

# Dear Newspaper Partner

Thank you for your business!

Last week Facebook changed requirements for using the Posts from your Advertisers' Business Facebook Pages and now requires an authorization from those Advertisers to push their posts to your website. We developed a tool for you to put your advertisers' email address into your admin site. That triggers an email with everything your advertiser needs to quickly authorize and keep their Facebook Posts flowing onto your website via your Friends2Follow App.

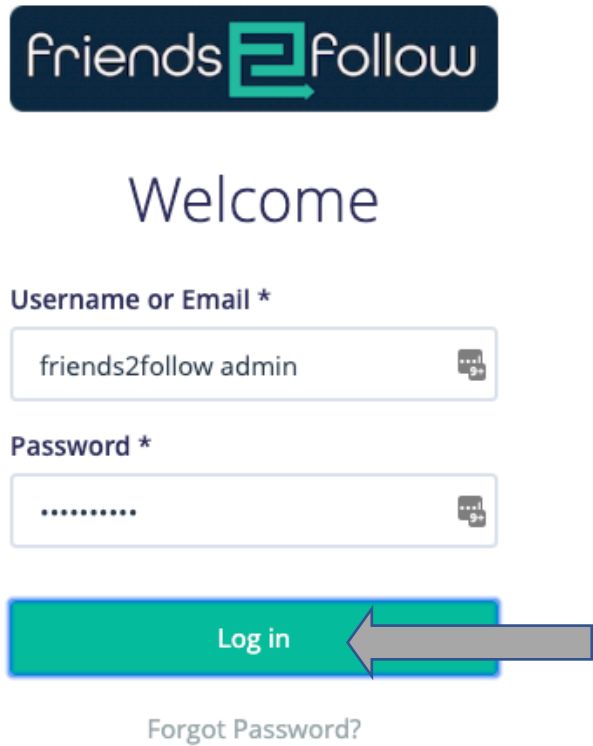
Although advertisers benefit immensely from having your audience engage with their Facebook posts and the authorization process is straightforward, some need a little more encouragement, guidance or hand-holding to get it done.

This tutorial provides the means for you to have a phone call or direct email conversation with your advertiser to help them log in and authorize their Business Facebook Pages.

We are terribly sorry you have deal with these changes, but we are doing everything possible to make it as easy as possible. Please let us know if you need anything.

