INSTRUCTIONS FOR INSTALLING THE BBB DYNAMIC SEAL ON AN ACCREDITED BUSINESS’ FACEBOOK PAGE WITH FACEBOOK TIMELINE

STEP 1 – If your dynamic seal is delivered by CBBB, please provide your Accredited Business (AB) with her/his BID# along with BBB location, and then direct your AB to the following link:

If your dynamic seal is delivered by Blue or Hurdman, please provide your AB with the appropriate link to your vendor’s website.
STEP 2 - Your AB will need to select the color, style, and size of dynamic seal she/he would like to display. Your AB will go through the steps, and at the very end, HTML code for the seal will display. Your AB will need to copy this code and paste it into the appropriate box in Facebook; however there is a need to modify this code for the BBB seal to function properly in Facebook. Those modifications to the code are below.

First, add target="_blank" after sealclick as seen below. Second, change http:// to https:// as seen below.

```html
```
STEP 3 – Your AB will need a BBB Accredited Business Seal image to replace an existing image of an application downloaded on Facebook. Please download the jpeg image named AB_SeaL.jpg found at the following link on the BBB intranet and provide this image to your AB via e-mail or other means: https://evaluations.bbb.org/uploads/intranet/AB_seal-horizontal-111x74-for-Facebook.jpg

Your AB will need to save this image somewhere easily accessible once logged into Facebook.

STEP 4 – In order to add the dynamic seal to a business’ Facebook page, the AB needs to have a personal account tied into that page. She/he will need to be an administrator of that business’ Facebook page.

STEP 5 - Advise the AB to log into her/his Facebook account in one tab of their browser. Open a new tab, and paste the following link into the address bar: https://apps.facebook.com/iframehost-rss/

Click on Install Page Tab
STEP 6 - Add page tab. On this screen, choose the Facebook page where the BBB online seal should be added. If there are multiple business pages on which to place the seal, you may need to return to the step above after installing each one.

STEP 7 - The following pop-up will appear. Hit Okay.
STEP 8 - From the main page (or Timeline), click on the *More* dropdown and select *Manage Tabs*.

STEP 9 - Locate the *HTML TAB* app under *Added Apps* and click on *Edit Settings*. 
STEP 10 - In this window, we will add both the Custom Tab Name and the Custom Tab Image. First, type in “Our BBB Rating” or “BBB Business Review” in the Custom Tab Name field and click on Save.

STEP 11 - Next, click on the Change link to the right of Custom Tab Image.
STEP 12 - Hover over the existing image and click Edit. In the Upload Page Tab Image window select Choose File. Locate the AB_seal-horizontal-111x74-for-Facebook.jpg saved to your Desktop, select the image and then click Open. The image will then appear in the browser tab under Upload a Custom Image. Close the tab and return to the business' Facebook page.
STEP 13 - The tab is created, and now it is time to add the copied HTML code for the dynamic seal. On the main page (or Timeline), scroll down to APPS in the left rail. Click on Our BBB Rating, to manage the app. If the AB has multiple APPS, she/he will need to click on the arrow to the right to view all APPs in a pop-up window. Scroll down in that window to find Our BBB Rating and click on that app.

If there are multiple APPS installed, you may have to click here to view all of the APPS.

Scroll down to find Our BBB Rating, and click to manage the tab
STEP 14 - The app opens in a pane beneath the header. *Click on Settings.*
STEP 15 - In Tab Settings, paste the html code copied as shown in Step 2 above. As instructed in Step 2, be sure to change http:// to https:// and insert target="_blank" in the appropriate place. After pasting the html code and making these changes, click on Save Settings. The BBB dynamic seal will now appear in the pane beneath the header. Click on Timeline to return to the main page.
SPECIAL NOTE – The AB’s Facebook administrator may experience this during setup of the app, especially if she/he has to modify the Settings more than once or has to come back to it at a later time. In the pane beneath the header, the AB might be asked again to Authorize the Tab Application. Click the authorize button to continue. The AB might be directed to switch to her/his personal account in order to continue.
TESTING STEP 1 - Setup is complete. To test, the AB may have to logout of Facebook or even open another browser. A visitor can locate Our BBB Rating from two places: 1) under the More dropdown; or 2) within the APPS block. Please note - We will look at how to do this later, but the position of the Our BBB Rating in both the drop down and within the APPS block can be modified by managing the tabs. A visitor will click on the BBB Accredited Business seal or the text Our BBB Rating to view the dynamic seal.
TESTING STEP 2 - When a visitor clicks on the BBB Accredited Business seal or the text *Our BBB Rating* as seen in the previous step, the *Our BBB Rating* tab opens and displays the dynamic seal. When the visitor clicks for review, the AB’s BBB Business Review opens in a new tab.
REPOSITIONING THE TAB – By repositioning the tab under *Manage Tabs*, the tab will move up in both the *More* menu and in the *APPS* left rail box. While logged-into the business’ Facebook page, the administrator will click on *More* and select *Manage Tabs*. In the *Manage Tabs* window, drag the desired tab up or down to reposition it. Please note - The *Our BBB Rating* tab may appear as *Welcome* in this view. Once positioned, click *Save*. 