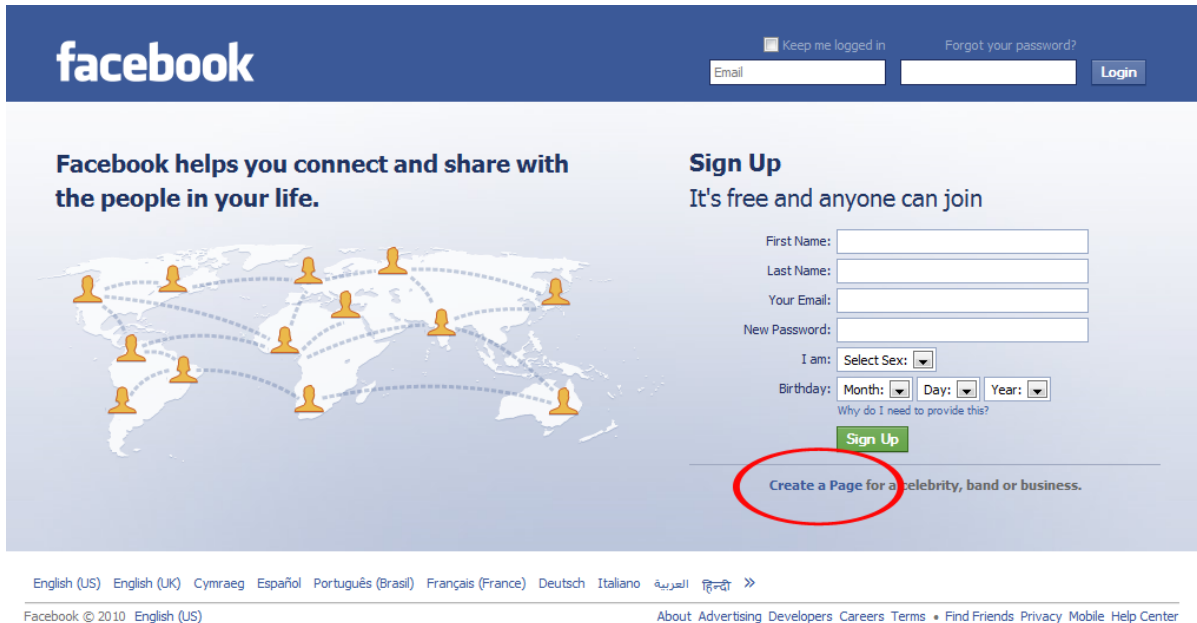


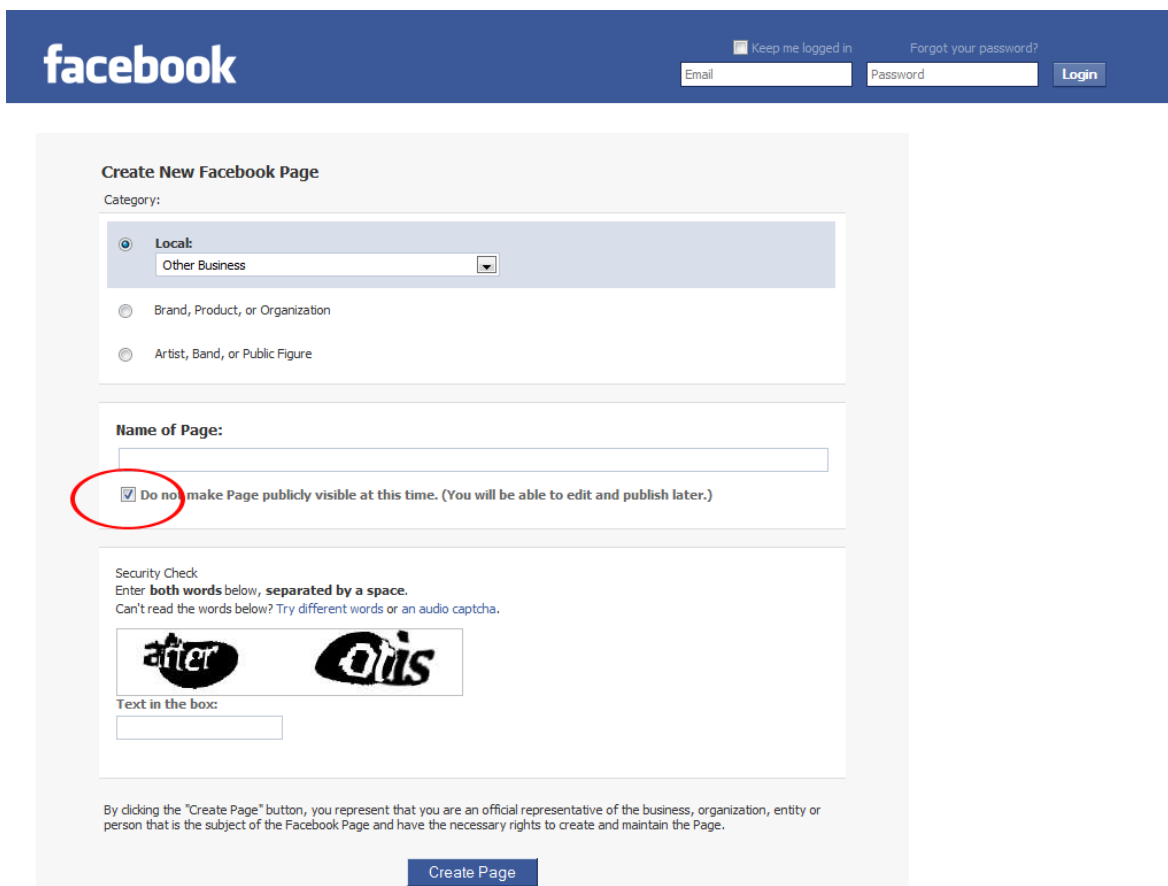
## HOW TO CREATE A FACEBOOK FAN PAGE FOR YOUR BUSINESS

