



VFW Auxiliary

Welcome!

Online 
Auxiliary  Academy



VFW Auxiliary

How to Add or Remove an Administrator on Your Auxiliary or Department Facebook Page



VFW Auxiliary

Note: It is vital to have two people in your Auxiliary be an Administrator of the Auxiliary Facebook page.

Please note: Two people should have FULL ADMIN RIGHTS, not one as an Admin, and the other as an Editor or Moderator. Two people should have FULL ADMIN RIGHTS.

Why? Because an Editor or Moderator doesn't have full access to the Facebook page. In the instances of discontinued membership, injury or death, if there is only one Admin and this occurs to them, no one else can add another member as an Admin and the Auxiliary page is essentially null and void.

(This happened to a Department page and they had to start a new page, losing all their Department fans and history. Don't let this happen to your Auxiliary!)



VFW Auxiliary

To post as your Auxiliary, go to your Personal Profile Page and select the **UPSIDE DOWN TRIANGLE** at the top of the page.

A drop down menu will display.

Under **"Your Pages,"** select your Auxiliary.
(i.e. VFW Auxiliary 12345)

The screenshot shows a Facebook profile for Megan Sanchez. The top navigation bar includes the name 'Megan Sanchez', 'Home', 'Find Friends', and a dropdown menu icon. A red arrow points to this icon. The dropdown menu is open, displaying 'Your Pages:' with three entries: 'VFW Auxiliary-National...', 'VFWAuxiliary123456', and 'VFW Auxiliary 12345'. Below these are various options like 'Create Page', 'Manage Pages', 'Create Group', 'Manage Groups', 'Create Fundraiser', 'Create Ads', 'Manage Ads', 'Activity Log', 'News Feed Preferences', 'Settings', 'Send Money', 'Payment History', and 'Log Out'.



VFW Auxiliary

Once you've switched to use Facebook as your Auxiliary, your Auxiliary page will display.

VFW Auxiliary 12345
@VFWAuxiliary12345

Home
Posts
Reviews
See more
Promote
Manage Promotions

Like Follow Share ... Contact Us

Status Photo/Video Live Video Event, Products +

Write something...

1 Scheduled Post
Scheduled for Wednesday, May 30 at 1:03pm. See post.

Posts

VFW Auxiliary 12345
19 hrs · 🌐

UNWAVERING SUPPORT

Know friends who might like your Page?
Help more people discover your Page by inviting friends to like it.

Search for friends to invite

- Carolyn Grusse Invite
- Joyce Bilyeu Invite
- Lynn W Rolf III Invite
- Cara Skodack Day Invite
- Ann Beauregard Pantelea... Invite
- Jan Lawrence Passmore Invite

See All Friends

Unwavering Support for Uncommon Heroes®



VFW Auxiliary

To add an Admin, go to the upper right corner top of your Auxiliary's Facebook page.

Click **"Settings."**

VFW Auxiliary 12345

Page | Inbox | Notifications | Insights | Publishing Tools | **Settings** | Help

UNWAVERING SUPPORT FOR UNCOMMON HEROES®
vfwauxiliary.org

Like | Follow | Share | ... | Contact Us

Status | Photo/Video | Live Video | Event, Products +

Write something...

Posts

VFW Auxiliary 12345
2 hrs · 🌐

Thanks to everyone who came out to the VA to visit and play board game with the veterans yesterday!

Carolyn Grusse | Invite

Joyce Bilyeu | Invite

Lynn W Rolf III | Invite

Cara Skodack Day | Invite

Ann Beauregard Pantelea... | Invite

Jan Lawrence Passmore | Invite

See All Friends



VFW Auxiliary

Click **“Page Roles.”**

The screenshot shows the Facebook Page Settings interface for 'VFW Auxiliary 12345'. The top navigation bar includes the page name, a search bar, and user profile information for 'Megan'. Below the navigation bar, the 'Settings' tab is selected. The settings are organized into two columns. The left column contains a list of settings categories, with 'Page Roles' highlighted by a red arrow. The right column displays the details for the selected setting, 'Page Roles', which is currently set to 'Page published'.