# STEP 1

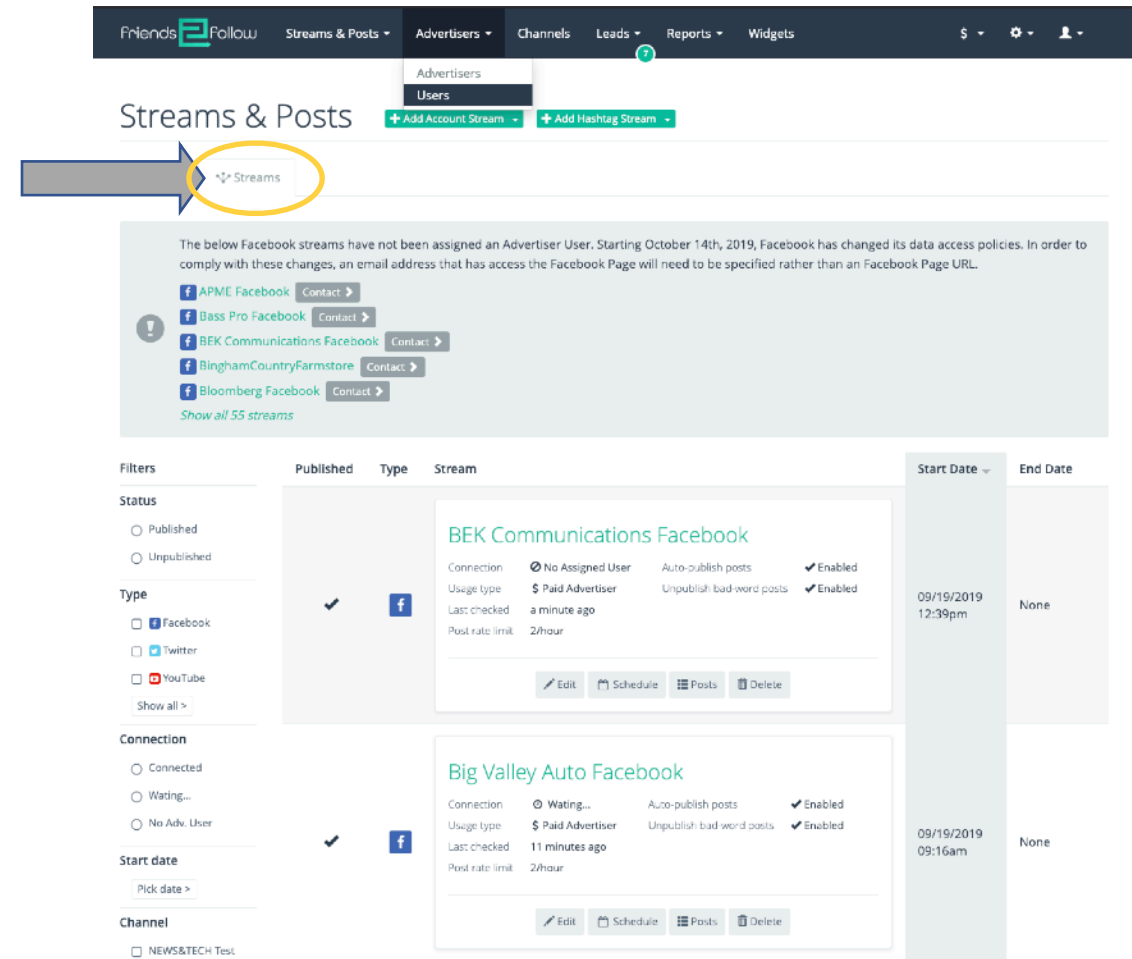
Login to your Friends2Follow Admin Site.  
[yourURL.friends2follow.com](http://yourURL.friends2follow.com)



The image shows the login page of the Friends2Follow Admin Site. At the top is the Friends2Follow logo. Below it is a 'Welcome' message. The login form consists of two input fields: 'Username or Email \*' with the text 'friends2follow admin' and 'Password \*' with a masked password. A green 'Log in' button is highlighted with a grey arrow pointing to it from the right. Below the button is a 'Forgot Password?' link.

# STEP 2

Click on “Streams”



The image shows the 'Streams & Posts' section of the Friends2Follow Admin Site. The top navigation bar includes 'Friends2Follow', 'Streams & Posts', 'Advertisers', 'Channels', 'Leads', 'Reports', and 'Widgets'. A dropdown menu is open under 'Streams & Posts', showing 'Streams' circled in yellow with a grey arrow pointing to it. Below the navigation, there is a warning message about Facebook streams not being assigned an Advertiser User. A list of streams is shown, including 'BEK Communications Facebook' and 'Big Valley Auto Facebook'. A table below the list shows details for these streams, including their status, connection type, usage type, last checked time, and post rate limit.

Filters	Published	Type	Stream	Start Date	End Date
<input type="radio"/> Published <input type="radio"/> Unpublished	<input checked="" type="checkbox"/>	Facebook	<b>BEK Communications Facebook</b> Connection: No Assigned User Usage type: Paid Advertiser Last checked: a minute ago Post rate limit: 2/hour Auto-publish posts: Enabled Unpublish bad word posts: Enabled	09/19/2019 12:39pm	None
<input type="radio"/> Connected <input type="radio"/> Waiting... <input type="radio"/> No Adv. User	<input checked="" type="checkbox"/>	Facebook	<b>Big Valley Auto Facebook</b> Connection: Waiting... Usage type: Paid Advertiser Last checked: 11 minutes ago Post rate limit: 2/hour Auto-publish posts: Enabled Unpublish bad word posts: Enabled	09/19/2019 09:16am	None

