



Facebook

Step 1: Log into Facebook Business Manager

- Go to [Facebook Business Manager](#).
- Log in with your Facebook account credentials.

Step 2: Open the Business Page & Settings

- From the left column drop down menu, click into Placer County Wine
- Click on the **Settings Wheel** in bottom left corner.

Step 3: Navigate to Users

- In the left-hand menu, click on **People** under the **Users** section.

Step 4: Add a New User

- Click the **Add** button (blue button) in the top right corner.
- Enter the email address of the person you want to give admin access to.
(Jessica@leftcoastmarketing.com & Dan@leftcoastmarketing.com)

Step 5: Assign Admin Role

- Choose the role for the person:
 - Select **Admin Access** if you want to give them full control.
 - Click **Next**.

Step 6: Assign Assets

- Assign the assets you want the new admin to manage (e.g., pages, ad accounts).
- For each asset, assign the appropriate permissions (e.g., full control, limited access).
- Include full access to your **Ads Account**
- Click **Invite**.

Step 7: Confirm Invitation

- The person you added will receive an invitation via email.

- They need to accept the invitation to gain access to your business account.

Once they accept, they'll have admin rights to the assets you assigned. That's it!