

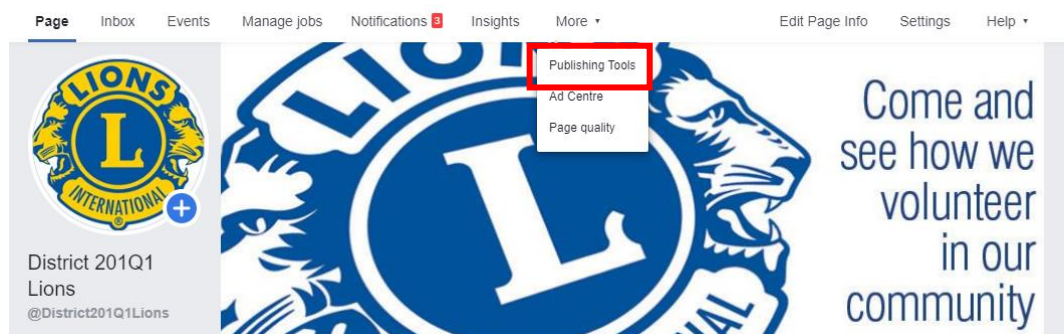
How to Schedule Posts for your Facebook

Created by: Lion Amanda Harrison - 2019-20 201Q1 Social Media Coordinator

An easy how to guide on how your Club Page Administrator can schedule posts for your Facebook page!

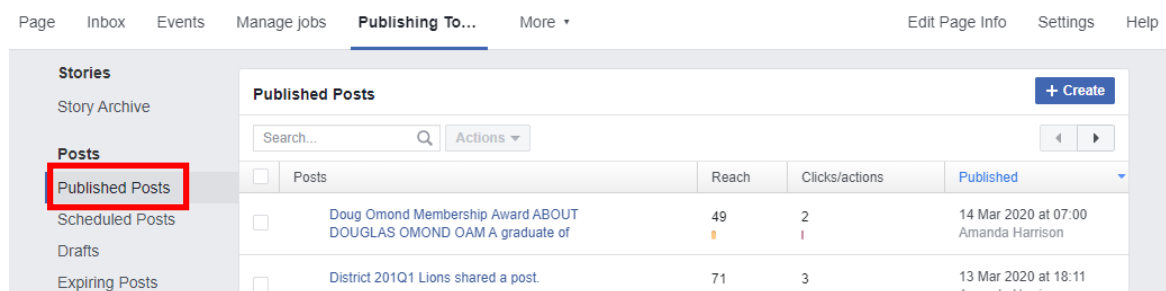
- Does your club have an upcoming event?
- Want to promote it on Facebook? But don't want to have to remember to log on and post about it!
- Why not Schedule your posts in advance? "Set and Forget"!
- Not sure how?
- Well now you can in 6 easy steps!

Step 1: Go to your Facebook page and click on more and go to **Publishing Tools**



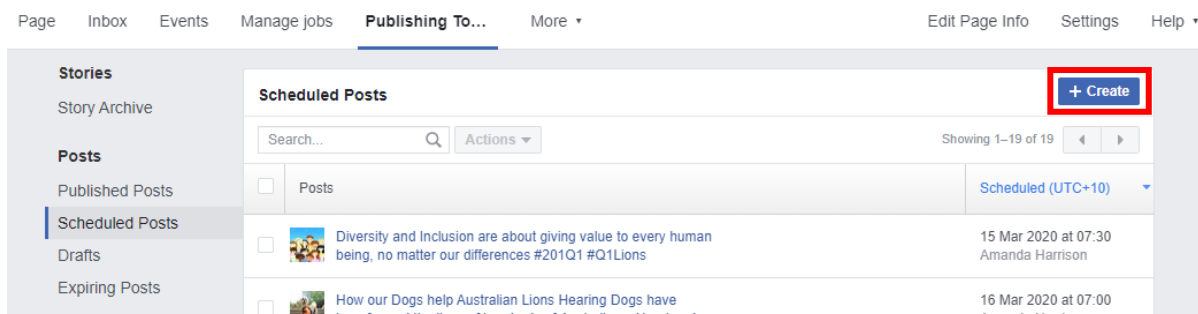
Step 2: On the side under **Posts**, click on **Scheduled Posts**

Side Note: Published Posts is where you can also see all past posts and how many people they have reached, who posted them etc



Step 3: Click on **Create**

Side Note: Scheduled Posts is where you can see all upcoming posts and when they are scheduled and who scheduled them

