



# pixa creative

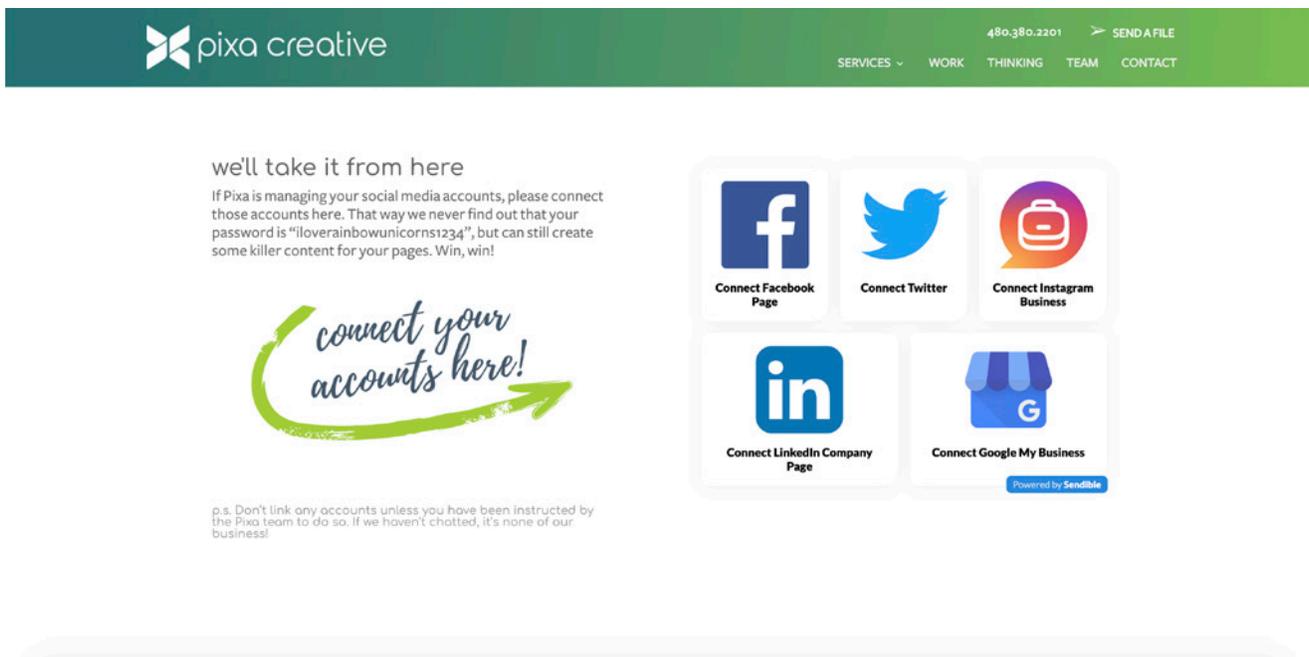
with  **Sendible**

Welcome aboard to Pixa's social media management! We are excited to create and share great content to show off your brand.

To get set up, you'll need to connect your social accounts to Sendible, a powerful tool we use to manage and schedule out your posts.

Follow the instructions below, and let's get started!

- » Navigate to <https://thinkpixa.com/digital-marketing/social-media/> and scroll down until you see the "we'll take it from here" section shown here:



**we'll take it from here**

If Pixa is managing your social media accounts, please connect those accounts here. That way we never find out that your password is "loverainbowunicorns1234", but can still create some killer content for your pages. Win, win!

*connect your accounts here!*

p.s. Don't link any accounts unless you have been instructed by the Pixa team to do so. If we haven't chatted, it's none of our business!

