



Advertising
Specialty
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Using ASI Social Boost (Facebook)

Jennifer S - 2018-08-10 - in Marketing Opportunities

Log in to an existing Facebook account

To log into an existing Facebook account, go to www.facebook.com. In the upper right corner, type in the email address and password for your personal Facebook Profile. Then, click on the Log In button.



If you cannot recall your Facebook account information, you can use the [Forgot Account](#) link to reset it.

Access Facebook Business Page

After logging into your personal Facebook Profile at www.facebook.com, click on the Account dropdown arrow in the top right corner and select the page you access from the Your Pages list.



I want to see who is following my Facebook Business Page

Access your Facebook Business Page and then click on Settings. Then, click on People and Other Pages from the options on the left. Feel free to reach out to anyone who follows your page.

The screenshot shows the Facebook Business Page for 'Bluebolt'. The page features a cover photo of a person mountain biking with the text 'Gear up for your best Performance with bluebolt promotions'. The left sidebar includes the profile picture (a blue lightning bolt), the name 'Bluebolt', and the handle '@BlueboltPromotions'. Below this is a navigation menu with options like Home, About, My Promo Store, Offers, Instagram, Posts, Photos, Videos, Events, Community, Shop, Info and Ads, Promote, and Manage Promotions. The main content area shows a post creation box with options for 'Write a post...', 'Photo Album', and 'Live Video'. Below this is a section for sharing a recent photo from an Instagram account, displaying various promotional items like pens and keychains. On the right, there is a 'See Offers' button and a '5.0' rating based on one opinion, followed by an 'Our Story' section with a photo and text describing the business as a distributor of promotional products in the Philadelphia, PA area.

I want to post on my Facebook Business Page

Access your Facebook Business Page. Then, you can add a post by typing in the box under your cover photo. You can include your message and upload an image or video (if applicable). Make sure the thumbnail in the top right-hand corner of the posting box shows your Business Page picture (not your personal picture). Then, click on the Share Now button.


The screenshot shows a Facebook Business Page for 'bluebolt promotions'. The header image features a mountain biker on a rocky outcrop with a rainbow in the background. The text reads: 'Gear up for your best Performance with bluebolt promotions'. Below the header, there are interaction buttons: 'Liked', 'Following', 'Share', and 'See Offers'. The main content area includes a 'Write a post...' section with options for 'Photo Album' and 'Live Video'. Below this is a section for sharing a recent photo from an Instagram account, showing various promotional items like pens, stickers, and lanyards. On the right side, there is a '5.0' rating based on one opinion and an 'Our Story' section that describes the company as a distributor of promotional products in the Philadelphia, PA area.

I want to share a post on my Facebook Business Page

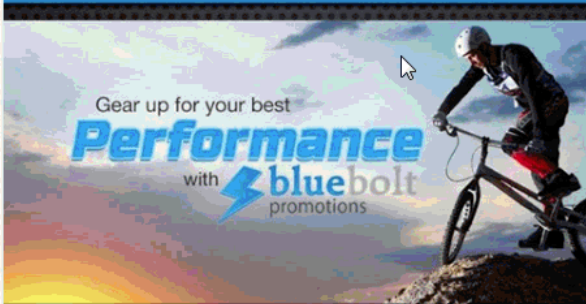
If you see a post you would like to share, click on the Share button at the bottom of the post. Then, select Share to a Page. Choose to share your Business Page and to post as your Business Page. You can also type a message and/or tag relevant users. Then, click on the Post button.

Liked Following Share ...
 See Offers

Posts


Bluebolt
 Published by Asi Soc [?] · August 29, 2017 ·

Shop our store!




Gear up for your best
Performance
 with **bluebolt**
 promotions


Build Your Business

9 people reached
 Boost Post

Like Comment Share


Bluebolt
 Published by Sendible [?] · August 8 at 3:20 PM ·

Pocket-sized yet powerful, your company logo will be everywhere this summer with travel sunscreen spray. <http://bit.ly/2KhLAHn>



47 people like this and 46 people follow this

Community See All

Let friends know about your Page
[Invite Friends](#)

47 people like this
 46 people follow this

About See All

(215) 953-3116
[Send Message](#)
<https://blueboltpromo...> [Promote Website](#)
 Company
[Suggest Edits](#)

Pages Liked by This Page >

-  Entrepreneur
-  Social Media Today
-  HubSpot

English (US) · Español · Português (Brasil) · Français (France) · Deutsch +

I want to edit my Business Page information

To edit the information on your Facebook Business Page, access your Business Page and then click on the About on the left side.



bluebolt promotions

Bluebolt
@BlueboltPromotions

Home

About ←

My Promo Store

Offers

Next, click on the Edit Page Info button. Click into the section that you would like to update.

