Kaip valdyti socialinių tinklų reklamą - Business meta suite

- 1. Prisijunkite prie business.facebook.com
- 2. Spausti ant create account.



3. Ir pridėkite visa reikalingą informaciją

🔊 Meta Business Suite			
	Create your Business Manager account	×	
	Your business and account name This should match the public name of your business as it will be visible across Facebook. It can't contain special characters.		
	Jasper's Market		
	Your name		
	Enter your first name and surname separated by a space		
	Your business email address This should be an email address that you use to conduct conceany business. Well send an email to write it. You'l also receive communications regarding your business account at this email address.		
	When you add people to your business, your name and business email address will be visible to them.		
	Sub	mit	

4. Patvirtinkite sąvo email adresą gautame pranešime į pašto dėžutę.



5. Na štai jūsų Facebook business puslapis sukurtas.



- 6. Kitas žingsnis susieti turimas verslo paskyras su šiuo įrankiu.
- 7. Pirmiausiai eikite į settings, tuomet spauskite Business assets

∞	Settings W Business	Jide account
w	Business accou	All assets Pages Ad accounts Instagram accounts More 💌 Q Search 😂 Filters (1) Add assets
•	Deople	
۵	Business assets	
۲	& Requests	
۲	🚯 More busines 🖸	×
	· Ad account s [2]	
	Billing 🖸	Ma
al		
		No business assets added
٠		Add Facebook Pages, Instagram accounts, ad accounts or other business assets to this business account so you can manage them all in one place.
0	Ēe	Add assets
10		

8. Pasirinkite savo verslo tipus – FB, IG ir t.t.



"Facebook" puslapio prijungimas prie "Meta Business Suite"

9. Puslapį galima pridėti trimis skirtingais būdais: pridėti jums jau priklausantį puslapį, paprašyti prieigos prie kito verslo puslapio arba sukurti naują puslapį. Pasirinkite jums tinkamą būdą.



"Isntagram" puslapio prijungimas

- 10. Pasirinkite, kad norite pridėti Instagram
- 11. Turėsite prie jo prisijungti.

	Claim an Instagram account	×
1	To claim an Instagram account, you'll be asked to log in to authorise th step. Once claimed, the Instagram account is moved into this business	e claim in the next account.
	Then, people can be assigned to help manage the Instagram account, ads, insights, messages, comments, settings and permissions.	including content,
	I agree to Instagram Terms, Data Policy and Cookies Policy on behalf of Wor account. I understand that these terms and policies apply to activity related accounts in this business account.	k Tech Guide business to all Instagram
	Cancel	Instagram Account

12. Kitas žingsnis pridėti mokėjimo metodą, sąskaitą iš kurios bus nuskaitomos išlaidos už rodomą reklamą. Eikite į Settings → Accounts → Ad accounts → Add

🙉 Meta	Ξ	Ad accounts
Business settings		
	•	
العام) Users	^	
People		
Partners		
System users		
Accounts	^	doesn't have any ad accounts yet.
Adappounts		Manage your ad accounts
Ad accounts		All the Meta ad accounts you've added to Business Manager will be listed here.
Business asset groups Apps		Add -
Instagram accounts		
WhatsApp Accounts		
😞 Data Sources	~	

13. Yra keletas pasirinkimo opcijų: galite pridėti jau ankščiau registruotą sąskaitą (kiekvienam verslo puslapiui rekomenduojama pridėti atskiras sąskaitas), prašyti leidimo suteikti prieigą prie puslapio sąskaitos, kad iš jos galėtumėte užsakyti reklamas, arba pridėti naują sąskaitą.

Add	
0	Add an ad account Your business will control campaigns and billing for this ad account. Claiming an ad account moves it into Business Manager.
ୈ	Request access to an ad account Your business needs to use this ad account on behalf of another business. For example, you work for an agency, and the ad account belongs to a client. The ad account will still belong to its current owner.
+	Create a new ad account You need a new ad account for your business.