Connect Facebook Page

Connect Twitter

Connect Instagram Business

Connect LinkedIn Company Page

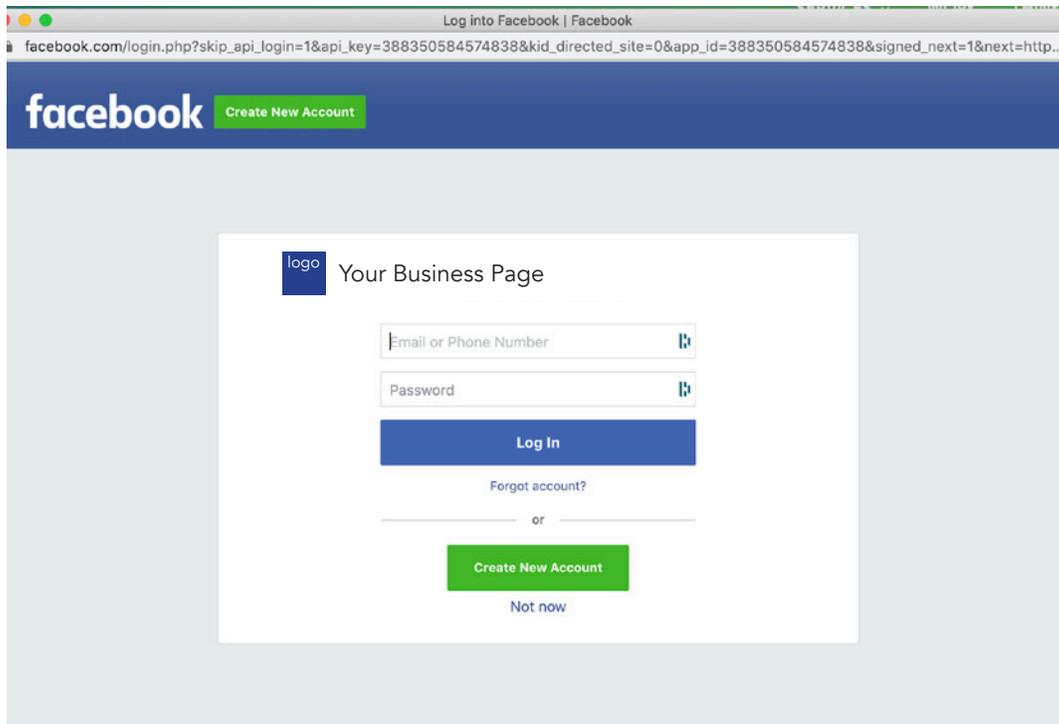
Connect Google My Business

Powered by Sendible

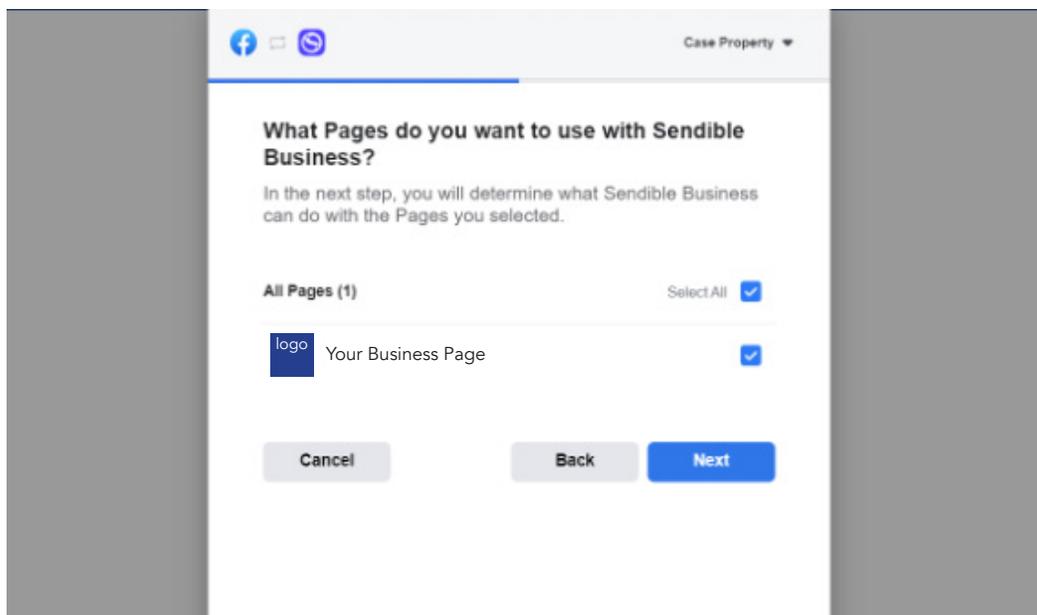
- » Click on the social icon for the account you want to connect.