About [Edit Page Info](#)


GENERAL

Category	Company	Edit
Name	Bluebolt	Edit
Username	@BlueboltPromotions	Edit

BUSINESS INFO

- ▼ Edit Start date
- 📌 Edit business types

STORY



Our Story

Type any changes you would like and then click on the Save Changes button.

Edit your details ✕

General Contact Wifi Location Hours

GENERAL

Categories


Impressum

CONTACT

Phone Number **Has a phone number**


Website **Has a website**

Email **Has an email address**



I want to create a photo album

To create a photo album, access your Facebook Business Page and then click on Photos on the left hand side.



bluebolt promotions

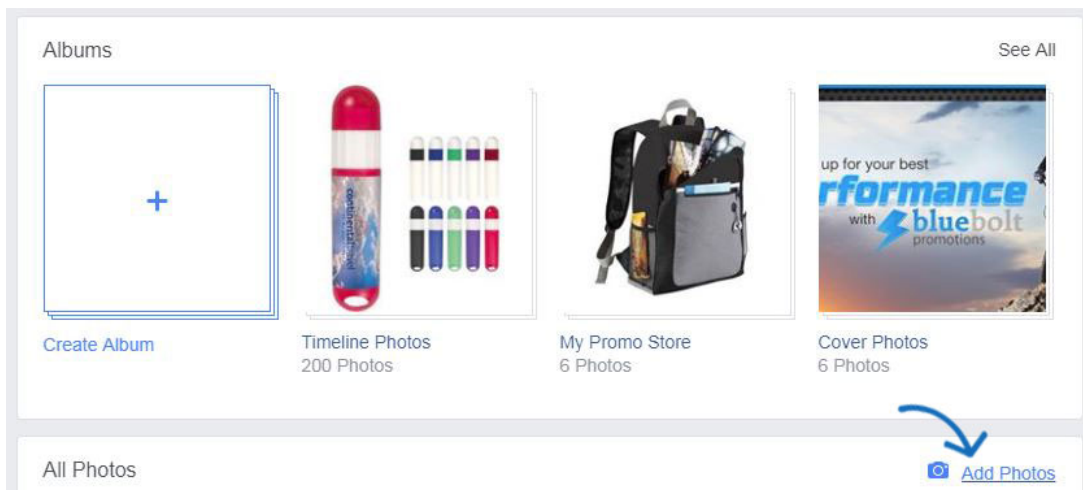
Bluebolt
@BlueboltPromotions

- Home
- About
- My Promo Store
- Offers
- Instagram
- Posts
- Photos**
- Videos
- Events
- Community
- Shop
- Info and Ads

