

# How to set up a Facebook Business Page

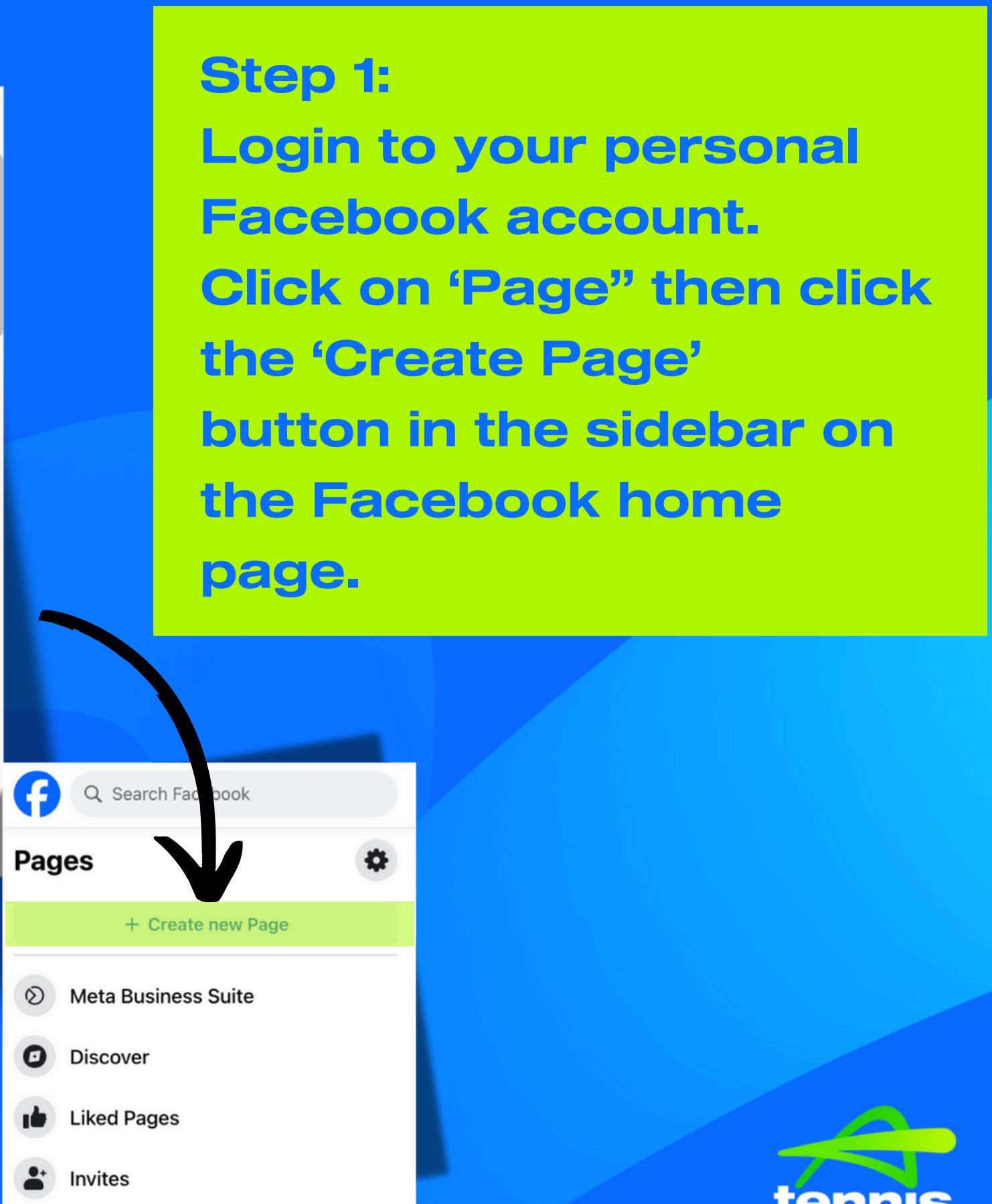
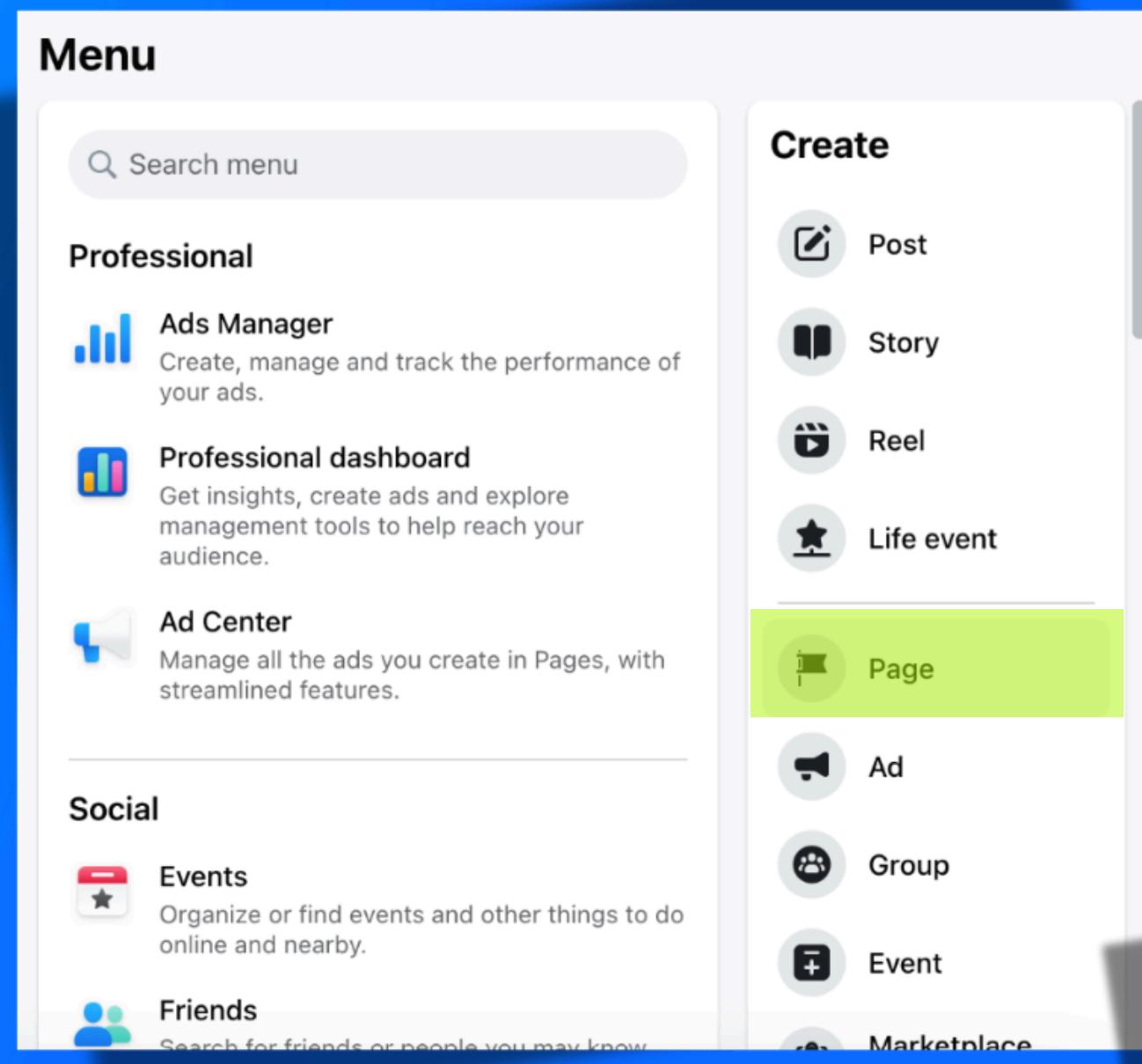


# How to set up a Facebook Business Page

**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](http://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.**



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.

