

# How to Add a “Public Alerts” Tab to a Facebook Page

## STEP 1: Load the FAQ in P3.

The screenshot shows the P3 Tip Manager interface for a 'Spam Blocker Account'. The top navigation bar includes 'Tip Manager', 'Spam Blocker Account', 'Settings', and 'Menu'. Below this, there are fields for Tip ID (999-M2258), P3 ID (1527739), and Status (Open). A 'Manage' dropdown menu is open on the right, with 'Help' highlighted in a red box. A red arrow points from the 'Help' menu item to the 'Frequently Asked Questions' option in a sub-menu. Below the menu, there is a table of tip records.

Tip ID	Offense	Source	Status	Created	Updated
999-M2258	Terrorism	Mobile	Open	2017/04/29 09:52 PM	
999-M2257	Terrorism	Mobile	Open	2017/04/29 09:52 PM	
999-W2256	Gang Activity	Web	Open	2017/04/29 02:37 PM	
999-M2255	Terrorism	Mobile	Open	2017/04/29 01:16 PM	
365-M74379	Terrorism	Mobile	Open	2017/04/28 10:14 PM	2017/04/28 10:46 PM
365-W74377	Battery	Web	Open	2017/04/28 09:32 PM	2017/04/28 09:44 PM

## STEP 2: Search for “Facebook” and click on the link.

The screenshot shows the 'P3 Frequently Asked Questions' page in Google Chrome. The URL is https://www.p3tips.com/Listit.aspx?T=FAQ&ID=37. The page has a search bar at the top with a red arrow pointing to it. Below the search bar, there is a question: 'How do I add a "Submit a Tip" tab to may Facebook page?'. The answer provides instructions on how to add a 'Submit a Tip' tab and a 'Public Alerts' tab to a Facebook page. A red arrow points to the link 'Add "Public Alerts" tab to a Facebook Page'.

**Frequently Asked Questions** Search... Show All Menu

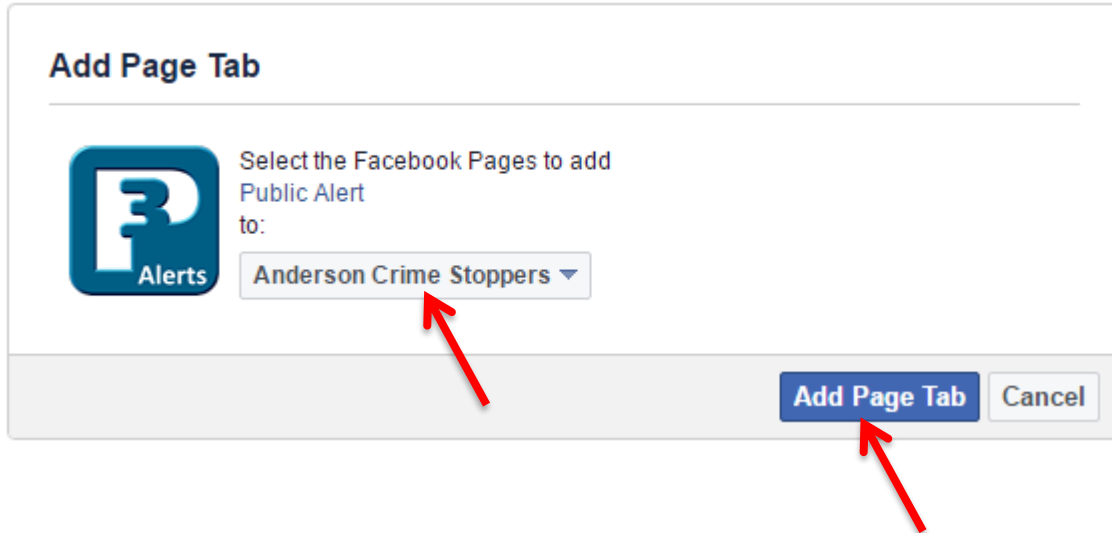
**How do I add a "Submit a Tip" tab to may Facebook page?**

To start the process first [Add "Submit a Tip" tab to a Facebook Page](#) and then edit the settings to include your Account ID using these [step-by-step instructions](#).

