How to Delete or Re-create Your Facebook Page

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Facebook pages unfortunately cannot be renamed unless the page has 100 or fewer “likes”. There may come a time when you need to simply delete your page, or possibly to create a new page with the correct name.

Create your new Facebook page

1. See our Facebook Guidelines and Best Practices on the Creative Services website.
2. Log in to Facebook
3. Go to http://www.facebook.com/pages
4. Click on the + Create Page button at the top right
5. Choose Company, Organization, or Institution
6. From the category dropdown menu, choose Education
7. In the Company Name field, enter your department or office name with UIS at the beginning (do not put the University’s name by itself here).
8. Check the box to agree to the Facebook Pages Terms
9. Click the Get Started button
10. Refer to the webpage above and contact us at http://go.uis.edu/webhelp for help with your page’s profile picture and postings.

Moving your Facebook page fans

If you are deleting and re-creating your Facebook page, you should attempt to move your fans to the new page. The steps below help you to accomplish this.

- Make a post to your current Facebook page, letting your fans know that Example: “Hey Fans! This Facebook Page will become inactive by July 5, 2011. Please "Like" the official Name of Page Page to keep in touch with the university, news, events, etc. See you there!”

- "This page will become inactive in the near future. Please "like" us on the following page to stay in touch. (Give them the URL to the page you created above.)
• Repeat this post several times over the course of a week, to be sure to get as many of their followers to add the main page as possible.

Deleting your Facebook Page

• Delete the old page at the end of the week by signing into Facebook, going to the page (as an admin), clicking on "Edit Page" at the top, and under "Edit Settings" choose the option to delete the page at the bottom.