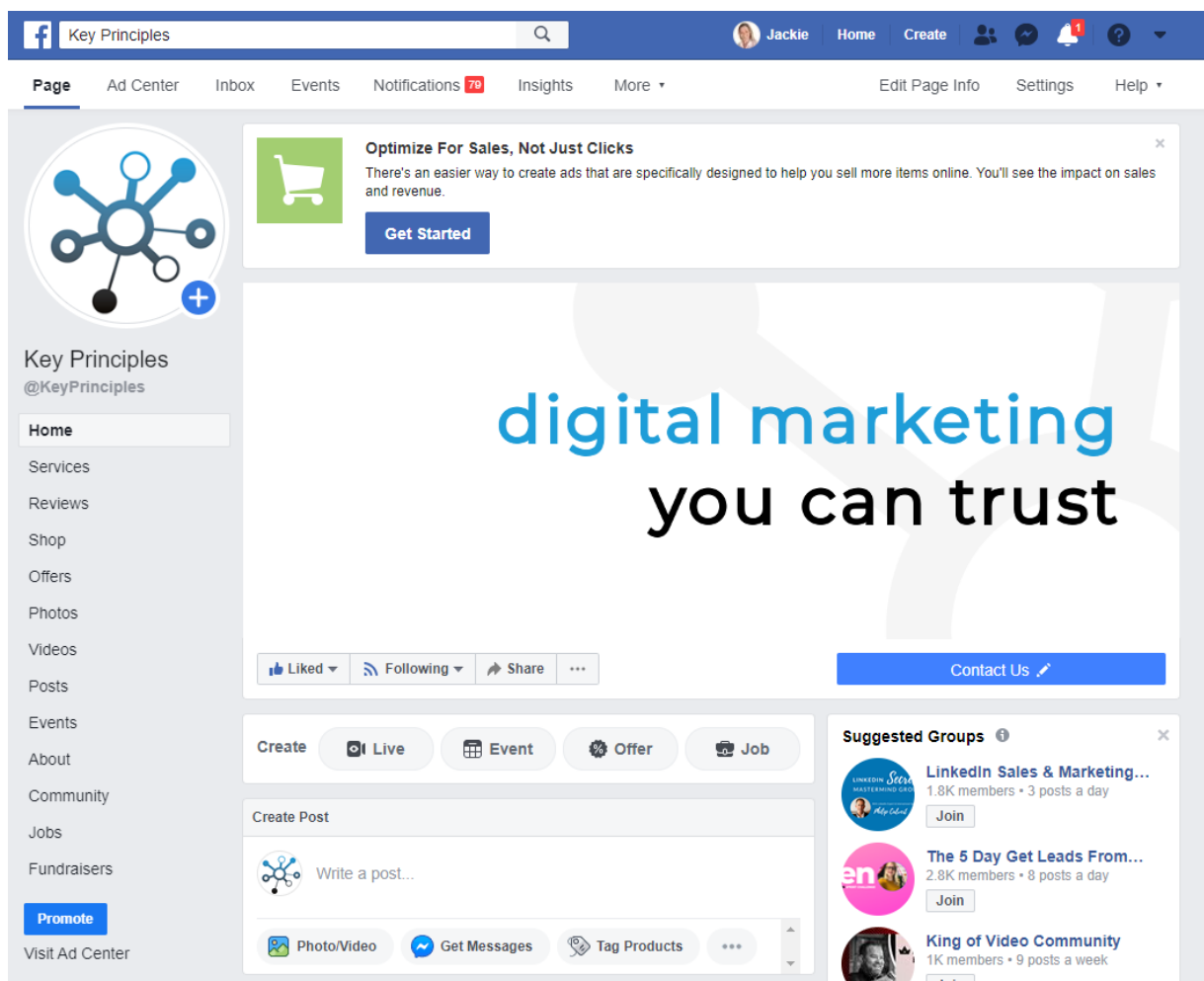




## 7 Steps To Switching on Facebook Reviews

1. Go to your page



2. Go to settings top right



### 3. Click on Templates and Tabs (Left hand navigation)

Page Ad Center Inbox Events Notifications 75 More ▾ Edit Page Info **Settings** Help ▾