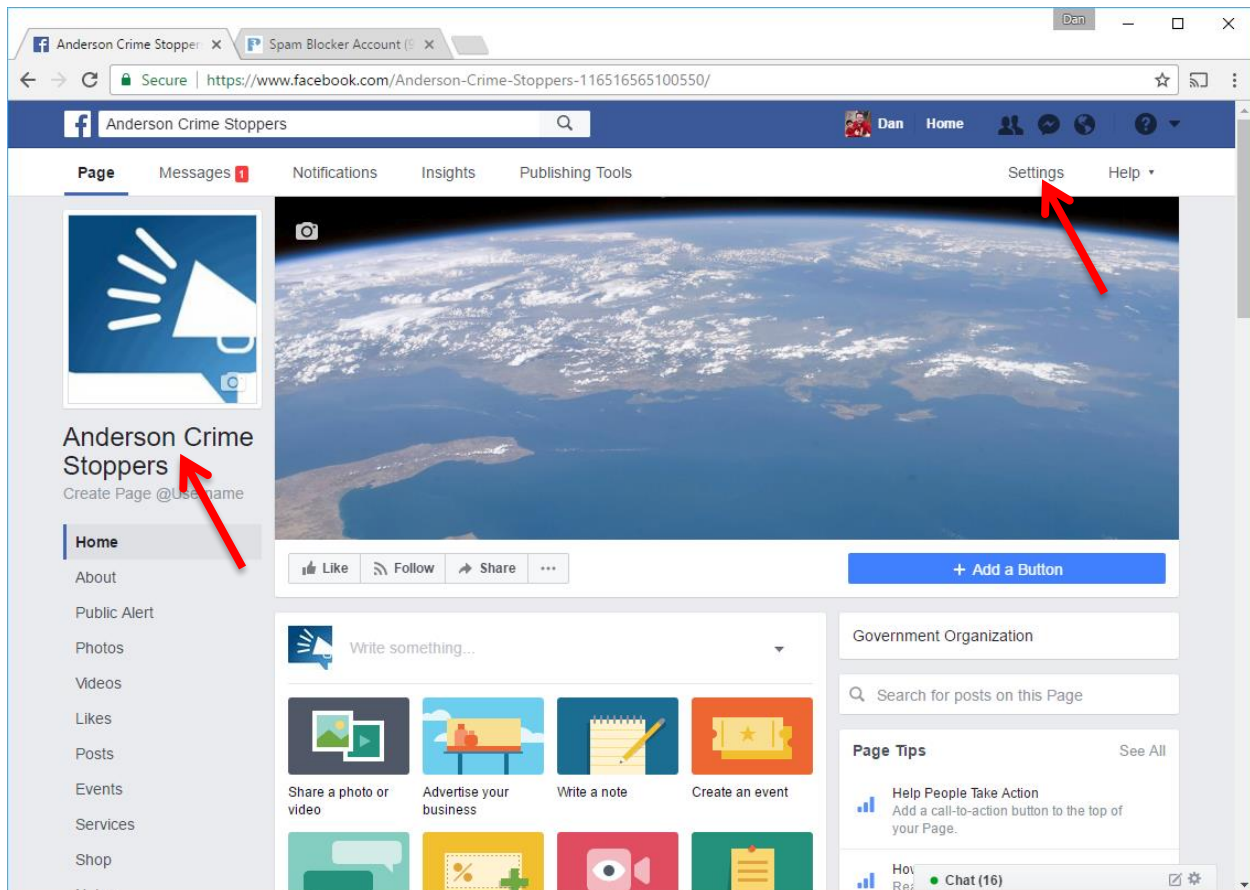
You can also [Add "Public Alerts" tab to a Facebook Page](#) and then edit the settings to include your Account ID using these [step-by-step instructions](#).

