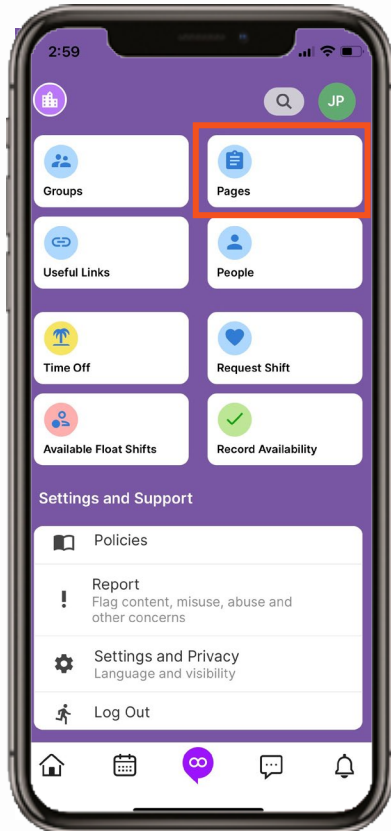


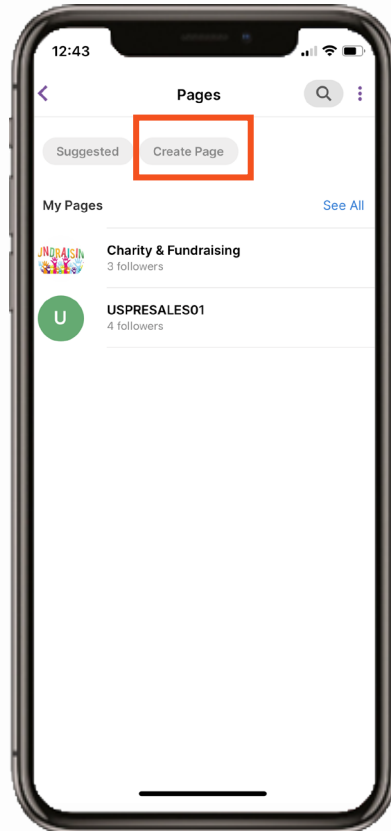
# Loop – Creating Pages and Page Administration

# Loop – Create a Page

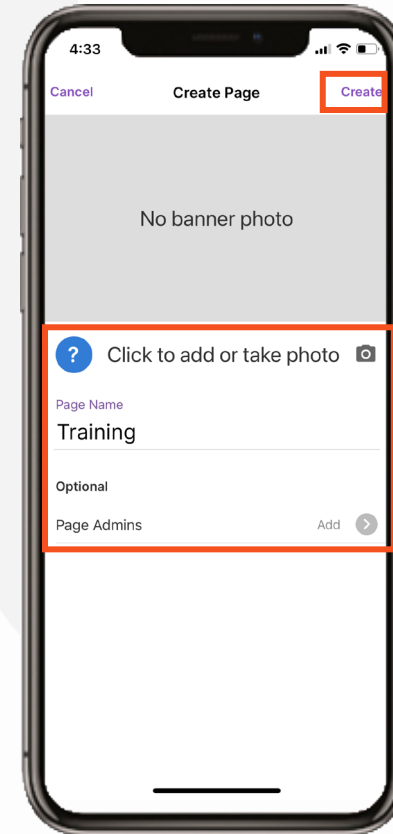
1 From the Navigation menu, select **Pages**.



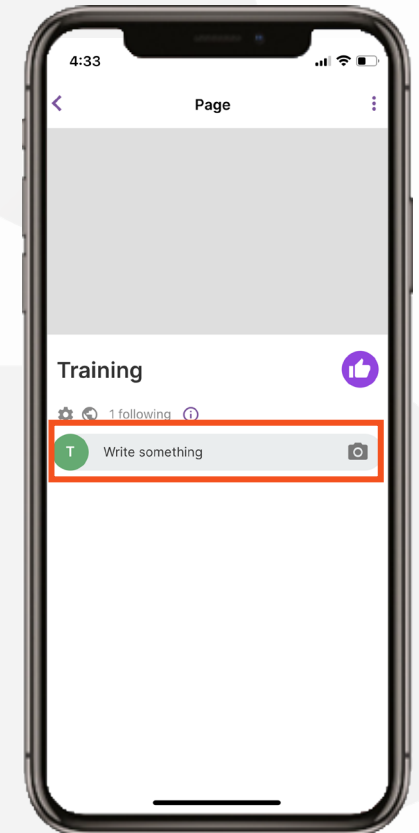
2 You will see a list of your Pages. Click **Create Page** to create a new one.