|                           |                                        |                                                                                                                  |      |
|---------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------|------|
| <b>General</b>            | <b>Page Visibility</b>                 | Page published                                                                                                   | Edit |
| Page Info                 | <b>Visitor Posts</b>                   | Anyone can publish to the Page.<br>Anyone can add photos and videos to the Page.<br>Post moderation is turned on | Edit |
| Messaging                 | <b>Post and Story Sharing</b>          | Post sharing to Stories is On                                                                                    | Edit |
| <b>Templates and Tabs</b> | <b>Audience Optimization for Posts</b> | The ability to select News Feed targeting and restrict the audience for your posts is turned off                 | Edit |
| Notifications             | <b>Messages</b>                        | People can contact my Page privately.                                                                            | Edit |
| Advanced Messaging        | <b>Tagging Ability</b>                 | Only people who help manage my Page can tag photos posted on it.                                                 | Edit |
| Facebook Badges           | <b>Others Tagging this Page</b>        | People and other Pages can tag my Page.                                                                          | Edit |
| Page Roles                | <b>Page Location for Effects</b>       | Other people can use your Page's location for photo and video frames and effects.                                | Edit |
| People and Other Pages    | <b>Country Restrictions</b>            | Page is visible to everyone.                                                                                     | Edit |
| Preferred Page Audience   | <b>Age Restrictions</b>                | Page is shown to everyone.                                                                                       | Edit |
| Authorizations            | <b>Page Moderation</b>                 | No words are being blocked from the Page.                                                                        | Edit |
| Branded Content           | <b>Profanity Filter</b>                | Turned off                                                                                                       | Edit |
| Instagram                 | <b>Similar Page Suggestions</b>        | Choose whether your Page is recommended to others                                                                | Edit |
| WhatsApp                  | <b>Page Updates</b>                    | Page posts will not be published when you update Page info, reach milestones, receive reviews and more.          | Edit |
| Featured                  | <b>Post in Multiple Languages</b>      | Ability to write posts in multiple languages is turned off                                                       | Edit |
| Crossposting              | <b>Translate Automatically</b>         | Your posts may show translations automatically for people who read                                               | Edit |

### 4. Click on Reviews – Settings

Page Ad Center Inbox Events Notifications 75 More ▾ Edit Page Info **Settings** Help ▾

**General**

Page Info

Messaging

**Templates and Tabs**

Notifications

Advanced Messaging

Facebook Badges

Page Roles

People and Other Pages

Preferred Page Audience

Authorizations

Branded Content

Instagram

WhatsApp

Featured

Crossposting

Page Support Inbox

Payments

Linked Publications

## Templates and Tabs

Configure actions and tabs for your page

### Templates

Choose a template with default buttons and tabs designed to help your Page.

Current Template: **Services**

Edit

### Tabs

Click and drag a tab name to rearrange the order. The tab order also determines the order of the sections people see at the top of your Page.

**Use default tabs** ☒ ON

Turn on default tabs to use the tabs we think will be most successful for your type of Page.

Home

Settings

Services

Settings

Reviews

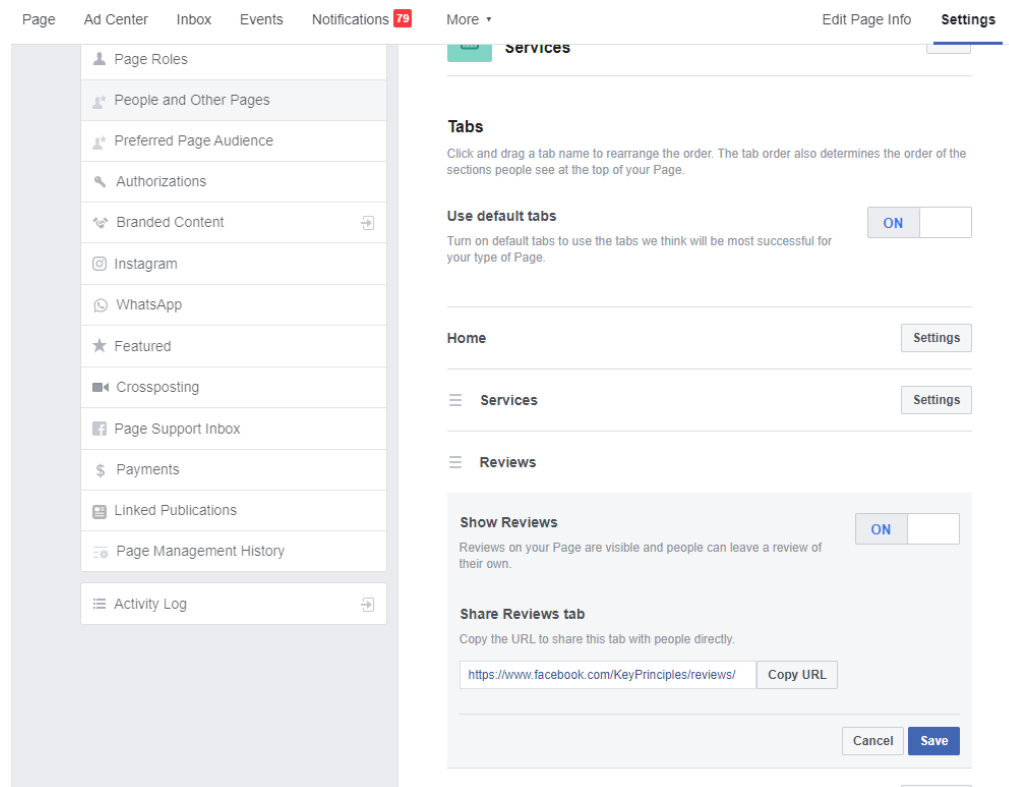
Settings

Shop

Settings



## 5. Make sure Reviews are switched to ON



## 6. Copy and share your review URL <https://www.facebook.com/KeyPrinciples/reviews/>

## 7. Click Save