [Jump to Section](#)
- [Existing Page Roles](#) [Jump to Section](#)

Assign a New Page Role

Type a name or email [Editor](#) [Add](#)

Can publish content and send Messenger messages as the Page, respond to and delete comments on the Page, create ads, see who created a post or comment, post from Instagram to Facebook, and view insights. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.

Pending Partner Requests

Accept or decline requests from businesses who have asked to work on your page. If you approve the request, they'll be able to assign these permissions to other people in their business to help you manage your page.

 **Townsquare Interactive**
Permissions requested: Admin, Editor, Moderator, Advertiser, Analyst, Custom

[Respond to Request](#)

Existing Page Roles

Admin

Can manage all aspects of the Page. They can publish and send Messenger messages as the Page, respond to and delete comments on the Page, post from Instagram to Facebook, create ads, see who created a post or comment, view insights, and assign Page roles. If an Instagram account is connected to the Page, they can respond to and delete comments, send Direct messages, sync business contact info and create ads.


 **Town Square**
Admin

[Edit](#)

Step 4: Click "Continue".

A Business Account Requested Access to Your Page ✕

Review this information about the business account requesting access to your page. Use caution accepting requests from people you don't know because depending on the permissions granted, this business would be able to remove you from your page.
[Learn more](#)

 **Townsquare Interactive**
Created on September 13, 2017

Business Verification ⓘ

● Unverified

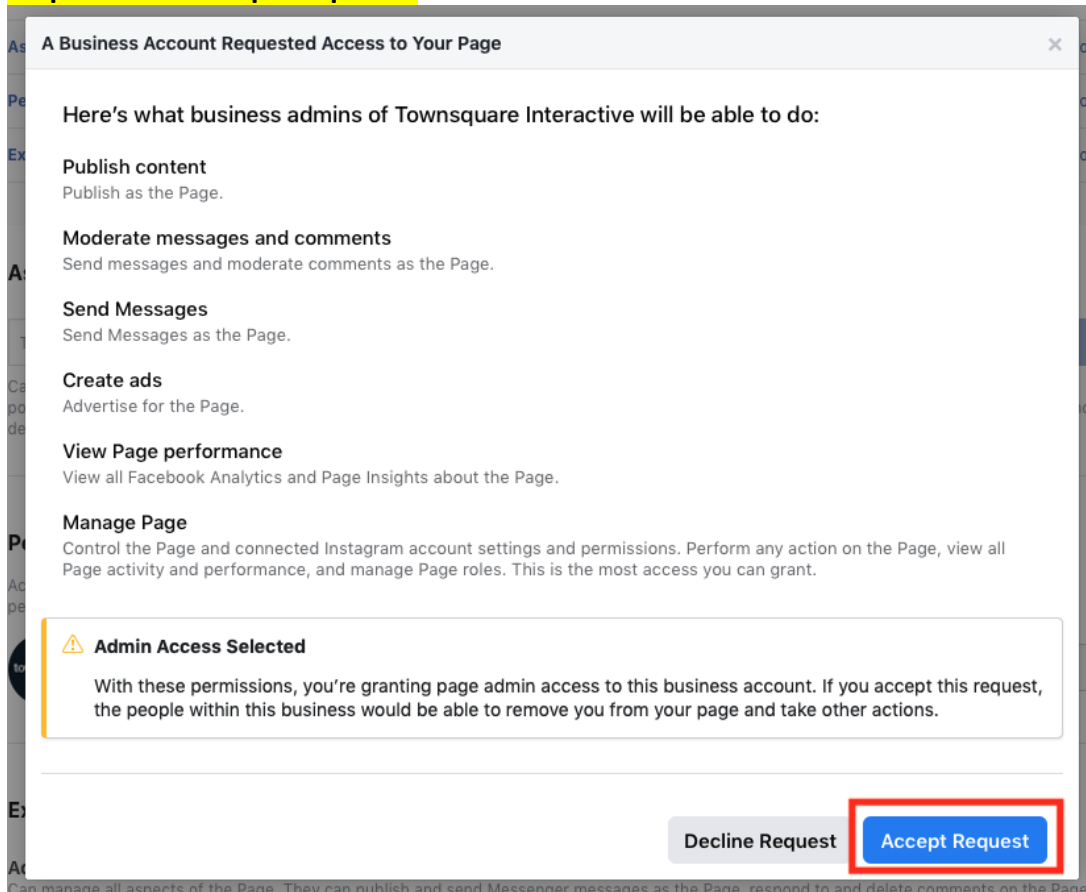
Facebook has not verified the details of this business. Remember to only grant permissions to people you know and trust.