# Connect Facebook

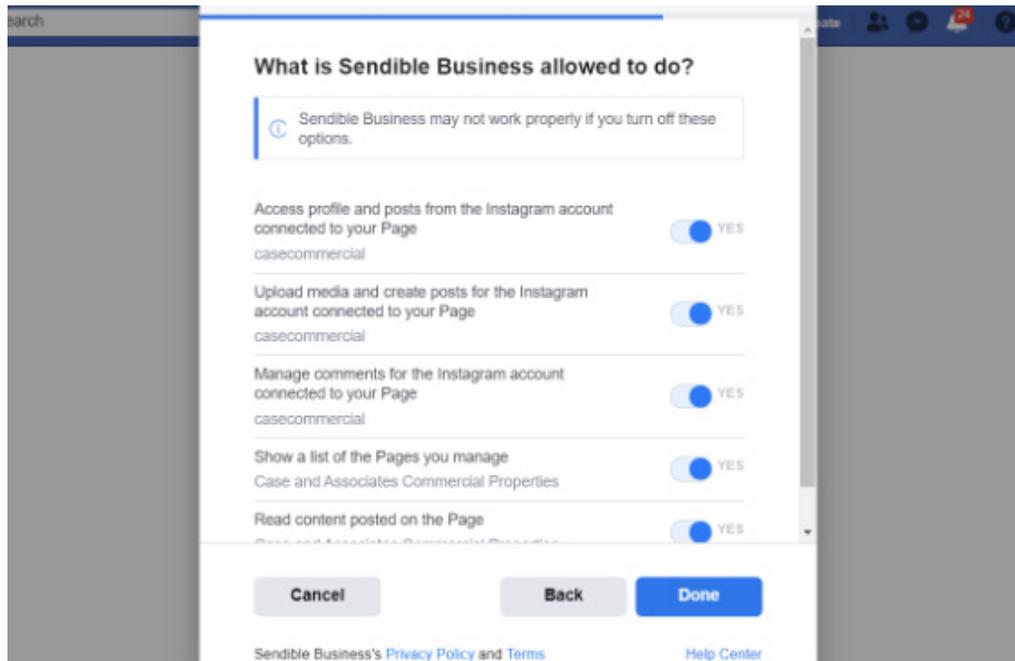
1. Click to Facebook icon and a window will appear prompting you to log in:



