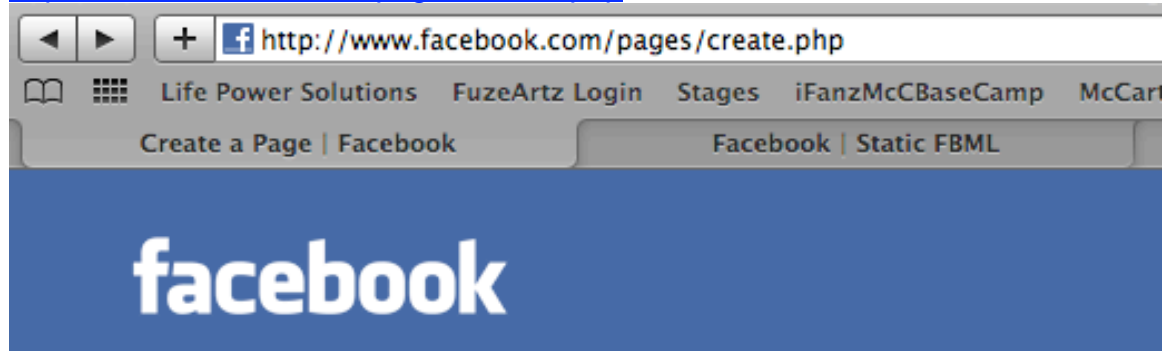


How To Create a Facebook Fan Page with a personal “Friend” administrator.

1.

<http://www.facebook.com/pages/create.php>



Create a Page

Official Page

Communicate with your customers and fans by creating and maintaining an official Facebook Page.

Create a Page for a:

- Local business
- Brand, product, or organization
- Artist, band, or public figure

Page name:

(examples: Summer Sky Cafe, Springfield Jazz Trio)

- I'm the official representative of this person, business, band or product and have permission to create this Page.
[Review the Facebook Terms](#)

[Create Official Page](#)

2.

facebook

Create a Facebook Account


I already have a Facebook account
 I do not have a Facebook account

Email:

New Password: ?

Date of Birth: Month: Day: Year:
Please enter your own date of birth. (Why is this required?)

Security Check: Enter **both** words below, separated by a space.
Can't read the words below? Try different words or an audio captcha.



Text in the box:

I have read and agree to the [Terms of Use](#) and [Privacy Policy](#)

Problems signing up? Check out our help pages

Select I do NOT have a Facebook account.

3.

Go to HotMail and create a new, clean email account
Once the account is confirmed, sign up at Facebook.

facebook

Confirm Your Email Address

Thanks for signing up on Facebook! We just sent you a confirmation email
Click on the confirmation link in the email to complete your sign up.

Look in your email as well as your junk box for a confirmation from Facebook.
Then log in to Facebook and follow the instructions to create your profile. This
will achieve 2 things one you will create a fan/band page and at the same time