3 Add a **Page Name** and, if adding photos, click the **Camera Icon** to add from library or take a photo for the Page. Under **Optional** click **Add** to add Admins to the Page. Click **Create** when you are done.



4 Use the **Write Something** field to add a message to the **Page**.

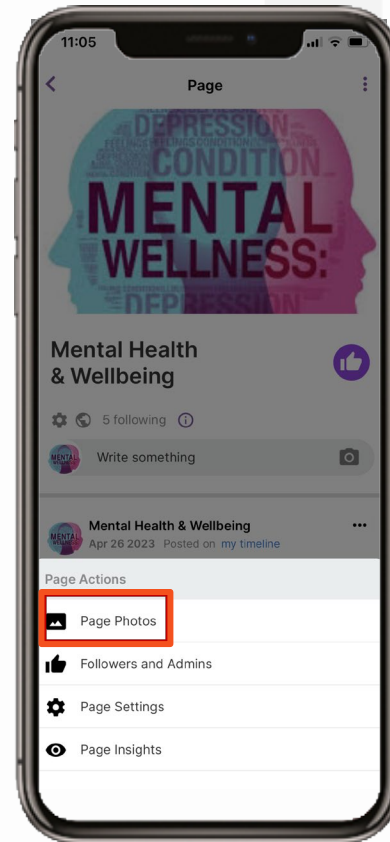


# Loop – Page Admin: Managing Page Photos

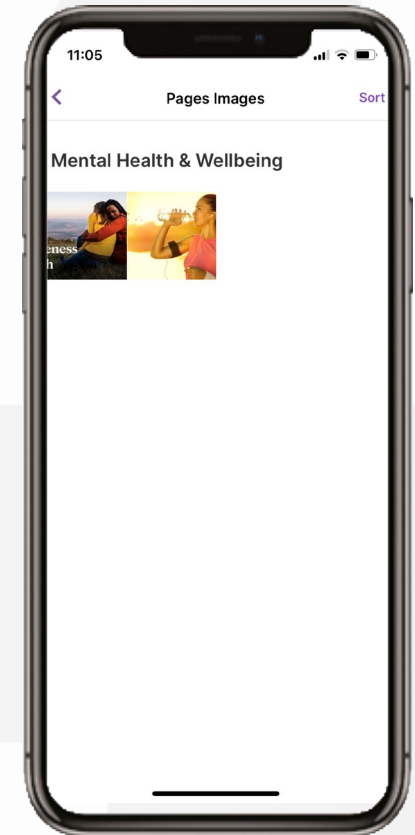
**1** To administer a page, select the desired Page, and then select the **three dots** in the top right.



**2** The **Page Actions** menu will be shown. Select **Page Photos**. *Note: If you are an Admin user then the following screen will be shown. If not, then you will only be able to view Page Photos.*



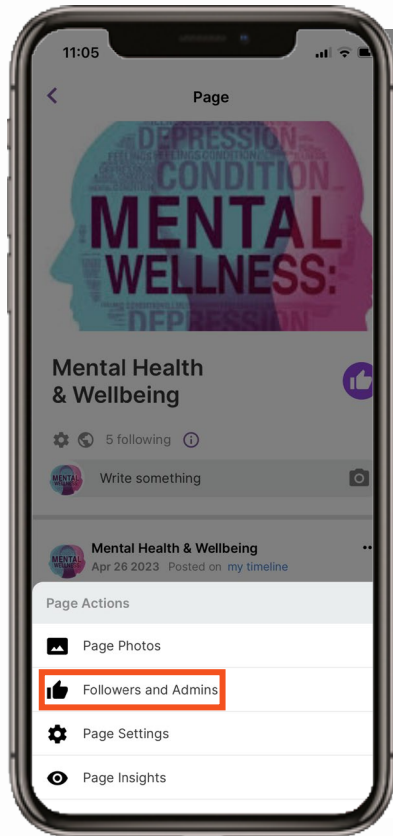
**3** Photos associated with the Page display.