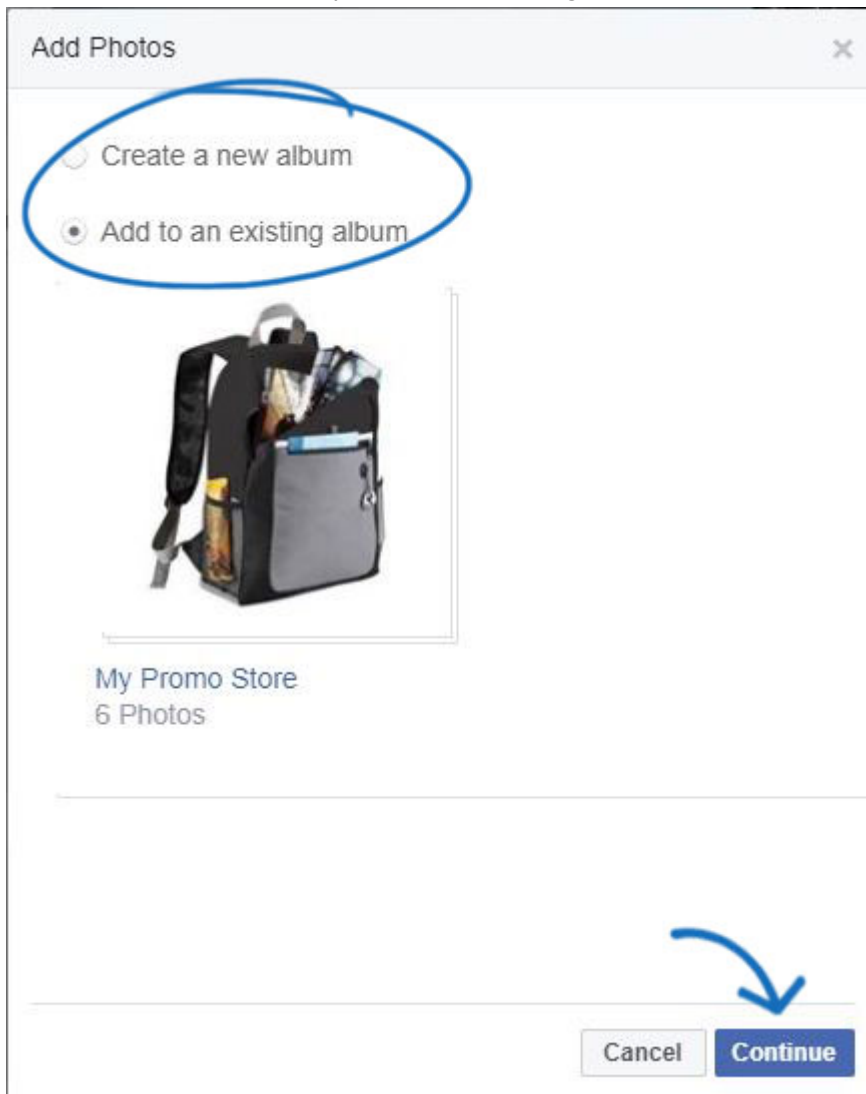
Promote

Manage Promotions

Under All Photos, click on Add Photos.



Create a new album or add photos to an existing album. Then, click on Continue.

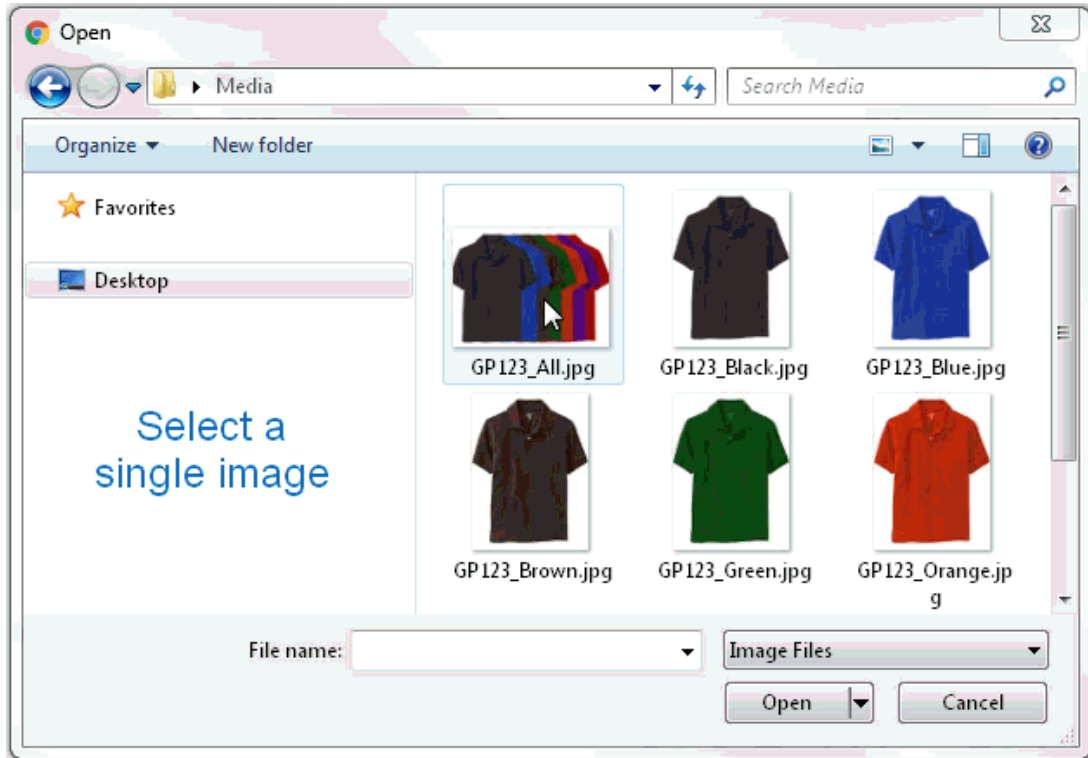


Browse your computer for the images. There are a few ways you can select photos:

- To upload a single image: Click on it to select the image.
- To select a group of consecutive images: If there are several images you would like to select, click on the first image, hold the shift button on your keyboard, and then click on the final image. All images in the range will be selected.