# STEP 3



If you have already set an email address for the advertiser, their Facebook Stream will be labeled “Waiting”

If you have not set an email address for the advertiser, their Facebook Stream will be labeled “No Assigned User”

The screenshot shows the 'Advertisers' section of the software interface. The top navigation bar includes 'Friends', 'Follow', 'Streams & Posts', 'Advertisers', 'Channels', 'Leads', 'Reports', and 'Widgets'. The 'Streams & Posts' section is active, displaying a list of Facebook streams. A notification banner at the top of the stream list states: 'The below Facebook streams have not been assigned an Advertiser User. Starting October 14th, 2019, Facebook has changed its data access policies. In order to comply with these changes, an email address that has access to the Facebook Page will need to be specified rather than a Facebook Page URL.' Below this, several Facebook pages are listed, including 'APME Facebook', 'Bass Pro Facebook', 'BEK Communications Facebook', 'BinghamCountryFarmstore', and 'Bloomberg Facebook'. The 'BEK Communications Facebook' stream is highlighted, showing a status of 'No Assigned User'. The 'Big Valley Auto Facebook' stream is also visible, with its status 'Waiting...' circled in green and a green arrow pointing to it from the text on the left. The 'Filters' sidebar on the left includes sections for 'Status', 'Type', 'Connection', and 'Start date'.

Published	Type	Stream	Start Date	End Date
✓	f	<b>BEK Communications Facebook</b> Connection: No Assigned User Usage type: Paid Advertiser Last checked: a minute ago Post rate limit: 2/hour	09/19/2019 12:39pm	None
✓	f	<b>Big Valley Auto Facebook</b> Connection: Waiting... Usage type: Paid Advertiser Last checked: 11 minutes ago Post rate limit: 2/hour	09/19/2019 09:16am	None

The screenshot shows the 'Advertisers' section of the software interface, similar to the first one. The notification banner and list of Facebook pages are the same. However, the 'BEK Communications Facebook' stream is highlighted, and its status 'No Assigned User' is circled in yellow with a blue arrow pointing to it from the text on the right. The 'Big Valley Auto Facebook' stream is also visible, with its status 'Waiting...' circled in green. The 'Filters' sidebar on the left is the same as in the first screenshot.

Published	Type	Stream	Start Date	End Date
✓	f	<b>BEK Communications Facebook</b> Connection: No Assigned User Usage type: Paid Advertiser Last checked: a minute ago Post rate limit: 2/hour	09/19/2019 12:39pm	None
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# STEP 4

If you have already set an email address, click Advertiser in the top Menu then User.



If you have not set an email address, click to Edit the Stream.

Friends & Follow | Streams & Posts | Advertisers | Channels | Leads | Reports | Widgets

Streams & Posts

Advertisers  
Users

Streams & Posts

Posts | Streams

The below Facebook streams have not been assigned an Advertiser User. Starting October 14th, 2019, Facebook has changed its data access policies. In order to comply with these changes, an email address that has access to the Facebook Page will need to be specified rather than a Facebook Page URL.

- APME Facebook
- Bass Pro Facebook
- BEK Communications Facebook
- BinghamCountryFarmstore
- Bloomberg Facebook

Show all 55 streams

Filters	Published	Type	Stream	Start Date	End Date
<b>Status</b> <input type="radio"/> Published <input type="radio"/> Unpublished	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook	<b>BEK Communications Facebook</b> Connection: No Assigned User Usage type: Paid Advertiser Last checked: a minute ago Post rate limit: 2/hour Auto-publish posts: Enabled Unpublish bad-word posts: Enabled	09/19/2019 12:39pm	None
<b>Type</b> <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> YouTube Show all >	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook	<b>Big Valley Auto Facebook</b> Connection: Wating... Usage type: Paid Advertiser Last checked: 11 minutes ago Post rate limit: 2/hour Auto-publish posts: Enabled Unpublish bad-word posts: Enabled	09/19/2019 09:16am	None
<b>Connection</b> <input type="radio"/> Connected <input type="radio"/> Wating... <input type="radio"/> No Adv. User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			
<b>Start date</b> Pick date >	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			
<b>Channel</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			