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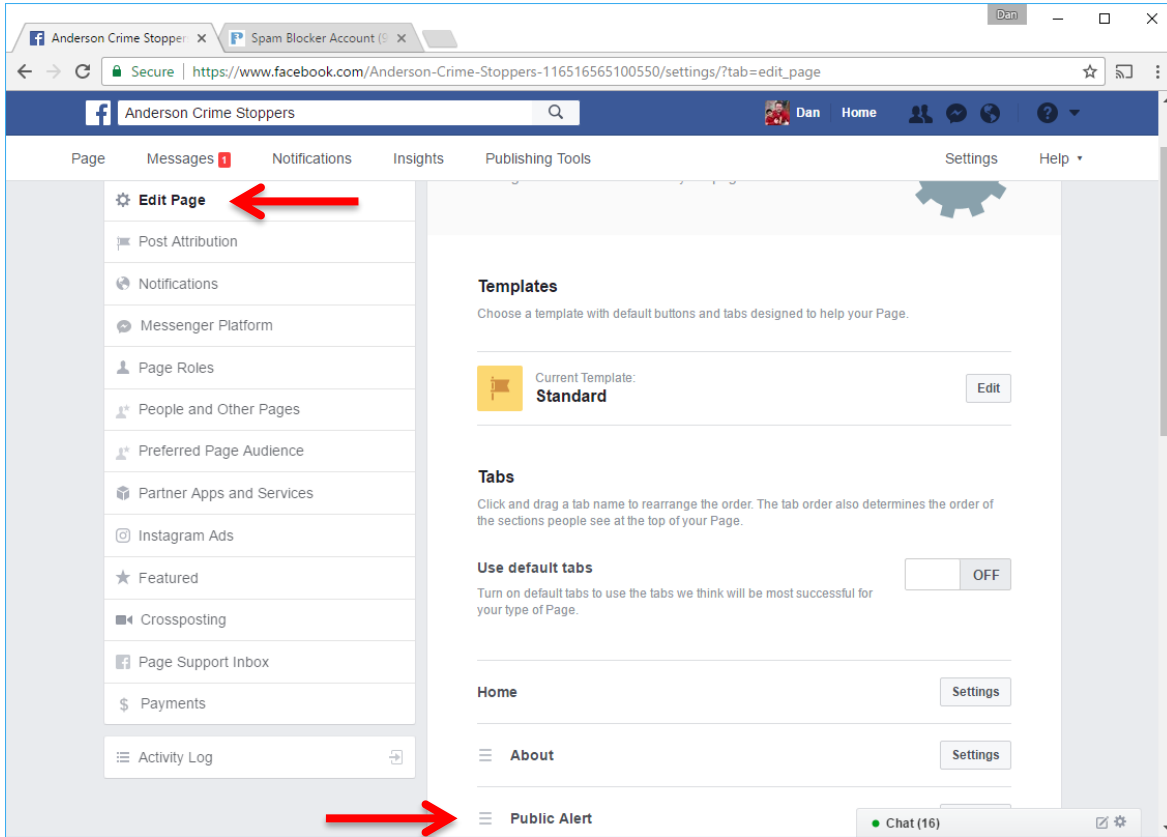
**STEP 3: Select your Facebook Page and click “Add Page Tab”.**