- 14. Kuriant naują sąskaitą užpildykite visus laukus teisingai.
- 15. Sekantis žingsnis prijungti žmones.

anksto

- 16. Eikite į Setting → People → Add people (pasirinkite kokią prieigą suteiksite admino ar kaip darbuotojo, kuriam bus apribotos naudojimosi teisės).
- 17. Reikia žinoti tikslų email adresą, kuriuo darbuotojas yra prisijungęs prie Facebook, tad pasitikslinkite iš

 Business accou People Business assets Requests Add accounts C Billing Billing Chrizag Jain (You) Rende data counts and tools they can use. Step 1 of 2 Chrizag Jain (You) Chrizag Jain (You) Step 1 of 2 Chrizag Jain (You) Step 1 of 2 Chrizag Jain (You) Step 1 of 2 	ettings W Busines	account	Invite people X	
People Business assets Chirag Jain (You) Worktechgude@om More busines Ad account s Billing Difference Show advanced options = Your business name, business country, business vehice, primary Page information and top Page follower count will be diaclosed to the invited user(s). Step 1 of 2	Business accou	Q Search by name of	Ask people to join your business by entering their email address. Then assign their access and which accounts and tools they can use.	Add People
 Business assets Chirag Jain (You) worktechguide@wr More busines Ad account s Billing Billing Admin access	People	Name ↑↓	Enter email addresses 0 nt access 0	Statu
 Requests More busines C Ad account s C Billing Billing Admin access Admin access Admin access Admin access Admin access Admin shave full control over your business. They can only work settings, people, accounts and tools. Show advanced options • Your business name, business account creation date, business website, primary Page information and top Page follower count will be disclosed to the invited user(s). Step 1 of 2 	 Business assets 	Chirag Jain (You	example@example.com, example@example.com	
 More busines C Ad account s C Billing C Admin access Admin access Admin access Admin access Admin access Admin access C Now advanced options T Your business name, business account creation date, business verification status, business legal name, business country, business website, primary Page information and top Page follower count will be disclosed to the invited user(s). Step 1 of 2 	Or Requests	worktechguide@gm	Assign business role	
Advanced options Admin access Admin access	🚱 More busines 🖸		Employee access We recommend adding people as employees. They can only work on assigned accounts and tools.	
Show advanced options Your business name, business account creation date, business verification status, business legal name, business country, business website, primary Page information and top Page follower count will be disclosed to the invited user(s). Step 1 of 2 Cancel Next 	Billing		Admin access Admins have full control over your business. They can edit settings, people, accounts and tools.	
Your business name, business account creation date, business verification status, business legal name, business country, business website, primary Page information and top Page follower count will be disclosed to the invited user(s). Step 1 of 2 Cancel Next			Show advanced options	
Step 1 of 2 Cancel Next			Your business name, business account creation date, business verification status, business legal name, business country, business website, primary Page information and top Page follower count will be disclosed to the invited user(s).	
			Step 1 of 2 Cancel Next	

18. Pasirinkite visas prieigas kurias suteikiate konkrečiam asmeniui.



19. Taip pat po pages spauskite Ad accounts ir suteikite priegą žmonėms kurie gales leisti reklamas.

Assign Access				×
Select asset type 🛛	Select assets		Ad Account	
Pages	Search & Filter	Q,	Partial access	
Ad accounts	Name	0	Manage campaigns Create and edit ads, access reports and view ads	
Catalogs Apps	Ad account	0	View performance Access reports and view ads	
nstagram accounts			Manage Creative Hub mockups View, create and edit mockups in Creative Hub	-
			Full control Manage Ad Account Control ad account settings, finances and permissions. Create and edit ads, access reports and view ads.	•
Assign to test@example.com Employee access			\square	
Step 2 of 3			Back	vite

- 20. Ir išsiųskite pakvietimą, kai jis išsiųstas matysite jau prie žmonių sąrašo kas yra pridėta.
- 21. Pakartokite procesą su visais žmonėmis, kuriuos norite pridėti.
- 22. Jeigu nepridėjote žmogaus iš karto prie puslapio ad account, eikite į Settings → Ad accounts → add people, pasirinkite kokias prieigas jam duodate.
- 23. Jeigu dirbate su agentūra arba freelanceriu, suteikite jam ad account advertiser prieigą. Jis gales leisti reklamas, žiūrėti kampanijas, valdyti jas, bet negalės pakeisti svarbių settings parametrų ir jūsų paskyra bus apsaugota.

Business Payments Make payments, manage payment methods and edit your business	s information.	Ad Account Roles	
0	pen Payment Settings	Ad account admin	
Deactivate Ad Account			Add People

Add People to This Ad Account	×
Search and select a user to add. Only frinds can b	e added.
Enter a friend	Ad account advertiser 🔻
Advertisers can see and edit your ads and set up a method associated with this ad account. People with "Analyst" access can only see your ad	Ad account admin Ad account advertiser Ad account analyst performance.
Learn more in the Help Center.	-
	Cancel Confirm