Friends & Follow | Streams & Posts | Advertisers | Channels | Leads | Reports | Widgets

Streams & Posts

Advertisers  
Users

Streams & Posts

Posts | Streams

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<b>Type</b> <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> YouTube Show all >	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook	<b>Big Valley Auto Facebook</b> Connection: Wating... Usage type: Paid Advertiser Last checked: 11 minutes ago Post rate limit: 2/hour Auto-publish posts: Enabled Unpublish bad-word posts: Enabled	09/19/2019 09:16am	None
<b>Connection</b> <input type="radio"/> Connected <input type="radio"/> Wating... <input type="radio"/> No Adv. User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			
<b>Start date</b> Pick date >	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			
<b>Channel</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Facebook			

# STEP 5

If you have already set an email address, find the email address and click Edit



If you have not set an email address, click Add User

User	Assigned Advertiser(s)	Last Logged In	
erica@friends2follow.com	Salt Lake Brewing Company <small>Edit</small>	Feb 3, 2018 @ 8:21am	<small>Edit</small> <small>Resend 'Welcome' Email</small> <small>Delete</small>
iamtoddperkins@gmail.com		Feb 3, 2018 @ 8:21am	<small>Edit</small> <small>Resend 'Welcome' Email</small> <small>Delete</small>
reinigem@yahoo.com	Home Watch Caregivers (Lakewood Ranch) <small>Edit</small>	Jan 18, 2018 @ 1:44pm	<small>Edit</small> <small>Resend 'Welcome' Email</small> <small>Delete</small>
reinigm@gmail.com	Salt Lake Brewing Company <small>Edit</small>	Never	<small>Edit</small> <small>Resend 'Welcome' Email</small> <small>Delete</small>

**Edit Facebook Account** BEK Communications Facebook

Starting October 14th, 2019, Facebook has changed its data access policies. In order to comply with these changes, an email address that has access to the Facebook Page will need to be specified rather than a Facebook Page URL. The supplied email address will receive an invite to log into the Friends2Follow Advertiser Dashboard and 'connect' their desired Facebook Page. Please add an email address for anyone that has access to login to the desired Facebook Page in the Advertiser Users panel below.

[View this Facebook Page's contact information](#)

**About**

**Title \***  
BEK Communications Facebook

**Facebook Page \***  
https://www.facebook.com/BEKCommunications

**Usage Type \***  
Paid Advertiser | 7 Day Promo | Self Promotion | National Advertiser

**Advertiser**  
BEK Communications

**User**  
A user hasn't been created or assigned to this advertiser yet.  
[+ Add a user](#)

Optional. Add a User to this advertiser, who will have access to the Advertiser's Dashboard.

# STEP 6

If you **have** set an email address, but know a better one, change that email to someone who can log into their Business Facebook Page and set a password. Call or Email your client to create and deliver accurate info and help them through the authorization process.

←OR→

If you **have not** set an email address but know a good one, de-select or unclick Send Welcome Email and Call or Email your Advertiser to set an email address and password to someone who can log into their Business Facebook Page. **Remember to Update the Stream to SAVE changes**

Friends2Follow Streams & Posts Advertisers Channels Leads Reports Widgets

### Edit User

**Login Information**

**Email address \***  
TestEmail@friends2follow.com  
This email address will be used to allow the user to log in to the *Advertiser Dashboard*. This email address must be unique.

**Change password**  
.....  
Optional. To change the user's password, enter a new password above. **VERY STRONG**

**Assigned Advertiser(s)**

**Advertiser**  
Salt Lake Brewing Company  
- Squatters Facebook  
- Wasatch Facebook  
- Squatters Beer Blog  
- Squatters Instagram  
Remove

+ Add an extra advertiser

Optional. This user will be able to manage posts and view reports for the above Advertisers when logged into the *Advertiser Dashboard*.

**Update user**

### Add a user

Create a new user or Select an existing user

**Email address \***  
advertiser@email.com  
This email address will be used to allow the user to log in to the *Advertiser Dashboard*. This email address must be unique.