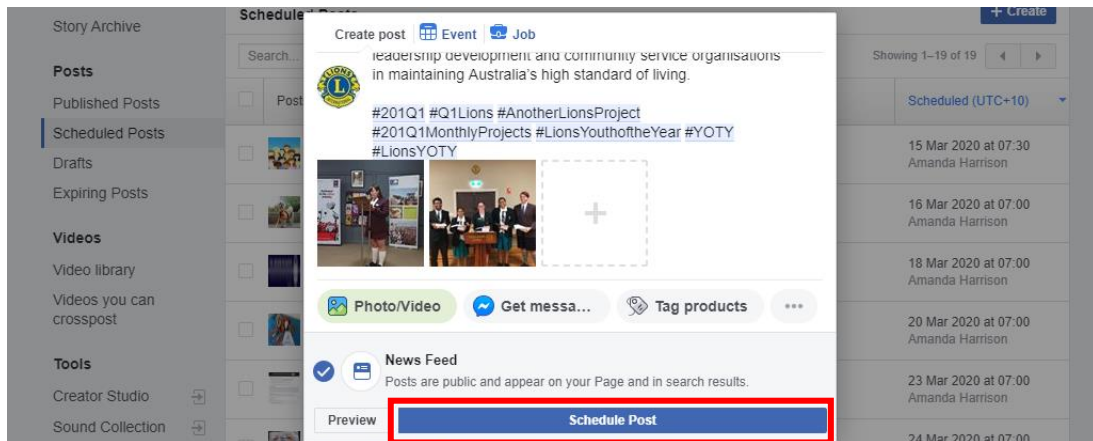


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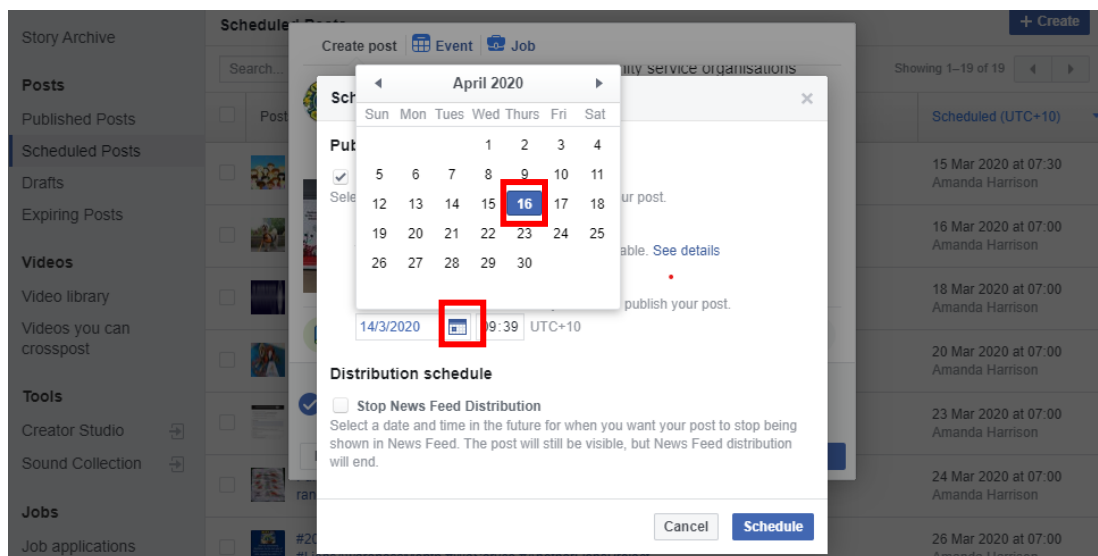
Step 4: Create your post and click Schedule Post

Side Note: Remember your hashtags (#201Q1) and use photos/videos to help get your message out



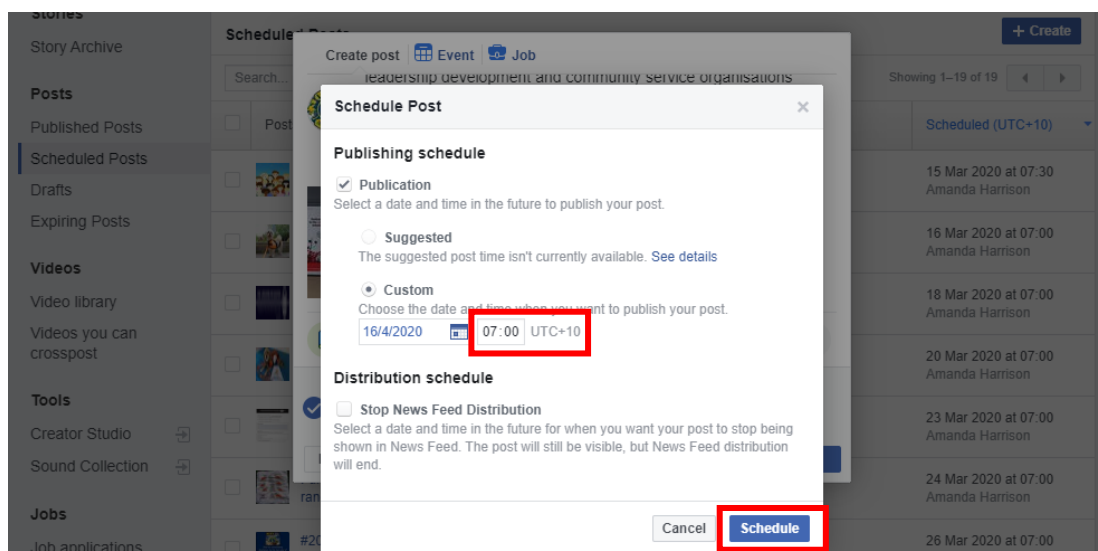
Step 5: Click on the Calendar emblem and choose the date you want your post to be scheduled on

