



# 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)



# 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





# VFW Auxiliary

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

Click **"Settings."**

The screenshot displays the Facebook interface for a VFW Auxiliary page. At the top, the search bar shows 'VFW Auxiliary 12345'. The navigation bar includes 'Page', 'Inbox', 'Notifications', 'Insights', 'Publishing Tools', 'Settings', and 'Help'. A red arrow points to the 'Settings' link. The page header features the VFW Auxiliary logo and a cover photo of an eagle with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. The left sidebar contains navigation options: 'Home', 'Posts', 'Reviews', 'See more', 'Promote', and 'Manage Promotions'. The main content area shows a post from 'VFW Auxiliary 12345' from 2 hours ago, with the text 'Thanks to everyone who came out to the VA to visit and play board game with the veterans yesterday!' and a photo of two people playing a board game. The right sidebar shows a section titled 'Know friends who might like your Page?' with a search bar and a list of suggested friends with 'Invite' buttons.



# 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 are tabs for 'Page', 'Inbox', 'Notifications', 'Insights', 'Publishing Tools', 'Settings', and 'Help'. The 'Settings' tab is active, displaying a list of settings categories on the left and their details on the right. A red arrow points to the 'Page Roles' option in the left-hand menu.

Category	Setting Name	Current Value	Action
General	Page Visibility	Page published	Edit
	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 settings for 'VFW Auxiliary 12345'. The left sidebar contains various settings categories: 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'. The 'Assign a New Page Role' section has a search input field with the placeholder 'Type a name or email'. A dropdown menu is open from this field, listing roles: Admin (checked), Editor, Moderator, Advertiser, Analyst, and Live Contributor. A red arrow points to the input field, another to the dropdown menu, and a third to the 'Admin' option. The 'Existing Page Roles' section shows 'Megan Sanchez' as an Admin with 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 selected, displaying a list of roles and a pop-up dialog box. The dialog box, titled 'Please Re-enter Your Password', is for user 'Megan Sanchez' and prompts for a password. A red arrow points to the 'Submit' button in the dialog box. The background shows the 'Page Roles' section with an 'Admin' role for 'Megan Sanchez' and an 'Add' button next to it.



# 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."**

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 shows two Admins: Megan Sanchez and Cara Skodack Day, with a red arrow pointing to the latter's profile picture.



# VFW Auxiliary

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

Click **"Settings."**

The screenshot displays the Facebook interface for a VFW Auxiliary page. At the top, the navigation bar includes 'Page', 'Inbox', 'Notifications', 'Insights', 'Publishing Tools', 'Settings', and 'Help'. A red arrow highlights the 'Settings' link. Below the navigation bar is the page header with the VFW Auxiliary logo and a cover photo of an eagle with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. The left sidebar contains navigation options: 'Home', 'Posts', 'Reviews', 'See more', 'Promote', and 'Manage Promotions'. The main content area shows a post from 'VFW Auxiliary 12345' with the text 'Thanks to everyone who came out to the VA to visit and play board game with the veterans yesterday!' and a photo of two people playing a board game. The right sidebar features a section titled 'Know friends who might like your Page?' with a search bar and a list of friends with 'Invite' buttons.



# VFW Auxiliary

Click **“Page Roles.”**

The screenshot shows the Facebook page settings for 'VFW Auxiliary 12345'. The left-hand navigation menu includes options like General, Messaging, Edit Page, Post Attribution, Notifications, Messenger Platform, Videos, **Page Roles** (highlighted with a red arrow), 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 right-hand pane displays various settings such as Page Visibility, Visitor Posts, News Feed Audience and Visibility for Posts, Messages, Tagging Ability, Others Tagging this Page, Page Location for Frames, Country Restrictions, Age Restrictions, Page Moderation, Profanity Filter, Similar Page Suggestions, Page Updates, Post in Multiple Languages, Translate Automatically, Comment Ranking, Content Distribution, Download Page, Merge Pages, and Remove Page.



# 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 the following settings categories: 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'. The 'Assign a New Page Role' section has a search box and an 'Add' button. The 'Existing Page Roles' section lists two Admins: 'Cara Skodack Day' and 'Megan Sanchez'. A red arrow points to the 'Edit' button next to '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.

Page | Inbox | Notifications 3 | Insights | Publishing Tools | Settings | Help

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 Editor + Add

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.

Cara Skodack Day 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.

Remove Cancel Save

Man Sanchez Edit



# 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.



# 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 selected, displaying a list of roles and a warning: 'If you're adding a new admin to your Page, please keep in mind that they'll have the same permission as you do to make changes to this Page.' Below this, 'Megan Sanchez' is listed as an 'Admin' with an 'Add' button. A pop-up dialog box titled 'Please Re-enter Your Password' is overlaid on the page. The dialog box contains the name 'Megan Sanchez', a security warning: 'For your security, you must re-enter your password to continue.', a password input field, and 'Cancel' and 'Submit' buttons. A red arrow points to the 'Submit' button. The background shows the 'Page Roles' section with an 'Admin' role for 'Megan Sanchez' and a warning about permissions.



# 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."**

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

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 | Activity Log

### 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



# VFW Auxiliary

## Questions?

**Contact Megan Zinn-Sanchez  
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