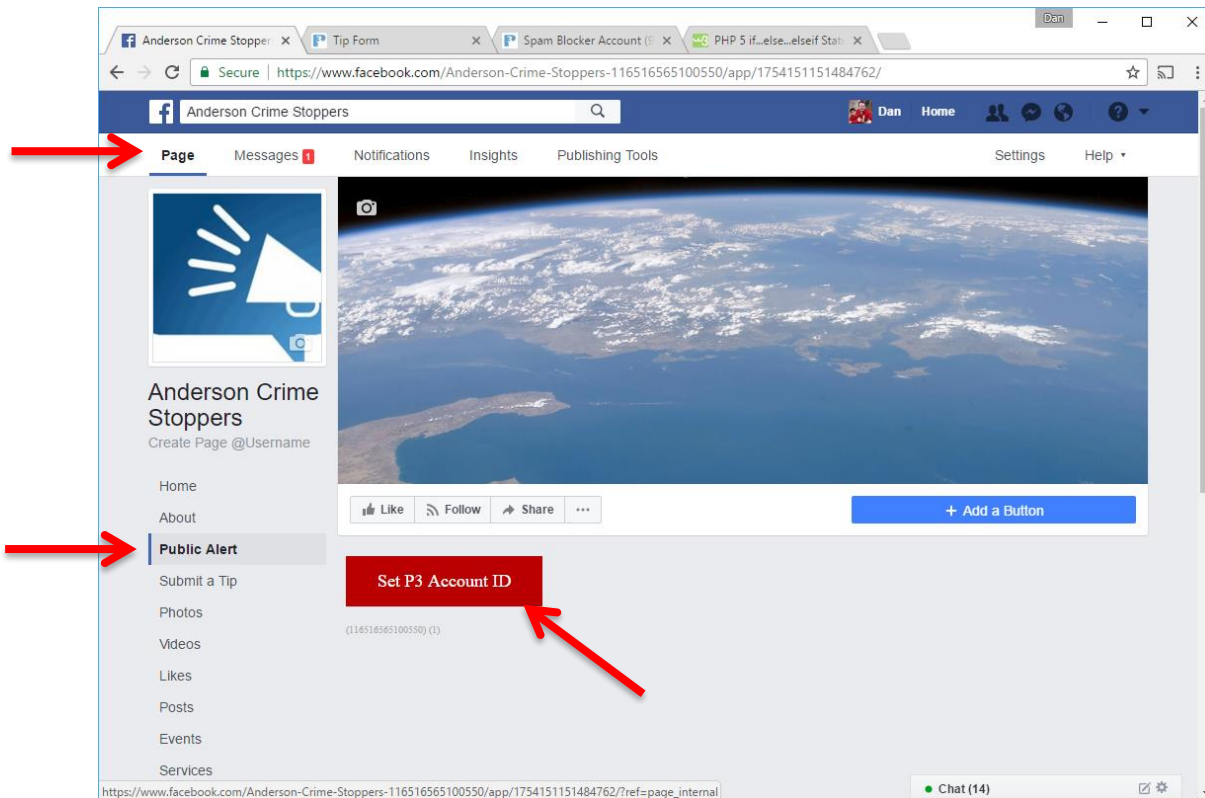
**STEP 4: Go to Page Settings as an Administrator of the Facebook Page.**



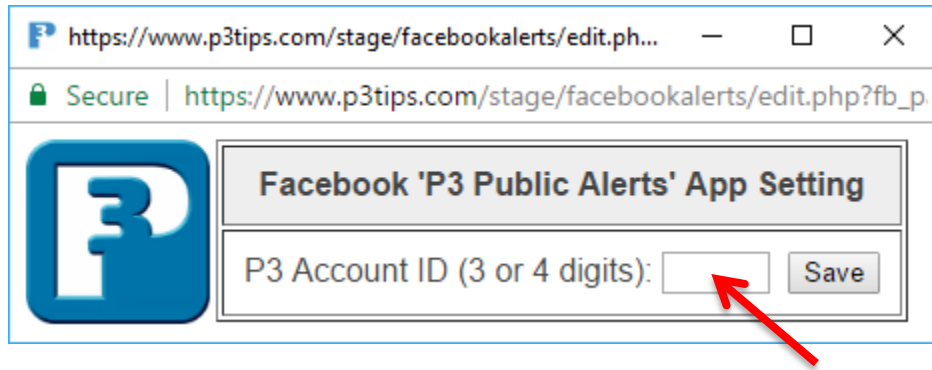
**STEP 5: Go to Edit Page and Scroll Down. Move the “Public Alerts” tab up.**