Side Note: Facebook allows you to post 6 months in advance - handy if you want to have a post on a certain day at a certain time each month.



Step 6: Choose the time you want your post to be scheduled and click schedule

Side Note: try and keep the time consistent.

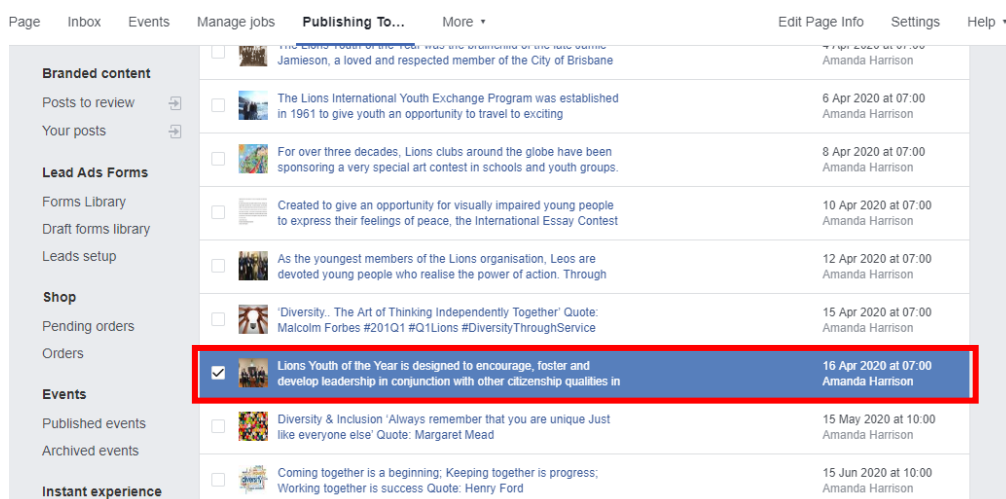
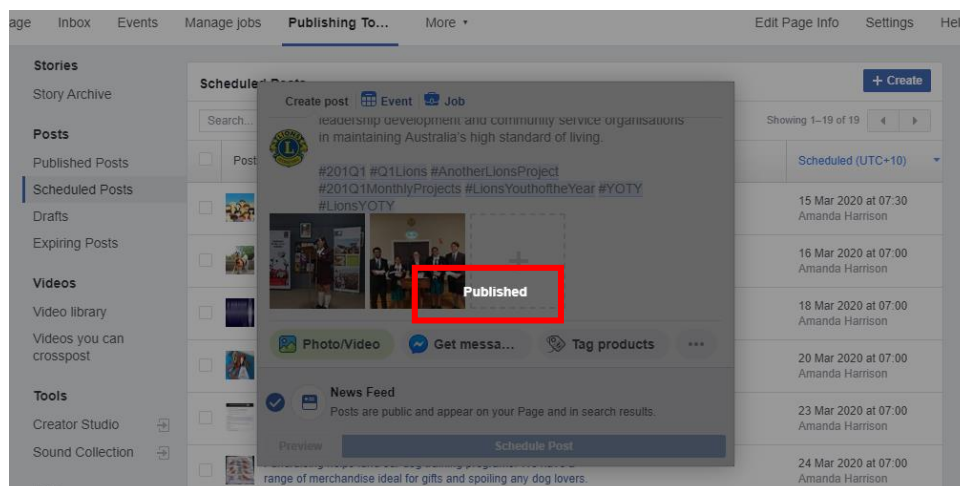


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And you are done!

Facebook will come up with the word Published and you can scroll down and find your post in the list of scheduled posts!



If you are having any issues please feel free to contact Lion Amanda Harrison via email -

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