

## Overview of Adding Editor Access to your Facebook Fan page

**Open the Facebook page** - whatever page you want to simulcast the interview on (cannot be a personal page)

Click **Settings** in upper right of Menu bar

Then on the far-left listing, you see **Page Roles**, click that...

Then go to box to **Assign a New Page Role** and enter **Sunny Dawn Johnston ...** or this associated email address:

[sunlightalliance@cox.net](mailto:sunlightalliance@cox.net)

Verify arrows on right side of box **show role type of Editor** (this is needed for 2 days prior to your interview in order for the Streamyard program that does the simulcasting to access both your and Sunny's Facebook pages to do the interview)

Then click the **Add button** to complete the process.

This process sends an invite to Sunny to accept as an Editor.

Immediately following the interview, you can return to this same location and delete Sunny from the **Existing Page Roles** list on your page.

### See 2 example screen shots below

This screenshot shows the Facebook Page Settings interface for 'Sunny Dawn Johnston'. The left-hand navigation menu is visible, with 'Page Roles' highlighted by a red arrow. The right-hand pane shows various settings categories such as Page Visibility, Visitor Posts, Post and Story Sharing, Messages, Tagging Ability, Others Tagging this Page, Page Location for Effects, Country Restrictions, Age Restrictions, Page Moderation, Profanity Filter, Similar Page Suggestions, and Page Updates. A red arrow points to the 'Edit' link next to the 'Page Roles' setting.

This screenshot shows the 'Page Roles' section of the Facebook Page Settings. It includes a description of page roles, a 'Sections' list with links to 'Assign a New Page Role', 'Page Owner', 'Agencies', and 'Existing Page Roles', and an 'Assign a New Page Role' form. The form contains a text input field, an 'Editor' dropdown menu, and an 'Add' button, all of which are highlighted with red arrows. Below the form, there is a detailed description of the Editor role permissions.