Page name (required)

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

Category (required)

tennis

- Tennis stadium
- Tennis court
- Sportsperson
- Coach
- Personal coach
- Property

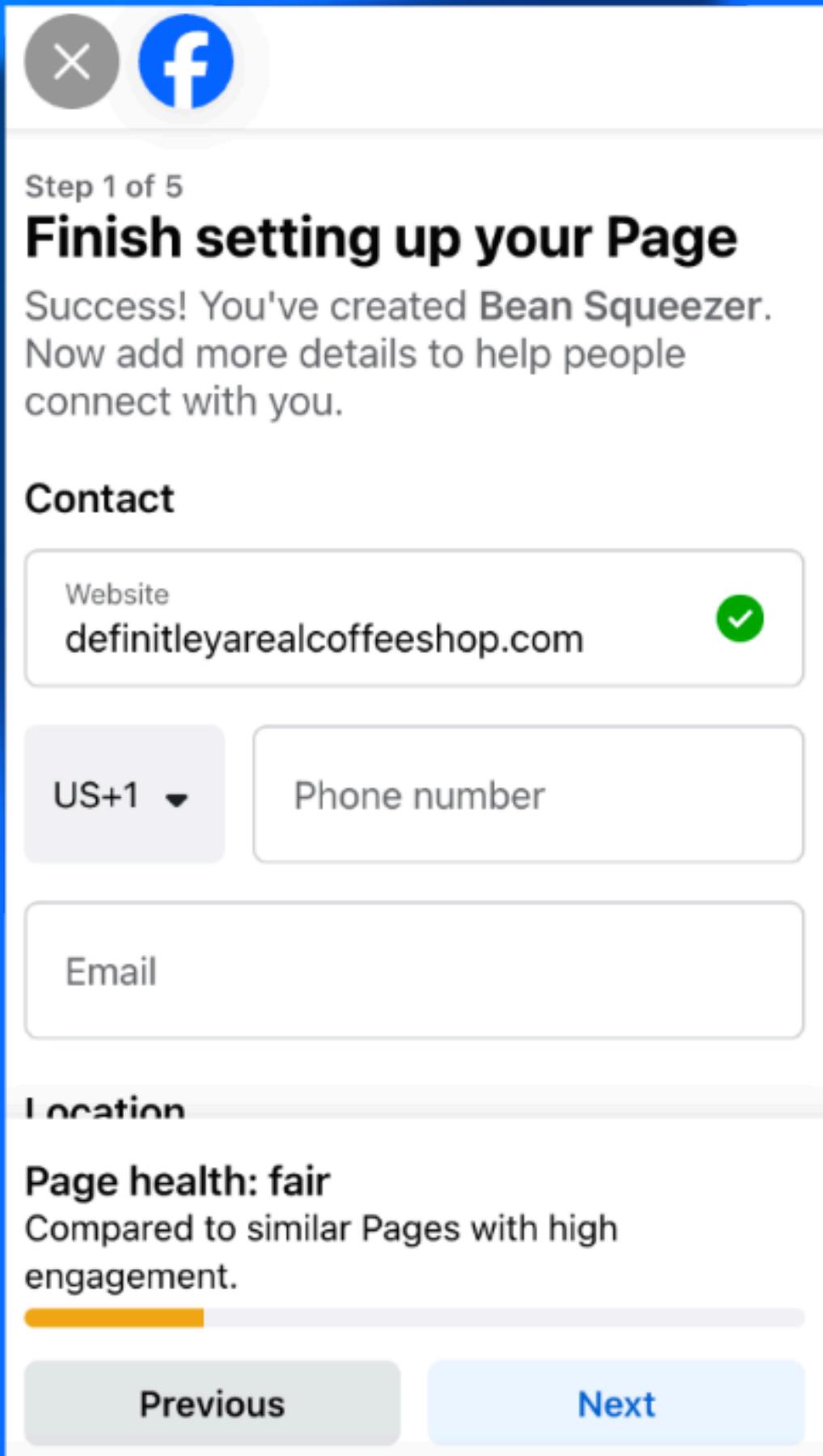
**Step 2:  
Input your club/centre/  
coaching business  
name**