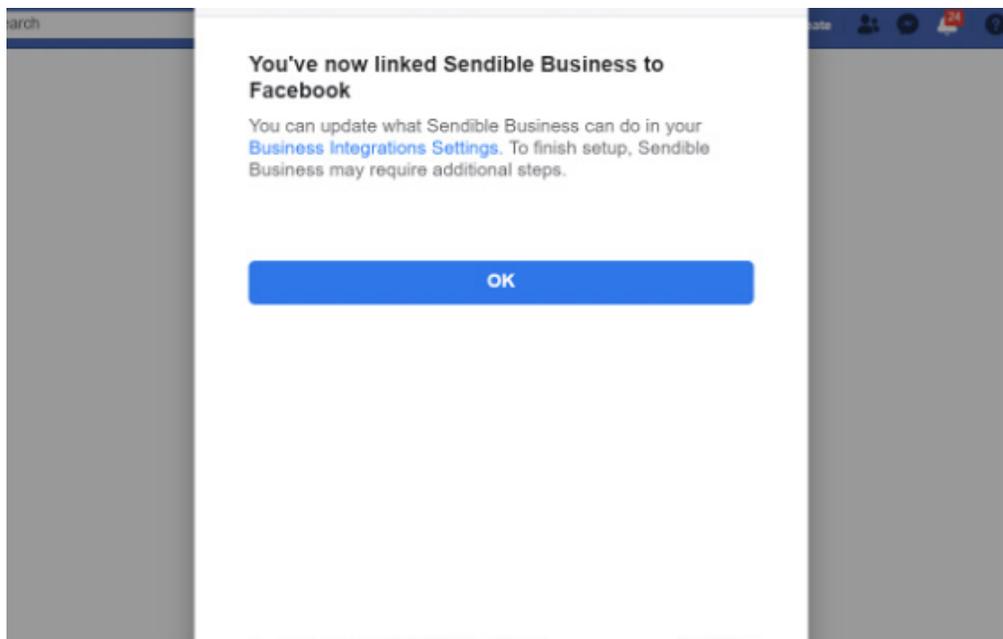
2. Select the Business Page you want to connect and click Next:



3. Set your permissions (we recommend leaving all options on) and click Done:



4. You will see a confirmation page - click OK:



- You will then be directed to a page to finish saving your settings. Enter your email address, or the email address of whoever should be contacted in the event the account gets disconnected.

5 name@company.com  
Enter your email so that we can contact you in case your account needs to be reconnected

6 Your Business Name  
**Please note:** Direct Publishing to Instagram is currently in Beta on Facebook's end. If you encounter issues connecting your account, please refer to this article for troubleshooting steps.

7 Priority Inbox Only  
Receive alerts whenever there is new activity on this account.

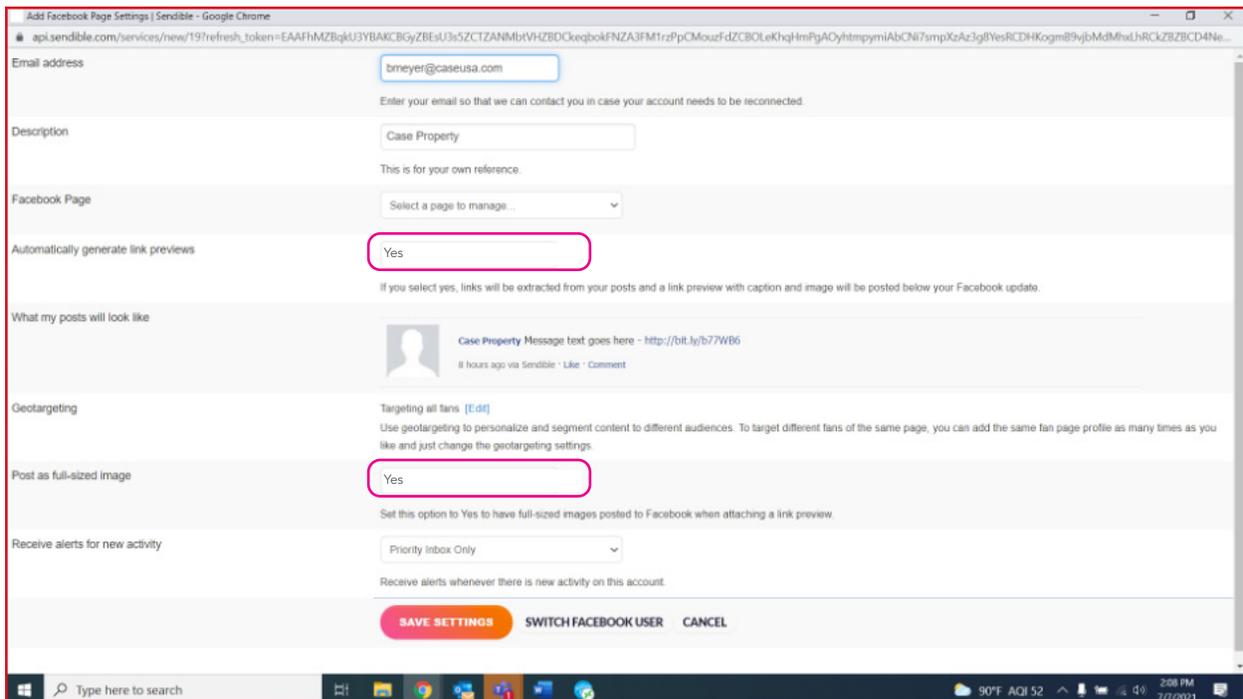
8 Select a profile to manage...

