



How to set up a Facebook Business Page

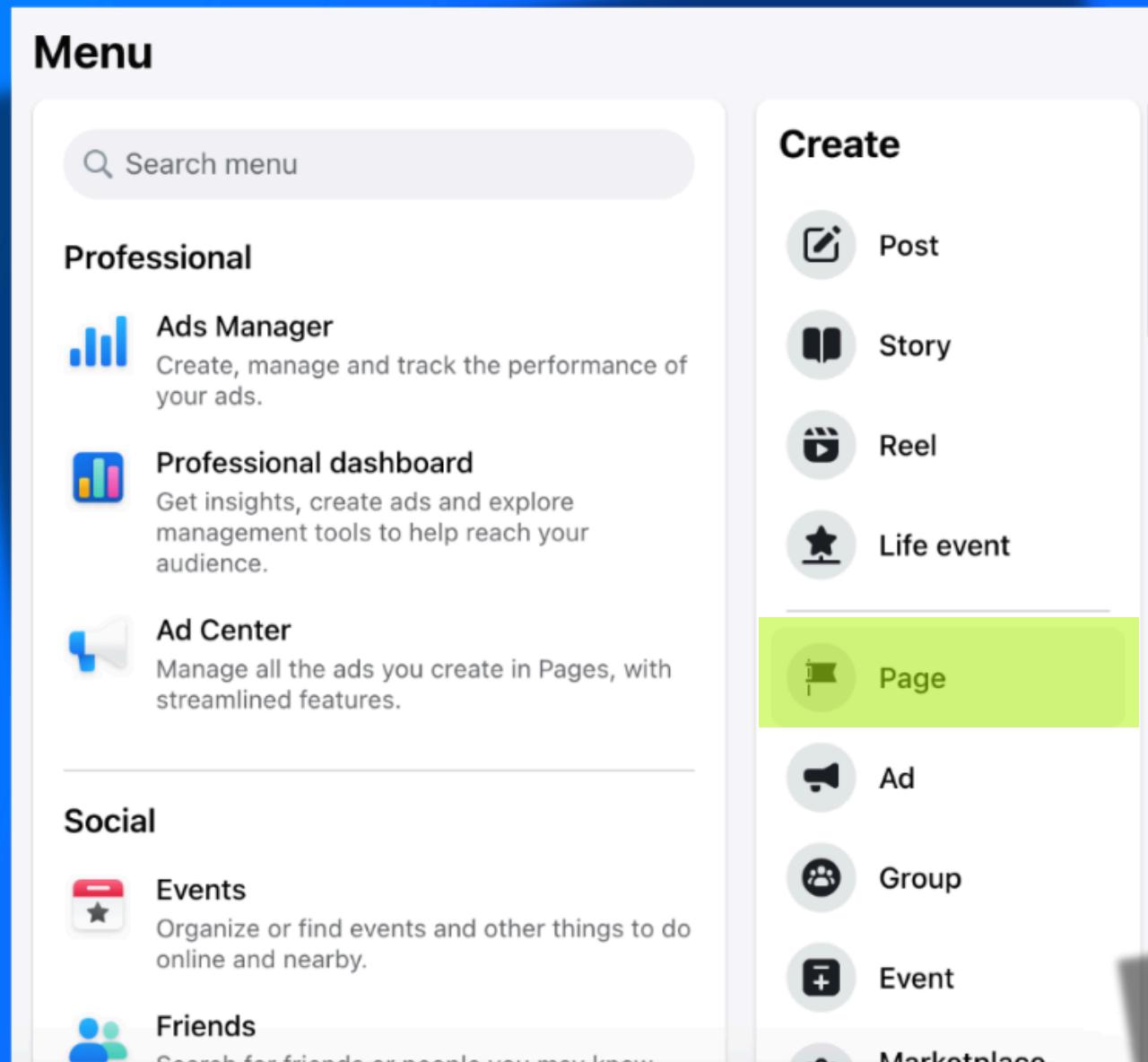


How to set up a Facebook Business Page

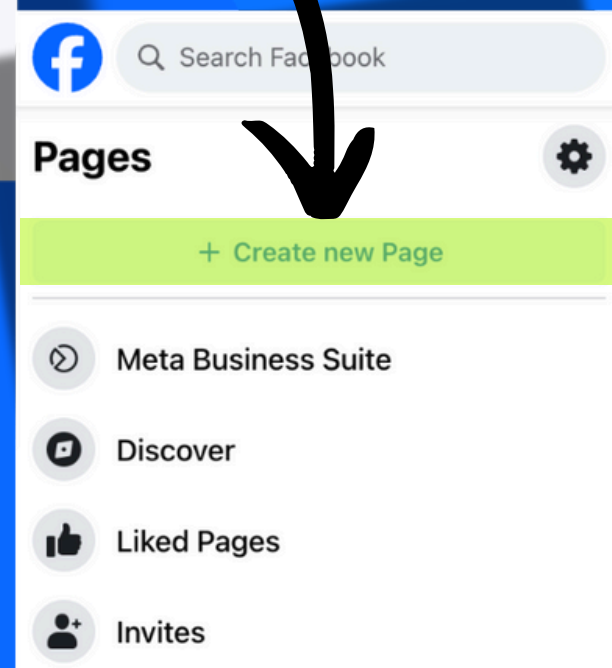
In order to create a Facebook page for your business you must already have a personal Facebook account. This will allow you to become an admin, giving you access to the page you are creating.



If you do not have a personal Facebook account, please go to www.facebook.com and follow the prompts to create one.

It is recommended you use a computer to complete the following steps rather than a mobile or table (iPad) device.



Step 1:
Login to your personal Facebook account.
Click on 'Page' then click the 'Create Page' button in the sidebar on the Facebook home page.





Pages > Create a Page

Create a Page

Your Page is where people go to learn more about you. Make sure that yours has all of the information they may need.