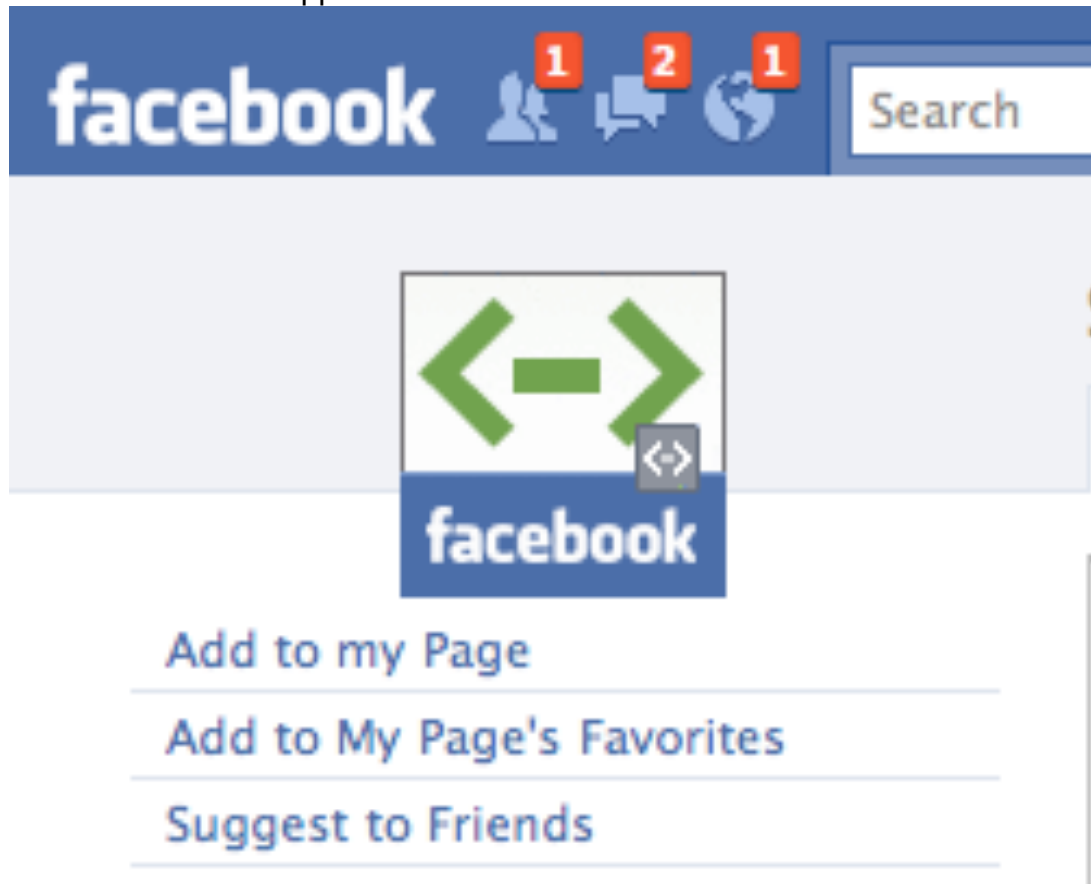
Facebook will auto create a personal account for you to manage the fan page. You can also use your existing personal Facebook account to create a fan page then give yourself administrator access.

4.

In a new tab or browser window, go to this address / URL

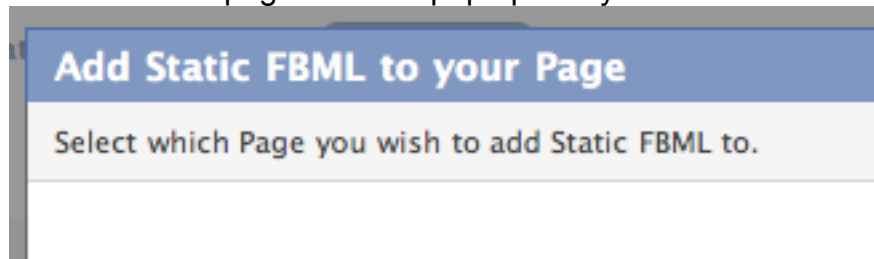
<http://www.facebook.com/apps/application.php?id=4949752878>

Click on “**Add to my Page**” note – you must have admin rights to the Fan Page to install the FBML app and the iFanz form.



5.

Select the Fan page from the pop up that you wish to add iFanz to.



6.

Once the app has been added go back to your Fan page and click on Edit Page under the icon/image.



7. When in Edit Page mode scroll down to the Applications section and look for the



FBML icon which looks like this .

8.

Click on Edit under FBML icon and enter a name for Box Title. This will be the name of the tab on your wall page. Keep it short. Some good suggestions are "Fanz" or "VIP's".

9.

In the FBML box below the Box Title paste in your iFanz form code from your iFanz account (just like you would on your MySpace page or website).

10. Click Save Changes at the bottom and you are all done!

11.

To change the order of the tabs on your wall just grab the tab with your mouse and drag it to where you want the tab to be.