**STEP 6: Go to the page tab and set the P3 Account ID.**



## STEP 7: Enter your P3 Account ID and click Save.

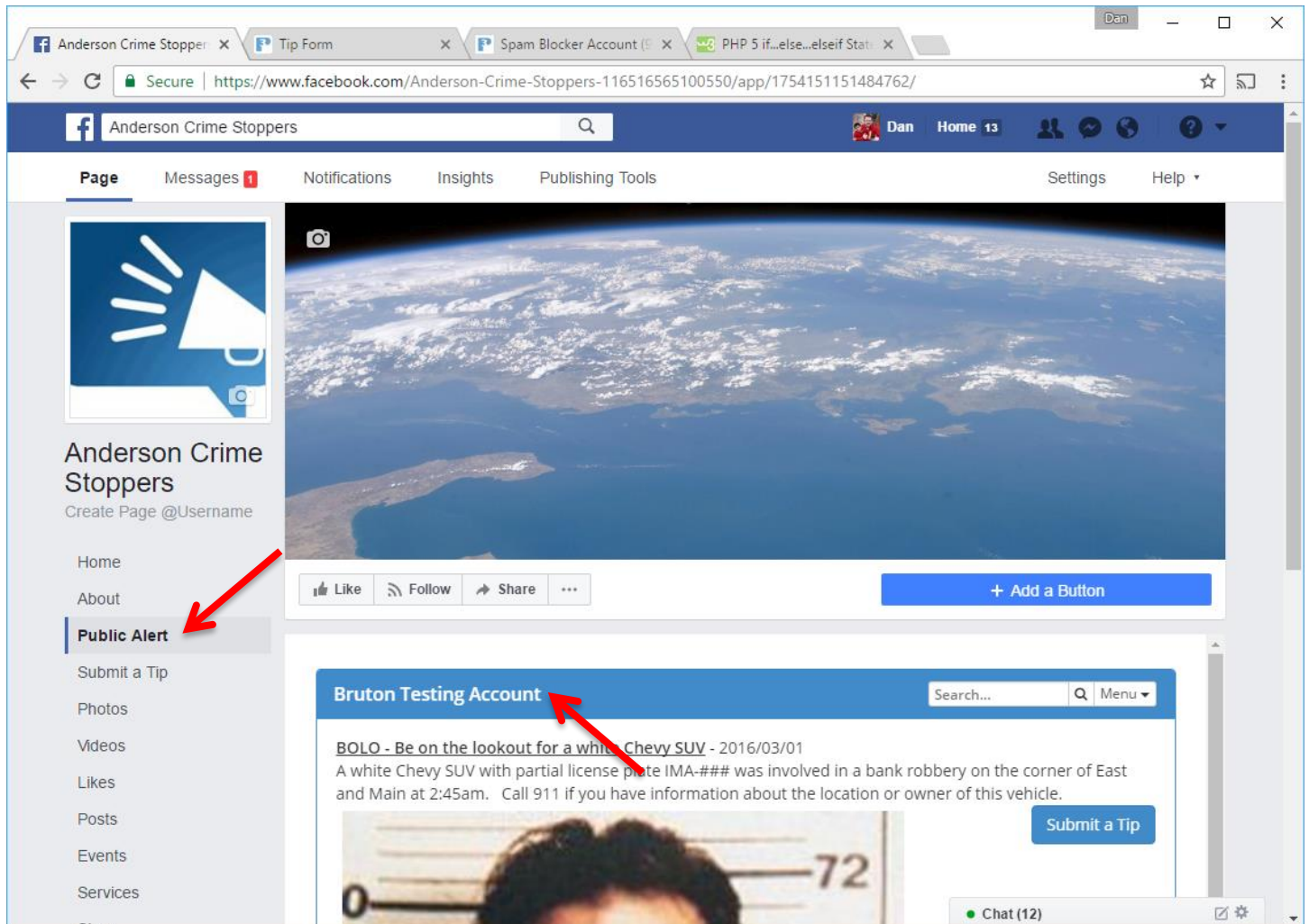


https://www.p3tips.com/stage/facebookalerts/edit.ph...  
Secure | https://www.p3tips.com/stage/facebookalerts/edit.php?fb\_p

### Facebook 'P3 Public Alerts' App Setting

P3 Account ID (3 or 4 digits):  Save

## STEP 8: Reload your Facebook page and test your alert page tab.



Anderson Crime Stoppers  
Messages 1 Notifications Insights Publishing Tools Settings Help

Anderson Crime Stoppers  
Create Page @Username

Home About **Public Alert** Submit a Tip Photos Videos Likes Posts Events Services

Bruton Testing Account  
BOLO - Be on the lookout for a white Chevy SUV - 2016/03/01  
A white Chevy SUV with partial license plate IMA-### was involved in a bank robbery on the corner of East and Main at 2:45am. Call 911 if you have information about the location or owner of this vehicle.  
Submit a Tip