SAVE SETTINGS CANCEL

- In the field that asks you for a Description (*for your own reference*), please enter your business name. This will help us identify your account on our end.
- You can choose to receive notifications when there is activity on your social media accounts, but this will be redundant to the notifications you receive on the social platform's app or website. We don't recommend it, but is of course up to you!
- You may also see the option to add an Instagram account from this page. If you have one you want to connect, do that here. If not, click Save Settings to complete the set up for your Facebook account.

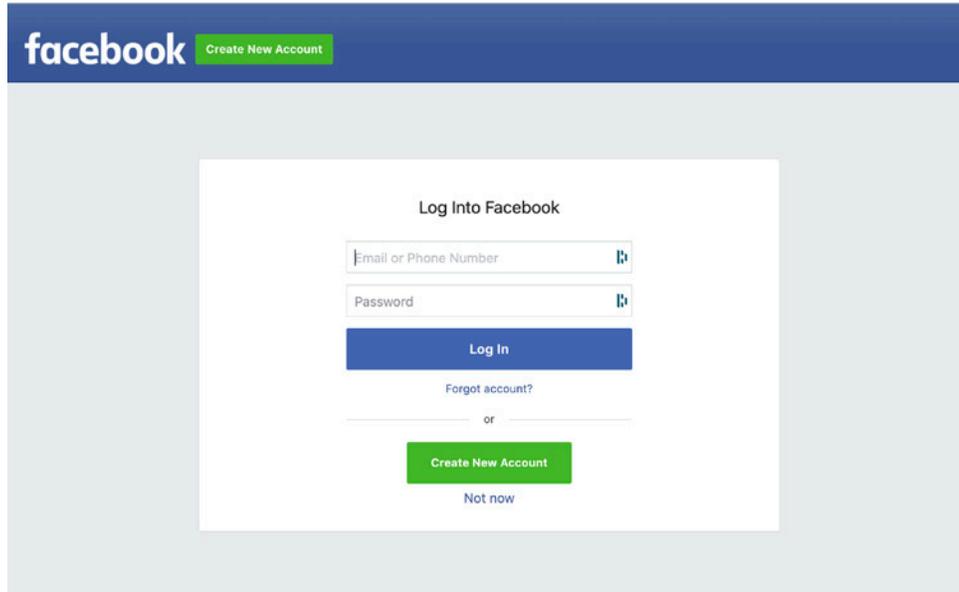
9. Depending on whether you were already logged in, you may see different fields.

- For example, you'll want to select Yes for "Automatically generate link previews" (this will make your posts more visually appealing if there is no image posted with a link you share).
- You will also want to select Yes for "Post as full-sized image" - otherwise your image may get cropped when posting.



# Connect to Instagram

1. If you have not connected Instagram from the Facebook process already, click on the Instagram icon on the Pixa website. You will log into Facebook still, since Instagram Business accounts are connected to your Facebook account.



2. Enter your email address, or the email address of whoever should be contacted in the event the account gets disconnected.