Setting Category	Current Value	Action
General		
Messaging		
Edit Page		
Post Attribution		
Notifications		
Messenger Platform		
Videos		
Page Roles	Page published	Edit
People and Other Pages		
Preferred Page Audience		
Authorizations		
Partner Apps and Services		
Branded Content		
Instagram		
Featured		
Crossposting		
Page Support Inbox		
Payments		
Activity Log		
Visitor Posts	Anyone can publish to the Page Post moderation is turned on	Edit
News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on 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
Page Location for Frames	Other people can use your Page's location for photo and video frames.	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	Set to medium	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



VFW Auxiliary

Enter the **name or email address** of at least one other person in your Auxiliary that you would like to make an Admin.

Note: If you are friends with the person on Facebook, their profile will populate as you type their name. If you are not, the email address entered must be the email address they use to sign into Facebook.

Select **"Admin"** from the drop-down menu.

Click **"Save."**

The screenshot shows the Facebook Page Roles settings for 'VFW Auxiliary 12345'. The left sidebar contains navigation options like General, Messaging, Edit Page, Post Attribution, Notifications, Messenger Platform, Videos, Page Roles, People and Other Pages, Preferred Page Audience, Authorizations, Partner Apps and Services, Branded Content, Instagram, Featured, Crossposting, Page Support Inbox, Payments, and Activity Log. The main content area is titled 'Page Roles' and includes a description: 'Everyone who works on your Page can have a different role depending on what they need to work on. Learn more'. Below this are sections for 'Assign a New Page Role' and 'Existing Page Roles'. In the 'Assign a New Page Role' section, there is a search box labeled 'Type a name or email' with a red arrow pointing to it. A dropdown menu is open, showing a list of roles: Admin, Editor (checked), Moderator, Advertiser, Analyst, and Live Contributor. A red arrow points to 'Admin' in the dropdown. Below the dropdown is a description of the Admin role: 'Can send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page and assign Page roles.' In the 'Existing Page Roles' section, there is a list of roles. The first role is 'Megan Sanchez' with the role 'Admin' and an 'Edit' button.



VFW Auxiliary

A pop-up box will display asking you to **re-enter your password to continue.**

You will need to enter your **PERSONAL PASSWORD** that you use to log in to Facebook.

Once entered, click **“Submit.”**

The screenshot shows the Facebook page settings for 'VFW Auxiliary 12345'. The 'Page Roles' section is active, displaying a list of roles and a list of existing roles. A pop-up box titled 'Please Re-enter Your Password' is overlaid on the page. The pop-up box contains the name 'Megan Sanchez', a message 'For your security, you must re-enter your password to continue.', a password input field, a 'Forgot your password?' link, and 'Cancel' and 'Submit' buttons. A red arrow points from the 'Submit' button in the pop-up box to the 'Add' button in the 'Existing Page Roles' section.



VFW Auxiliary

The new Admin's profile picture will display.

You have successfully **added** an Admin to your Auxiliary Facebook page!

To get back to your Auxiliary's page, click **"Page."**

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](#)

Existing Page Roles [Jump to Section](#)

Assign a New Page Role

Type a name or email

Can send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.

Existing Page Roles

Admin

Can manage all aspects of the Page. They can: send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page, edit Instagram account details from the Page and assign Page roles.

	Megan Sanchez Admin	<input type="button" value="Edit"/>
	Cara Skodack Day Admin	<input type="button" value="Edit"/>



VFW Auxiliary

To remove an Admin, go to the upper right corner top of your Auxiliary's Facebook page.

Click **"Settings."**

VFW Auxiliary 12345

Page | Inbox | Notifications | Insights | Publishing Tools | **Settings** | Help

UNWAVERING SUPPORT FOR UNCOMMON HEROES®
vfwauxiliary.org

Like | Follow | Share | ... | Contact Us

Status | Photo/Video | Live Video | Event, Products +

Write something...

Posts

VFW Auxiliary 12345
2 hrs · 🌐

Thanks to everyone who came out to the VA to visit and play board game with the veterans yesterday!

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VFW Auxiliary

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Preferred Page Audience		
Authorizations		
Partner Apps and Services		
Branded Content		
Instagram		
Featured		
Crossposting		
Page Support Inbox		
Payments		
Activity Log		
Visitor Posts	Anyone can publish to the Page Post moderation is turned on	Edit
News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on 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
Page Location for Frames	Other people can use your Page's location for photo and video frames.	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	Set to medium	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



VFW Auxiliary

This screen similar to this will be displayed.