**Password \***  
.....  
Set the user's password. If sending the 'Welcome' email, this field is optional. **VERY STRONG**

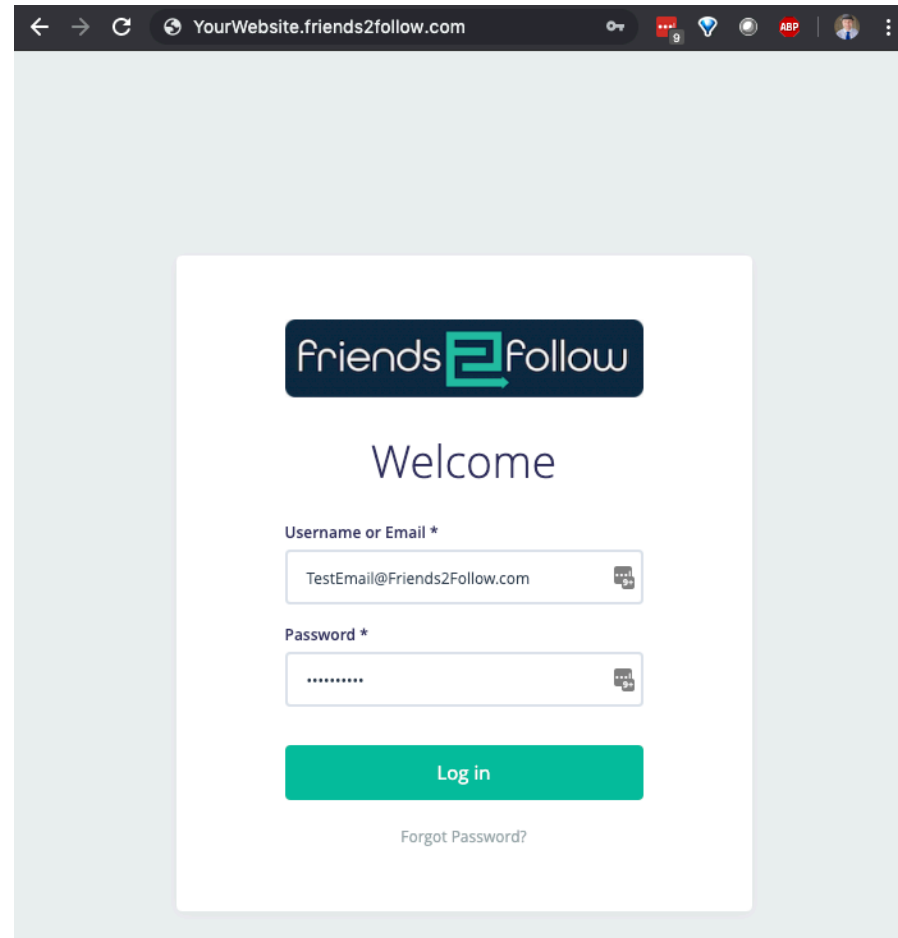
Send 'Welcome' Email  
Optional. Send a 'Welcome' email including a password-less login link for the new user.

**Add user** Cancel

# STEP 7

Have your advertiser use the User Name (email address) and Password you set for them to log into your Friends2Follow App ([yourwebsite.friends2follow.com](http://yourwebsite.friends2follow.com)) and walk them through the steps to connect from our “Advertiser Authorize FB—>F2F.pdf”

ALL Friends2Follow Documents regarding this authorization process can be found at [friends2follow.com/facebook-authorize](http://friends2follow.com/facebook-authorize)



The screenshot shows a mobile browser interface with the address bar displaying "YourWebsite.friends2follow.com". The main content area features the Friends2Follow logo at the top, followed by the word "Welcome". Below this is a login form with two input fields: "Username or Email \*" containing "TestEmail@Friends2Follow.com" and "Password \*" with masked characters. A green "Log in" button is positioned below the password field, and a "Forgot Password?" link is located at the bottom of the form.