



## Allow us access to your social accounts:

**Note:** Please only allow us access to the social profiles you want us to manage.

If we are setting up a social profile for you, we will configure these settings to allow us to manage your social pages.

Select the platform information you're looking for:

[Facebook](#)

[Instagram](#)

[Google My Business](#)

[Website News & Posts](#)

[Send us your posts](#)



As an authorised Agency we can request access to your profile from our end.

- You'll get a notification through your Facebook log-in/app
- This will require your authorisation to allow 'Wearewood Services' access.

★ We will then get a notification through Facebook and we'll get you added onto the platform.



Instagram connects directly to your Facebook profile, so you will need to allow us access to your Facebook account as detailed above.

To ensure this is possible you must make sure that your Instagram business profile is linked to your Facebook business account.

Please note: By default, your Instagram profile will be set as a 'personal' account, so to link it to Facebook and enable all of the business functionalities you need to convert your account.

**Setting your account to business:** *The easiest way to do this, is on a mobile device through the Instagram app:*

1. Go to your Instagram business profile
2. Click on the menu button (*three lines in the top right of the page*)
3. Select 'Settings'
4. Select 'Account'
5. Scroll to the bottom and select 'Switch to Professional Account' (*second from bottom*)
6. And follow the on screen instructions

★ Once this element is complete let us know, and we'll get you added onto the platform.



**Linking your account to Facebook:** *The easiest way to do this, is on a mobile device through the Instagram app:*

1. Go to your Instagram business profile
2. Click on the menu button (*three lines in the top right of the page*)
3. Select 'Settings'
4. Select 'Sharing to other apps'
5. Select 'Facebook' at the top and select the profile you want to link to

★ Once this element is complete let us know, and we'll get you added onto the platform.

Please note it can take up to 7 working days to get all of your profiles setup, connected and set up on our management platform.

# Social Media Management



at

**WEAREWOOD**  
  
**WEB·DESIGN·PRINT**



1. Log into your GMB account.
  2. On the left-hand side, click on 'Users'
  3. Click 'Add Users' (top right)
  4. Enter our e-mail address – [technical@wearewood.co.uk](mailto:technical@wearewood.co.uk)
  5. Select on the dropdown to add us as a 'Manager'
  6. Click 'Invite'
- ★ We will then get a notification via e-mail and we'll get you added onto the platform.



- ★ As we already manage your website, we have access to your website News & Posts section, so you don't need to do anything.

**Sit back and we'll get posting!**



If we manage your social profile(s), this doesn't stop you posting your own content or personalised posts to your pages.

**Get us to post personalised posts:** If you want to send through your personalised posts, you can do this on our website [wearewood.co.uk/post/](http://wearewood.co.uk/post/) or e-mail us directly at [social@wearewood.co.uk](mailto:social@wearewood.co.uk). Remember to let us know what date & time you would like this to be posted.

**Post your own personalised posts:** You can post to your social profiles in the normal manner. This won't affect what we are doing as part of our Social Media Management Package.