**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**

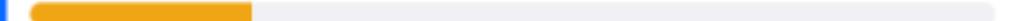
Website  
definitelyarealcoffeeshop.com 

US+1  Phone number

Email

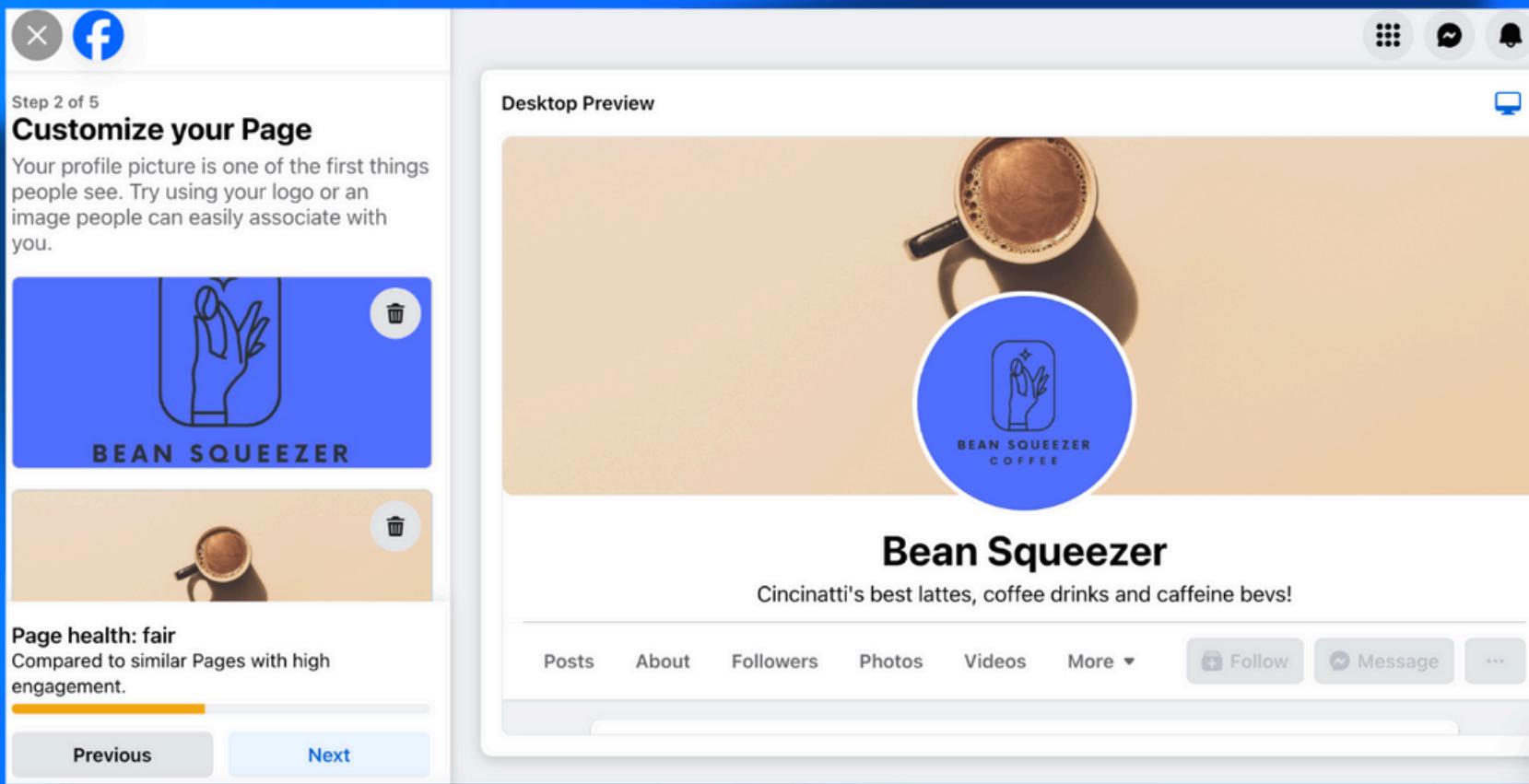
**Location**

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.**

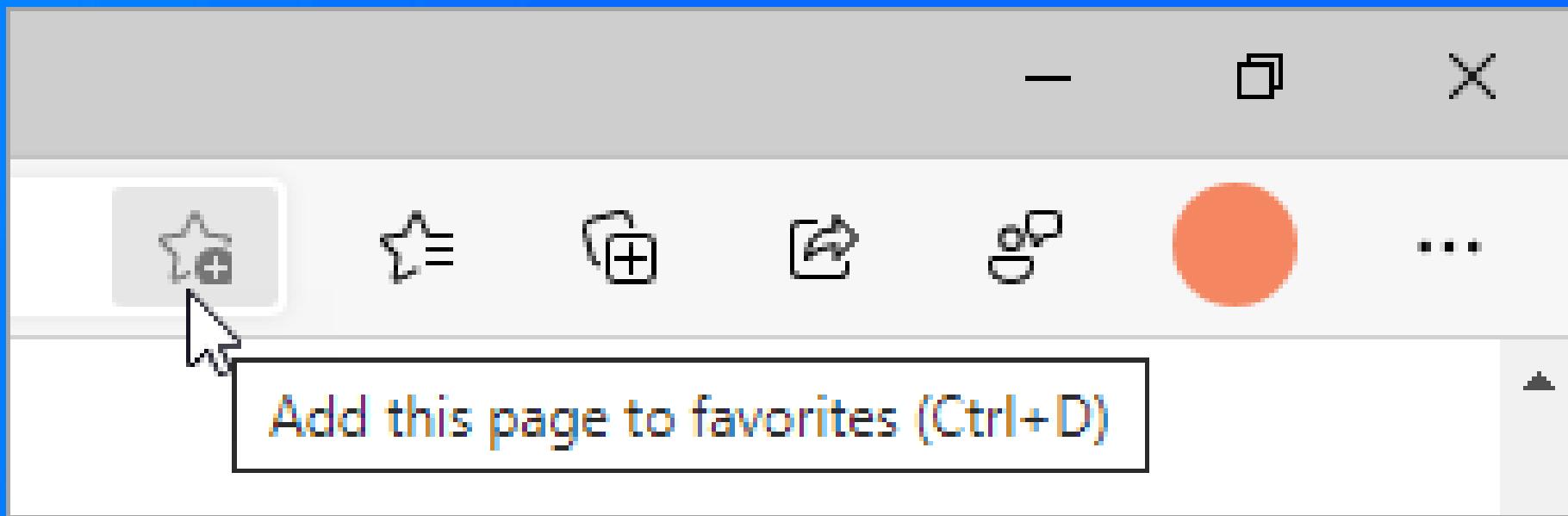
***Tip: the email you use should be generic in case a committee member leaves your venue.***



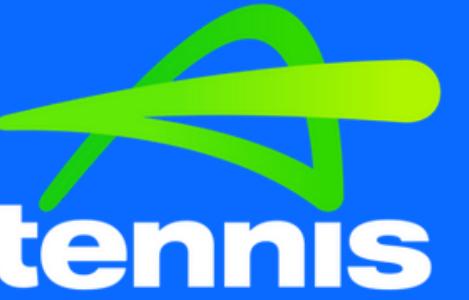
**Step 4:**  
**Add your visuals,**  
**such as your profile**  
**picture and cover**  
**photo.**

**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!