Use the name of your business, brand or organisation, or a name that helps explain your Page. [Learn more](#)

Tennis stadium

Tennis court

Sportsperson

Coach

Personal coach

Property

Step 2:



**Input your club/centre/
coaching business
name**

**Click on 'Category' and
input 'tennis' scroll
down to select Tennis
court or Coach.**

**Also, add a short bio
that tells people a little
about who you are.**

Example Bio
[Venue Name]: Tennis
for All Ages & Levels!
Coaching, Fitness, &
Fun in [City/Area]. Join
Us!





Step 1 of 5


Finish setting up your Page

Success! You've created Bean Squeezer.
Now add more details to help people connect with you.

Contact

Website

definitelyarealcoffeeshop.com



US+1 ▼

Phone number

Email

Location

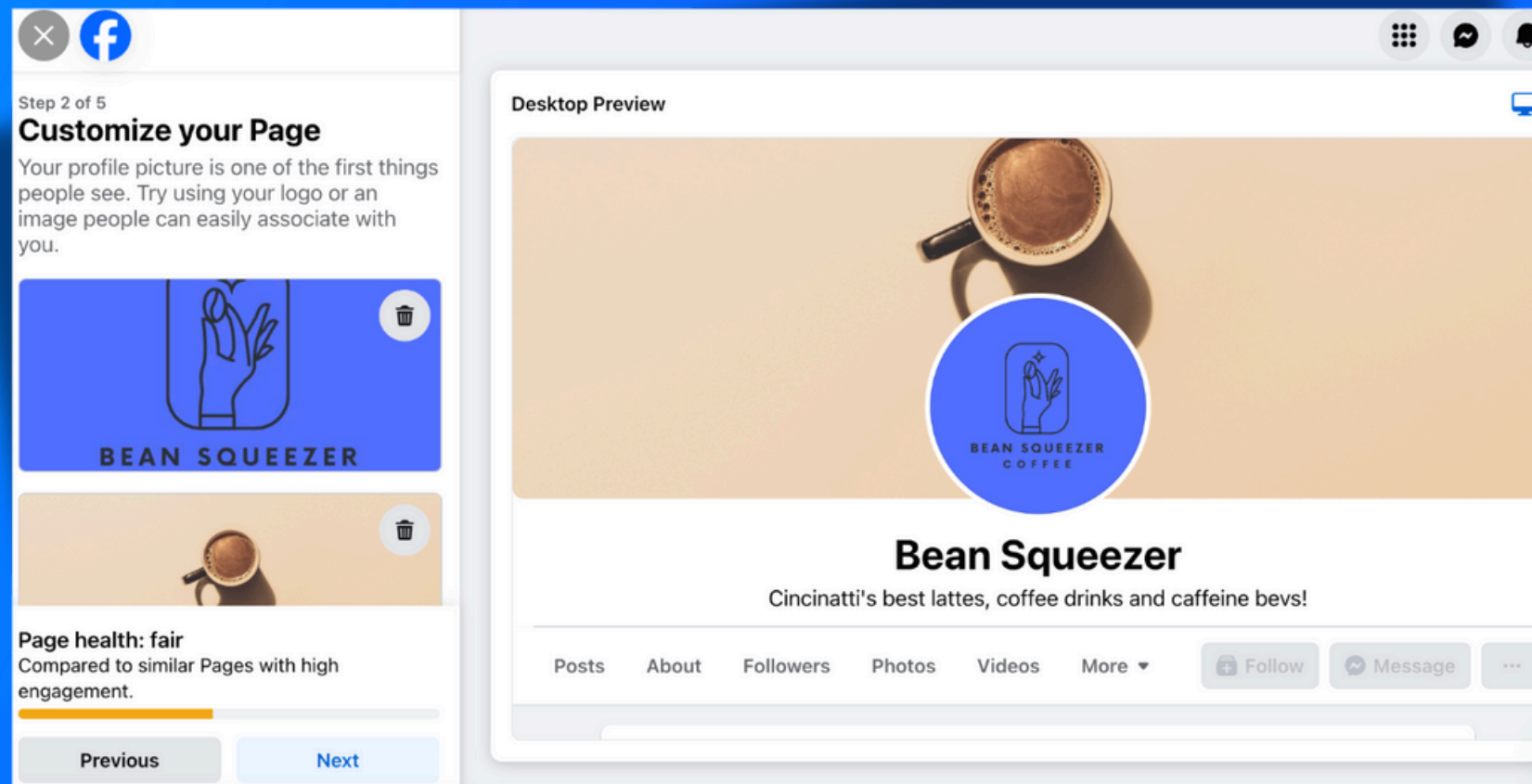
Page health: fair
Compared to similar Pages with high engagement.