- To select multiple images: If there are specific images you would like to select, click on the first image, hold the control (CTRL) button on your keyboard, and then click on each of the additional images.

Then, click on Open.



Enter an Album Title and description. You can also tag people or businesses (if applicable). You can also use the Add More Photos button to upload more images. Click on the Post Photos button.

I want to access my Business Page settings, notifications, etc.

Access your Facebook Business Page and then click on Settings within the white admin toolbar.

<ul style="list-style-type: none"> General Messaging Edit Page Post Attribution Notifications Messenger Platform Videos Page Roles Groups People and Other Pages Preferred Page Audience Authorizations Branded Content Instagram Featured Crossposting Page Support Inbox Wi-Fi Network Activity Log 	<table border="1"> <tr> <td>Page Visibility</td> <td>Page published</td> <td>Edit</td> </tr> <tr> <td>Page Verification</td> <td>Page is not verified</td> <td>Edit</td> </tr> <tr> <td>Visitor Posts</td> <td>Anyone can publish to the Page Anyone can add photos and videos to the Page</td> <td>Edit</td> </tr> <tr> <td>Reviews</td> <td>Anyone can review the Page</td> <td>Edit</td> </tr> <tr> <td>Audience Optimization for Posts</td> <td>The ability to select News Feed targeting and restrict the audience for your posts is turned on</td> <td>Edit</td> </tr> <tr> <td>Messages</td> <td>People can contact my Page privately.</td> <td>Edit</td> </tr> <tr> <td>Tagging Ability</td> <td>Only people who help manage my Page can tag photos posted on it.</td> <td>Edit</td> </tr> <tr> <td>Others Tagging this Page</td> <td>People and other Pages can tag my Page.</td> <td>Edit</td> </tr> <tr> <td>Page Location for Effects</td> <td>Other people can use your Page's location for photo and video frames and effects.</td> <td>Edit</td> </tr> <tr> <td>Country Restrictions</td> <td>Page is visible to everyone.</td> <td>Edit</td> </tr> <tr> <td>Age Restrictions</td> <td>Page is shown to everyone.</td> <td>Edit</td> </tr> <tr> <td>Page Moderation</td> <td>No words are being blocked from the Page.</td> <td>Edit</td> </tr> <tr> <td>Profanity Filter</td> <td>Turned off</td> <td>Edit</td> </tr> <tr> <td>Similar Page Suggestions</td> <td>Choose whether your Page is recommended to others</td> <td>Edit</td> </tr> <tr> <td>Page Updates</td> <td>Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.</td> <td>Edit</td> </tr> <tr> <td>Post in Multiple Languages</td> <td>Ability to write posts in multiple languages is turned off</td> <td>Edit</td> </tr> <tr> <td>Translate Automatically</td> <td>Your posts may show translations automatically for people who read other languages</td> <td>Edit</td> </tr> <tr> <td>Comment Ranking</td> <td>Most recent comments are shown for my Page by default.</td> <td>Edit</td> </tr> <tr> <td>Content Distribution</td> <td>Downloading to Facebook is allowed.</td> <td>Edit</td> </tr> </table>	Page Visibility	Page published	Edit	Page Verification	Page is not verified	Edit	Visitor Posts	Anyone can publish to the Page Anyone can add photos and videos to the Page	Edit	Reviews	Anyone can review the Page	Edit	Audience Optimization for Posts	The ability to select News Feed targeting and restrict the audience for your posts is turned on	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 Effects	Other people can use your Page's location for photo and video frames and effects.	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	Turned off	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
Page Visibility	Page published	Edit																																																								
Page Verification	Page is not verified	Edit																																																								
Visitor Posts	Anyone can publish to the Page Anyone can add photos and videos to the Page	Edit																																																								
Reviews	Anyone can review the Page	Edit																																																								
Audience Optimization for Posts	The ability to select News Feed targeting and restrict the audience for your posts is turned on	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 Effects	Other people can use your Page's location for photo and video frames and effects.	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	Turned off	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																																																								

Settings related to your security, privacy, timeline and tagging functionality, notifications, and more will be available.

Note: If you are looking to access your personal Facebook Profile settings, access your personal profile. Then, click on the small downward arrow in the upper right corner and click on Settings to view the General Account Settings for your personal profile.