# Loop – Page Admin: Followers and Admins

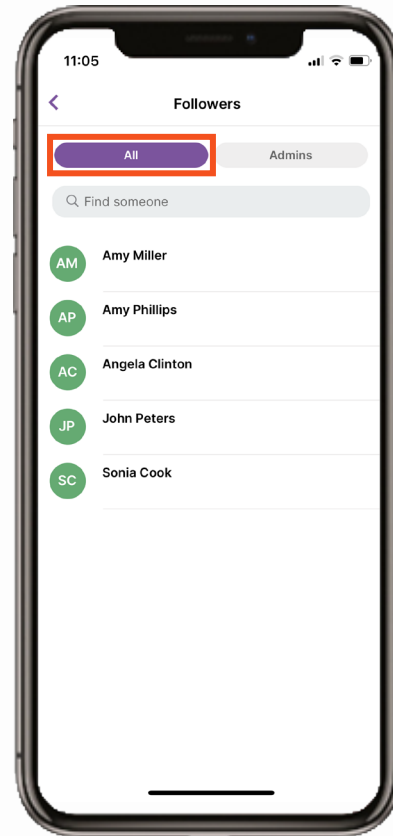
1

Select **Followers and Admins**.  
(You will only be able to see this if you created the Page or are a Page admin.)



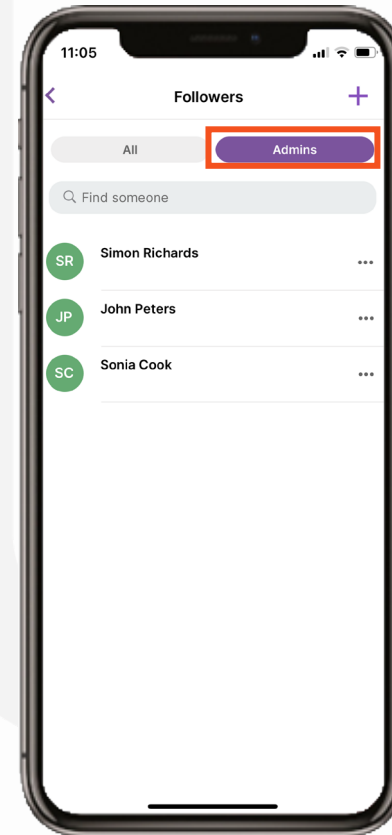
2

Selecting the **All** tab will display people who are following the group.



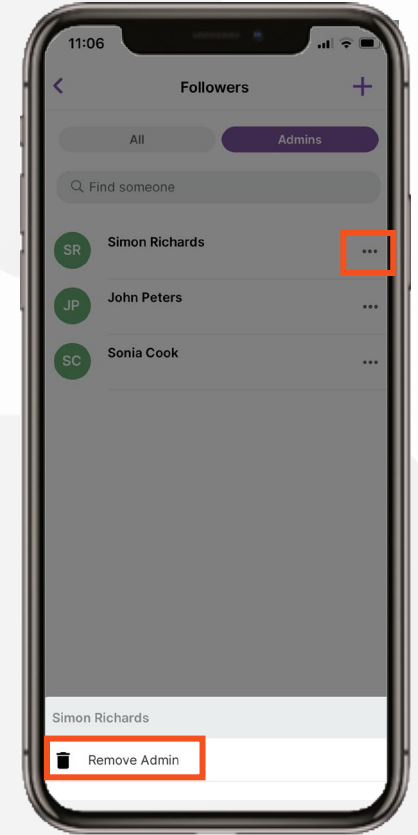
3

Selecting the **Admins** tab will display those who have Admin rights for the page.



4

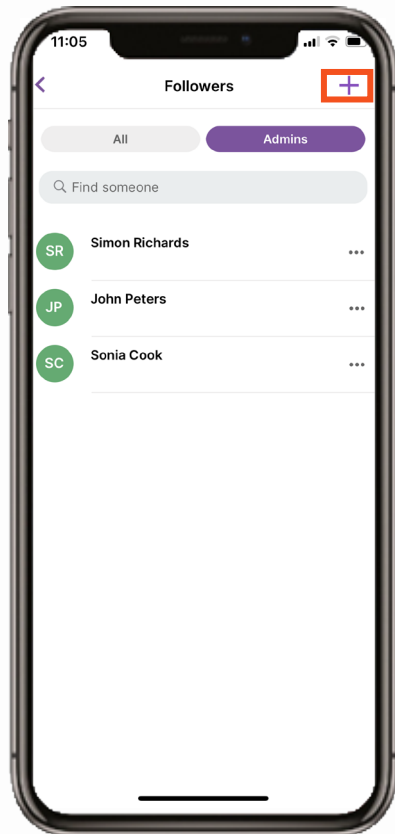
Select the **three dots** next to a name to remove admin rights for a person.