Page Information

The Primary Page for this business account is [Townsquare Social Team](#).

[Report Suspicious Business](#) [Cancel](#) [Continue](#)

Step 5: Click "Accept Request".



A Business Account Requested Access to Your Page

Here's what business admins of Townsquare Interactive will be able to do:

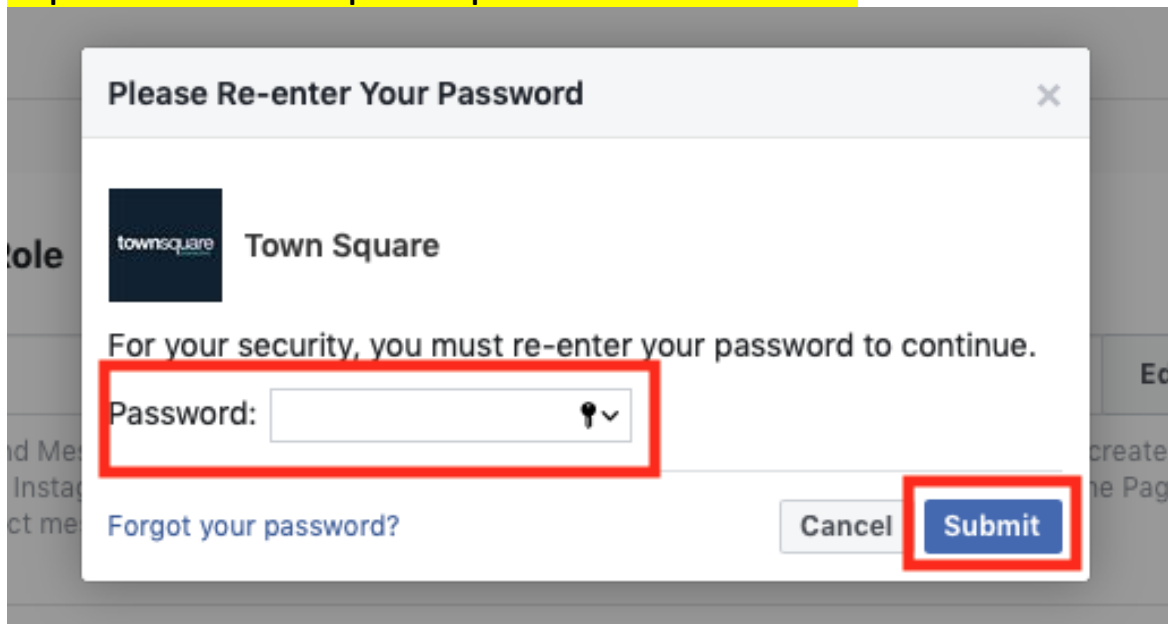
- Publish content**
Publish as the Page.
- Moderate messages and comments**
Send messages and moderate comments as the Page.
- Send Messages**
Send Messages as the Page.
- Create ads**
Advertise for the Page.
- View Page performance**
View all Facebook Analytics and Page Insights about the Page.
- Manage Page**
Control the Page and connected Instagram account settings and permissions. Perform any action on the Page, view all Page activity and performance, and manage Page roles. This is the most access you can grant.

Admin Access Selected

With these permissions, you're granting page admin access to this business account. If you accept this request, the people within this business would be able to remove you from your page and take other actions.

Decline Request **Accept Request**

Step 6: Enter the admin's personal password and click "submit".



Please Re-enter Your Password

townsquare Town Square

For your security, you must re-enter your password to continue.

Password:

[Forgot your password?](#) **Submit**