A screenshot of a web browser window showing the 'Add Instagram Business Settings' form in Sendible. The browser address bar shows 'api.sendible.com/services/new/20513?refresh\_token=EAACKXCnWaocBAETSI6ZCmfpm7ATpQMPyVYR5ZAtQSDhvhv3iXL2KIRtlKou0cE6eHzGey0SRc...'. The form has four sections, each with a numbered red circle indicating a step: 1. 'Email address' with a text input field containing 'name@company.com' and a sub-note: 'Enter your email so that we can contact you in case your account needs to be reconnected.' 2. 'Description (for your own reference)' with a text input field containing 'Your Business Name' and a sub-note: 'Please note: Direct Publishing to Instagram is currently in Beta on Facebook's end. If you encounter issues connecting your account, please refer to this article for troubleshooting steps.' 3. 'Receive alerts for new activity' with a dropdown menu set to 'Priority Inbox Only' and a sub-note: 'Receive alerts whenever there is new activity on this account.' 4. 'Instagram Business Profile' with a dropdown menu set to 'Select a profile to manage...'. At the bottom of the form are two buttons: 'SAVE SETTINGS' (orange) and 'CANCEL' (grey).

3. In the field that asks you for a Description (*for your own reference*), please enter your business name. This will help us identify your account on our end.
4. You can choose to receive notifications when there is activity on your social media accounts, but this will be redundant to the notifications you receive on the social platform's app or website. We don't recommend it, but is of course up to you!
5. Select the Instagram Business Profile you want to connect from the drop down list. Click Save Settings.

The screenshot shows a web browser window titled "Add Instagram Business Settings | Sendible". The URL is "api.sendible.com/services/new/20513?refresh\_token=EAACKXcnWaacBAETSI6ZCmfpyM7ATpQMPyVYR5ZAtQSDhhv3iXL2KIRtlKou0cE6eHzGey0SRc...". The form contains the following fields:

- Email address:** A text input field containing "name@company.com" with a red "2" to its left. Below it is the instruction: "Enter your email so that we can contact you in case your account needs to be reconnected."
- Description (for your own reference):** A text input field containing "Your Business Name" with a red "3" to its left. Below it is a **Please note:** "Direct Publishing to Instagram is currently in Beta on Facebook's end. If you encounter issues connecting your account, [please refer to this article for troubleshooting steps.](#)"
- Receive alerts for new activity:** A dropdown menu with "Priority Inbox Only" selected and a red "4" to its left. Below it is the instruction: "Receive alerts whenever there is new activity on this account."
- Instagram Business Profile:** A dropdown menu with "Select a profile to manage..." selected and a red "5" to its left.

At the bottom of the form are two buttons: "SAVE SETTINGS" (orange) and "CANCEL" (grey).

*(image shown again for reference)*



6. You can choose to receive notifications when there is activity on your social media accounts, but this will be redundant to the notifications you receive on the social platform's app or website. We don't recommend it, but is of course up to you!

7. Click Save Settings.

Add LinkedIn Company Page Settings | Sendible - Google Chrome

api.sendible.com/services/new/12020?refresh\_token=ACVnKmpIhAKWR-8tVGovUgAANIC40mlwQw7MVPFR6in7XQZJMAIEitHeoiABFURwv9VK7bdvkvU\_o\_9\_OwBQ1nZEorr\_sfxC0rsK452LSAlpD3OokulzVBv2fzmr58aj58B0CikrSeVgiMMxIW44...

Email address **3**   
Enter your email so that we can contact you in case your account needs to be reconnected.

Description **4**   
This is for your own reference.

Company Page **5**

LinkedIn Profile  
Your Name

Geotargeting  
Targeting all fans [\[Edit\]](#)  
Use geotargeting to personalize and segment content to different audiences. To target different followers of the same page, you can add the same company page profile as many times as you like and just change the geotargeting settings.

Receive alerts for new activity **6**   
Receive alerts whenever there is new activity on this account.

If you have any questions or need any help, don't hesitate to reach out! Contact your account manager or call 480.380.2201.

We can't wait to start enhancing your online presence!