# Loop – Page Admin: Followers and Admins

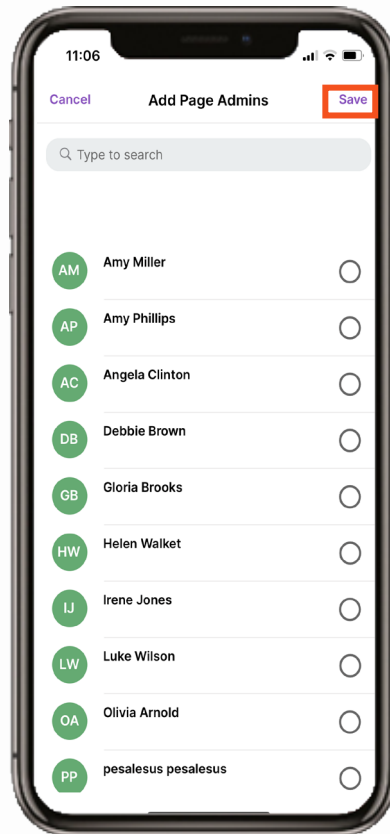
5

Select **the plus sign** to add admins.



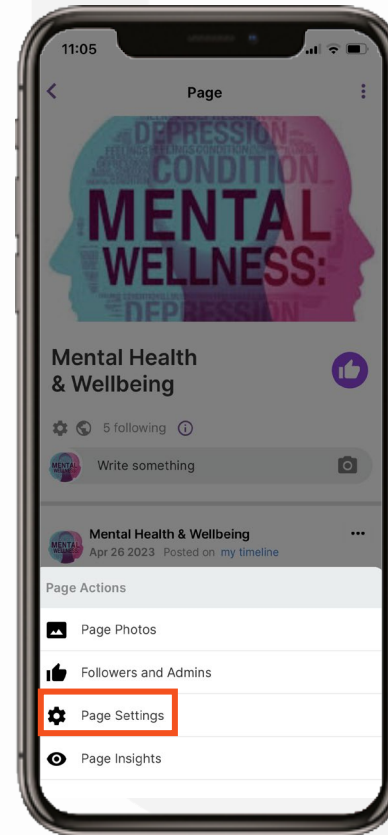
6

Select a name and click **Save**.



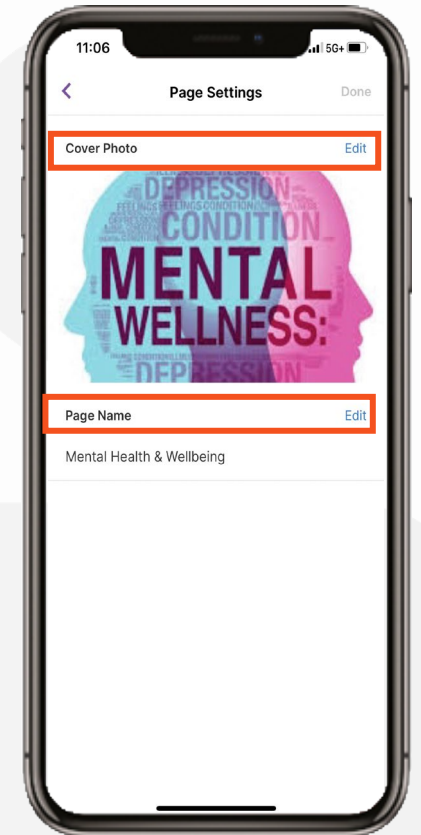
7

Click **Page Settings**.



8

You can change the photo of the page or change the name of the page by choosing edit.



# Loop – Page Admin: Page Insights

1 Click **Page Insights**.



2 **Page Insights** allows you to view information about the page.