Previous

Next

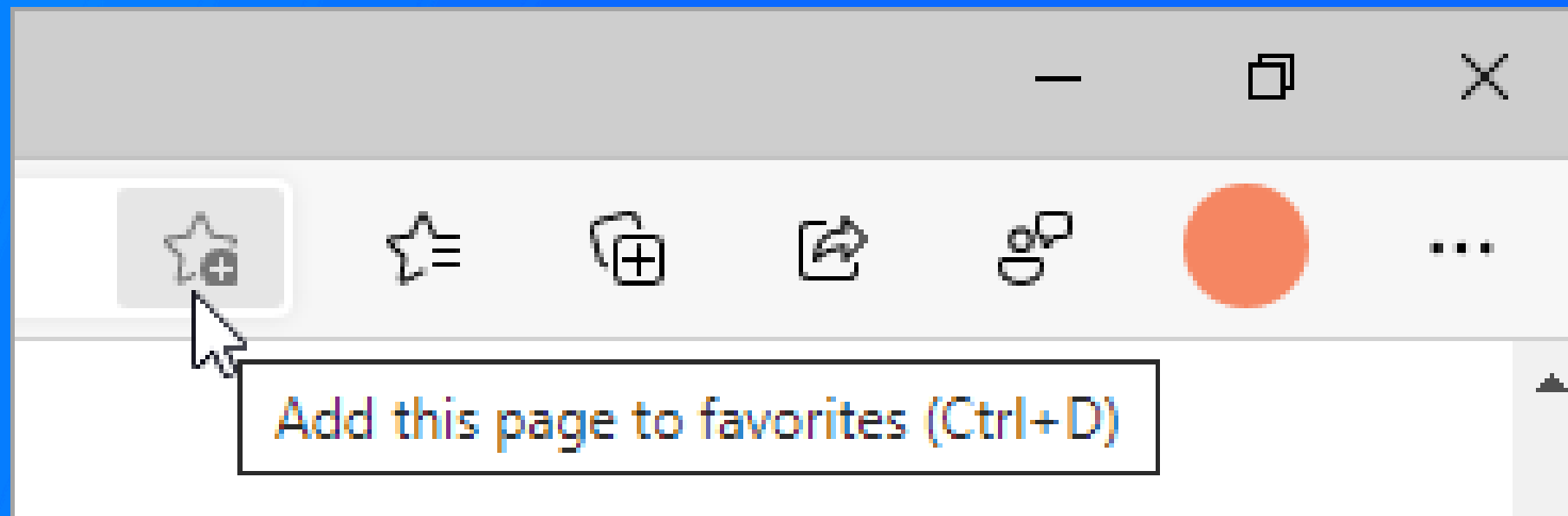
Step 3:
Enter your contact details making sure you select AU+614 when entering your contact number.

***Tip:* the email you use should be generic in case a committee member leaves your venue.**



Step 4:
Add your visuals,
such as your profile
picture and cover
photo.

Tip: the visuals you
use should be the
same as those found
on your website's
home page.



Step 5:
By adding your page to Favourites it will always appear in the side bar, making it easy to locate.



Thank you!