1. Go to [www.Facebook.com](http://www.Facebook.com) and click the **Create a Page** link below the sign up form.



2. Choose your category (most likely from **Local** or **Brand, Product or Organisation**, then enter the name of your page. Don't worry too much as once you have 25 fans you can choose a custom page url e.g. Facebook.com/company-name.

**N.B. Make sure the box is ticked that prevents the page going public at this stage.**



3. If you do not have a normal Facebook profile, fill in your email, choose a password and enter your date of birth.

If you already have a Facebook profile, click the button, login to Facebook and skip to step 5 of this guide.

facebook

**Create a Facebook Account**


I already have a Facebook account  
 I do not have a Facebook account

Email:

New Password:  ?

Date of Birth: Month:  Day:  Year:   
Please enter your own date of birth. (Why is this required?)

Security Check: Enter **both words** below, **separated by a space**.  
Can't read the words below? Try different words or an audio captcha.



Text in the box:

I have read and agree to the [Terms of Use](#) and [Privacy Policy](#)

[Problems signing up? Check out our help pages](#)

4. Check your email for a confirmation link from Facebook.

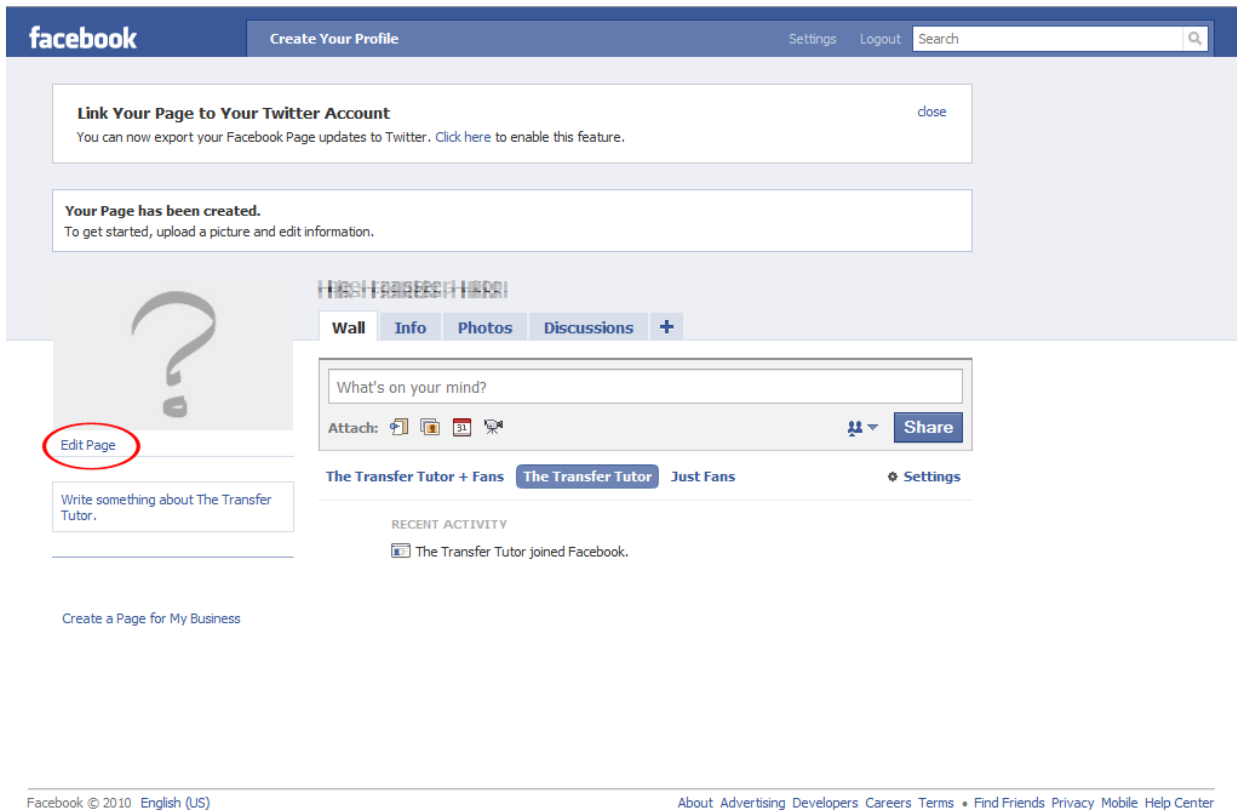
facebook

**Confirm Your Email Address**

Thanks for signing up on Facebook! We just sent you a confirmation email to [\[REDACTED\]](#)

