



Social Media Access Guide

How to safely add your social media manager – no passwords needed

This guide walks you through how to give Brand Garden Studio access to manage your social media accounts. Each platform has its own process, but it is always safe – you are simply adding us as a team member, not sharing your password.

You're always in control. *You can remove Brand Garden Studio's access at any time by following the same steps and removing our name or email from your account settings.*

The email to use when adding Brand Garden Studio across all platforms:

info@brandgardenstudio.com

Instagram

Instagram uses Meta Business Suite to manage account access. Your account must be a Creator or Business account (not Personal) before you can add a manager.

Step 1 – Convert to a professional account (skip if already done)

1. Open Instagram and go to your Profile
2. Tap the three lines in the top right corner, then tap Settings and Privacy
3. Tap Account Type and Tools
4. Tap Switch to Professional Account and follow the prompts
5. Choose Creator or Business – either works fine

Step 2 — Add Brand Garden Studio as an Editor

1. On a computer, go to business.facebook.com and log in with your Facebook account
2. Click Settings in the left sidebar
3. Click People, then click the blue Add button
4. Enter info@brandgardenstudio.com and click Next
5. Select Employee Access
6. Find your Instagram account in the list and toggle on Editor access
7. Click Invite — Brand Garden Studio will receive a notification to accept

No password needed. *You are granting access through Meta's secure permissions system. Brand Garden Studio will never ask for your Instagram login or password.*

Facebook

Facebook Page access is managed through Meta Business Suite or directly through your Page settings. If you already added Brand Garden Studio to Business Suite for Instagram, your Facebook Page may already be connected.

Option A – Through Meta Business Suite (recommended)

1. Go to business.facebook.com on a desktop and log in
2. Click Settings, then click People in the left menu
3. Click Add and enter info@brandgardenstudio.com
4. Toggle on access to your Facebook Page and set the role to Editor
5. Click Invite to send the request

Option B – Directly through your Facebook Page

Use this option if you manage your Page through a personal profile and don't have Business Suite set up.

1. Go to your Facebook Page (not your personal profile)
2. Click Manage in the top menu, then click Page Access in the left sidebar
3. Click Add New under People with Facebook Access
4. Search for Brand Garden Studio or enter info@brandgardenstudio.com
5. Select the Editor role and click Give Access

Don't have a Facebook Page yet? *A Facebook Page is different from your personal profile. If you only have a personal account, let Brand Garden Studio know and we will walk you through creating a Page for your business.*

TikTok

TikTok Business accounts have a Team Members feature that lets you grant access without sharing your login credentials. If your account is a personal TikTok, you will need to switch to a Business account first — it is free and takes about two minutes.

Step 1 — Switch to a Business account (skip if already done)

1. Open TikTok and go to your Profile
2. Tap the three lines in the top right, then tap Settings and Privacy
3. Tap Account, then tap Switch to Business Account
4. Choose the category that best fits your business and tap Next

Step 2 — Add Brand Garden Studio via TikTok Business Center

1. On a computer, go to business.tiktok.com and log in
2. Click Members in the left sidebar
3. Click Invite Member and enter info@brandgardenstudio.com
4. Assign the Operator role and click Send Invitation

Business Center not available? *Not all TikTok accounts have Business Center access yet. If you can't find it, just let us know — we will coordinate an alternative method during your kickoff call.*

Pinterest

Pinterest Business accounts allow you to invite collaborators who can create and manage Pins and boards on your behalf. You need a Business account (not a personal one) to access this feature.

Step 1 – Switch to a Business account (skip if already done)

1. Go to pinterest.com and click your profile photo in the top right
2. If you see Convert to Business, click it and follow the steps – it is free
3. If you already see Business Hub or Business account, you are all set

Step 2 – Invite Brand Garden Studio as a collaborator

1. Go to pinterest.com/settings/collaborators
2. Click Invite collaborators
3. Enter info@brandgardenstudio.com
4. Set the role to Admin so we can manage boards and create content for you
5. Click Send – we will receive an email to accept the invitation

Important. *Make sure your Pinterest is set to a Business account before trying to add a collaborator. The collaborator feature is not available on personal accounts.*

LinkedIn

LinkedIn Company Pages allow you to add admins who can post content, respond to comments, and manage your page. This is separate from your personal LinkedIn profile – you need a Company Page set up for your business first.

Don't have a LinkedIn Company Page yet?

- Go to [linkedin.com](https://www.linkedin.com) and click Work in the top right corner
- Select Create a Company Page at the bottom of the dropdown
- Follow the steps to set up your page – it takes about five minutes
- Once your page is created, continue with the steps below

How to add Brand Garden Studio as a Content Admin

- Go to your LinkedIn Company Page (not your personal profile)
- Click Admin tools at the top right of the page
- Select Manage admins from the dropdown menu
- Click Add admin
- Search for Brand Garden Studio or enter info@brandgardenstudio.com
- Set the role to Content Admin – this allows us to post and engage without full billing or page control
- Click Save

Content Admin vs Super Admin. *Super Admin has full control including billing access. Content Admin can only post, comment, and manage content. We recommend Content Admin unless we have discussed otherwise.*

Need help?

If you run into any issues following these steps, don't worry – it happens! Platform interfaces change frequently and some steps may look slightly different depending on your device, app version, or account type.

Reach out to the Brand Garden Studio team and we will walk you through it:

- Email: info@brandgardenstudio.com
- Phone or Text: 623-745-5084
- Instagram DM: [@brandgarden_studio](https://www.instagram.com/brandgarden_studio)
- Facebook: Brand Garden Studio



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