Find the Admin you want to remove and click the **“Edit”** button to the right of their name.

The screenshot shows the Facebook Page Settings for 'VFW Auxiliary 12345'. The left sidebar contains a menu with the following items: General, Messaging, Edit Page, Post Attribution, Notifications, Messenger Platform, Videos, **Page Roles**, People and Other Pages, Preferred Page Audience, Authorizations, Partner Apps and Services, Branded Content, Instagram, Featured, Crossposting, Page Support Inbox, Payments, and Activity Log. The 'Page Roles' section is active, displaying 'Page Roles' and 'Sections'. Under 'Page Roles', there are options for 'Assign a New Page Role' and 'Existing Page Roles'. The 'Assign a New Page Role' section includes a search bar, an 'Editor' dropdown, and an 'Add' button. Below this, a description states: 'Can send messages and publish as the Page, respond to and delete comments on the Page, create ads, see which admin created a post or comment, view insights, respond to and delete Instagram comments from the Page and edit Instagram account details from the Page.' The 'Existing Page Roles' section is titled 'Existing Page Roles' and lists 'Admin' roles. Two Admins are shown: 'Cara Skodack Day' and 'Megan Sanchez'. Each has an 'Edit' button to its right. A red arrow points to the 'Edit' button for 'Cara Skodack Day'.



VFW Auxiliary

This screen similar to this will be displayed.

Click **“Remove”** and then the **“Save”** button to the right of their name.

The screenshot shows the Facebook Page Settings for 'VFW Auxiliary 12345'. The left sidebar contains the following items: Notifications, Messenger Platform, Videos, Page Roles, People and Other Pages, Preferred Page Audience, Authorizations, Partner Apps and Services, Branded Content, Instagram, Featured, Crossposting, Page Support Inbox, Payments, and Activity Log. The main content area is titled 'Sections' and includes 'Assign a New Page Role' and 'Existing Page Roles'. Under 'Existing Page Roles', the 'Admin' role is selected, showing a card for 'Cara Skodack Day' with an 'Admin +' button. Below the card are 'Remove', 'Cancel', and 'Save' buttons. A red arrow points to the 'Remove' button, and another red arrow points to the 'Save' button.



VFW Auxiliary

This screen similar to this will be displayed.

A pop-up will ask if you are sure you want to remove the person. Select **“Cancel”** to keep them as an Admin or **“Confirm”** to remove them as an Admin.

The screenshot shows the Facebook page management interface for 'VFW Auxiliary 12345'. A dialog box titled 'Remove Person From Page' is open, asking 'Are you sure you want to remove Cara Skodack Day?'. The dialog has 'Cancel' and 'Confirm' buttons. A red arrow points to the 'Confirm' button. The background shows the 'Existing Page Roles' section with 'Cara Skodack Day' listed as an Admin and 'Megan Sanchez' listed as an Admin.



VFW Auxiliary

A pop-up box will display asking you to **re-enter your password to continue.**

You will need to enter your **PERSONAL PASSWORD** that you use to log in to Facebook.

Once entered, click **“Submit.”**

The screenshot shows the Facebook page settings for 'VFW Auxiliary 12345'. The 'Page Roles' section is active, displaying a list of roles and a list of existing roles. A pop-up box titled 'Please Re-enter Your Password' is overlaid on the page. The pop-up box contains the name 'Megan Sanchez', a message 'For your security, you must re-enter your password to continue.', a password input field, a 'Forgot your password?' link, and 'Cancel' and 'Submit' buttons. A red arrow points from the 'Submit' button in the pop-up box to the 'Add' button in the 'Existing Page Roles' section.



VFW Auxiliary

The former Admin's profile picture will disappear.

You have successfully **removed** an Admin from your Auxiliary Facebook page!

To get back to your Auxiliary's page, click **"Page."**

The screenshot shows the Facebook page settings for 'VFW Auxiliary 12345'. The 'Page' menu item is highlighted with a red arrow. The 'Page Roles' section is expanded, showing the 'Admin' role assigned to 'Megan Sanchez'. A red arrow points to the 'Edit' button next to her name.



VFW Auxiliary

Questions?

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