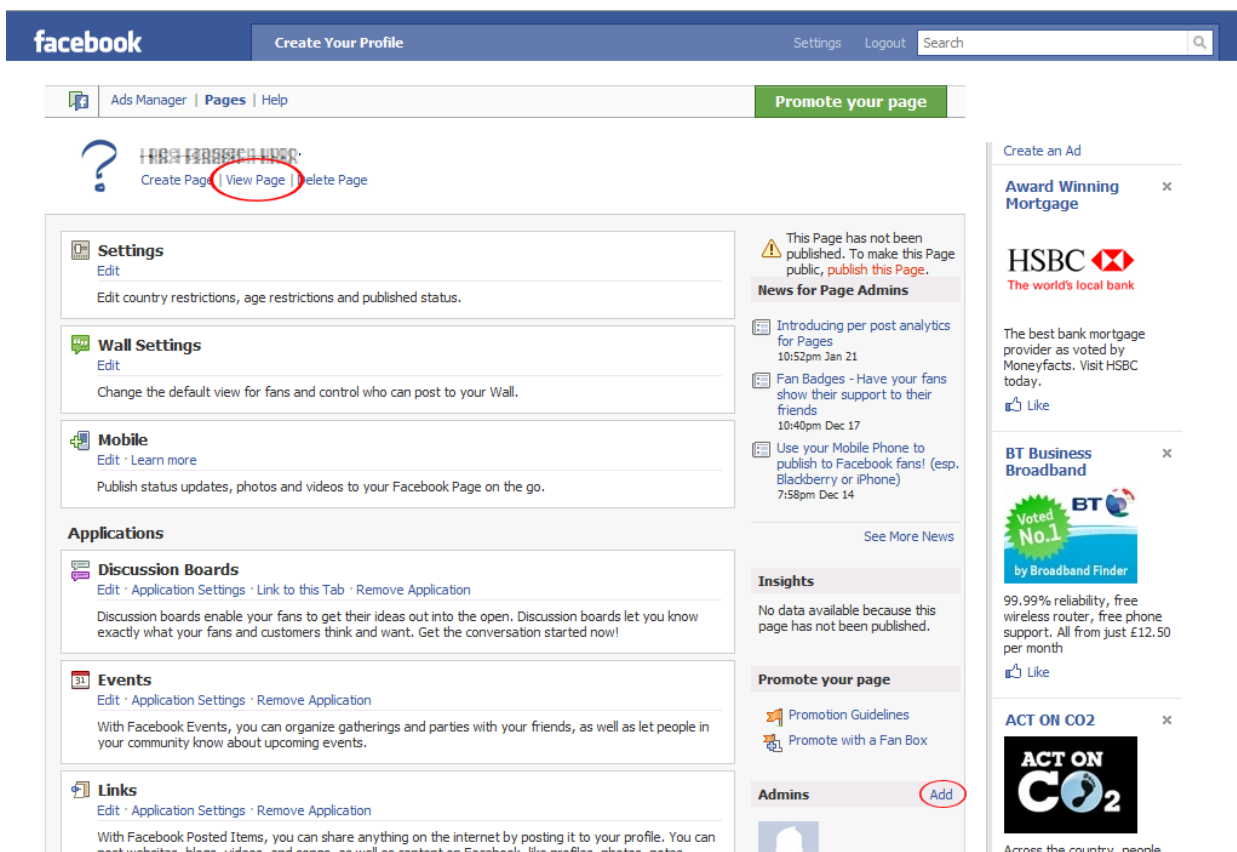
Click on the confirmation link in the email to complete your sign up.

5. Click the link to return to Facebook and view your new page. You can click on the large question mark to upload a picture or logo, or you can click the **edit page** link just below the question mark to change page settings.



6. In the edit settings screen there is a list of things you can use to change your page. On the right there is a link to add administrators. An admin must be somebody who has a standard profile on Facebook already, and who you trust to update your page.

If you selected the 'I already have a Facebook account' option in step 3 you will automatically be an admin already.



And that's basically it. You can go back to the actual page by clicking the **View Page** link near the top.

If you are an admin, the handiest way to get to your page is to login with your standard profile then use the search box to find your page. Once you go to the page you will be able to enter status updates, add photos and videos, and share links just like on your normal profile.