

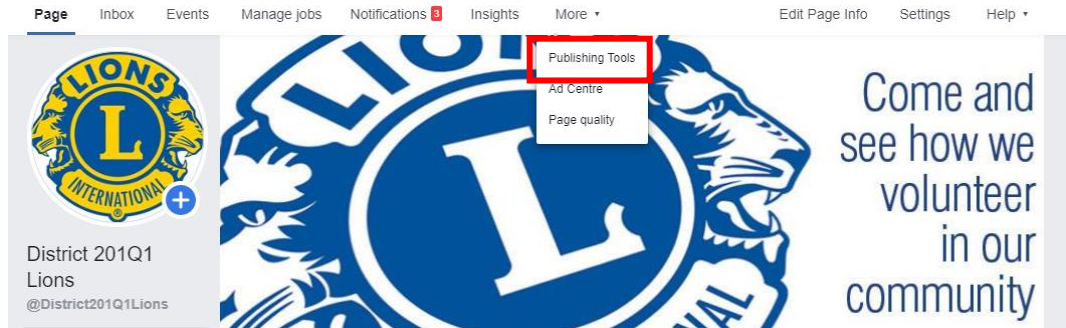
How to Schedule Posts for your Instagram Account

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 Instagram page!

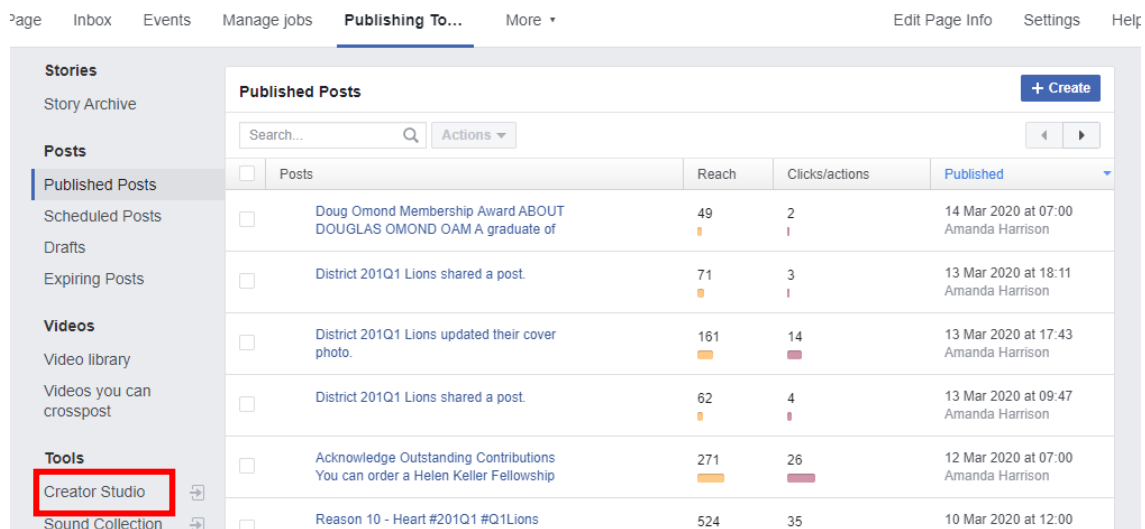
- Does your club have an Instagram?
- Did you know you can schedule posts through your Facebook?
- Now you can in 10 easy steps!

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



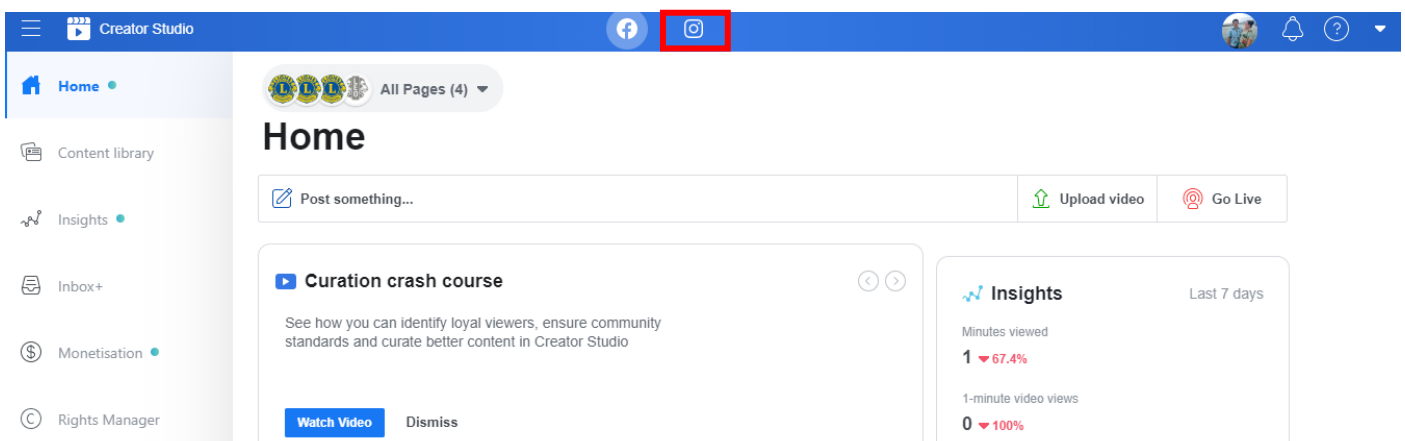
Step 2: On the side under **Tools**, click on **Creator Studio**

Side Note: When you click on the Creator Studio it will open in a new tab



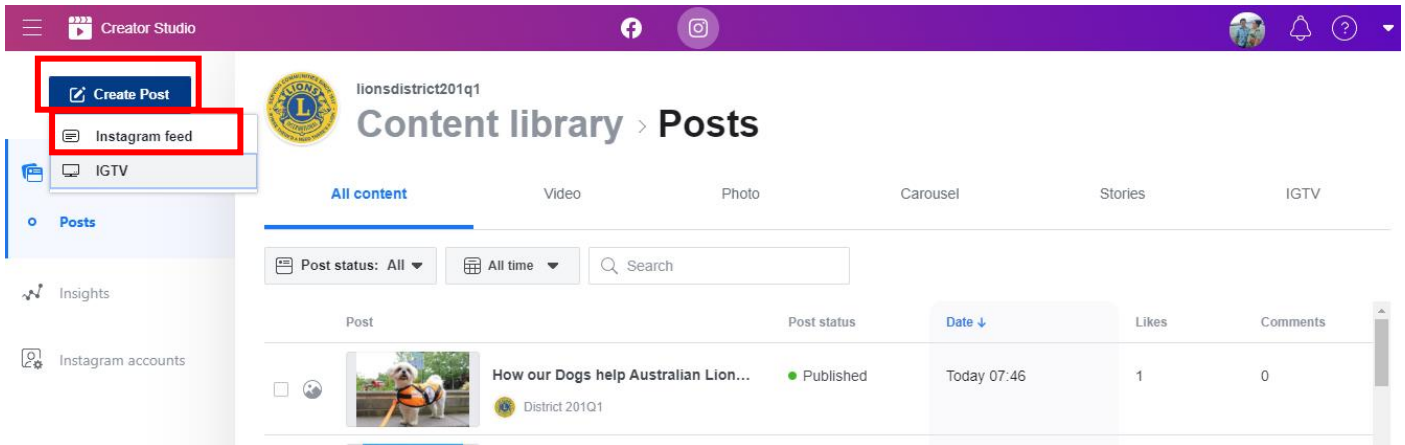
Step 3: Up the top click on the Instagram Icon

Side Note: You can also schedule Facebook posts from here as well.



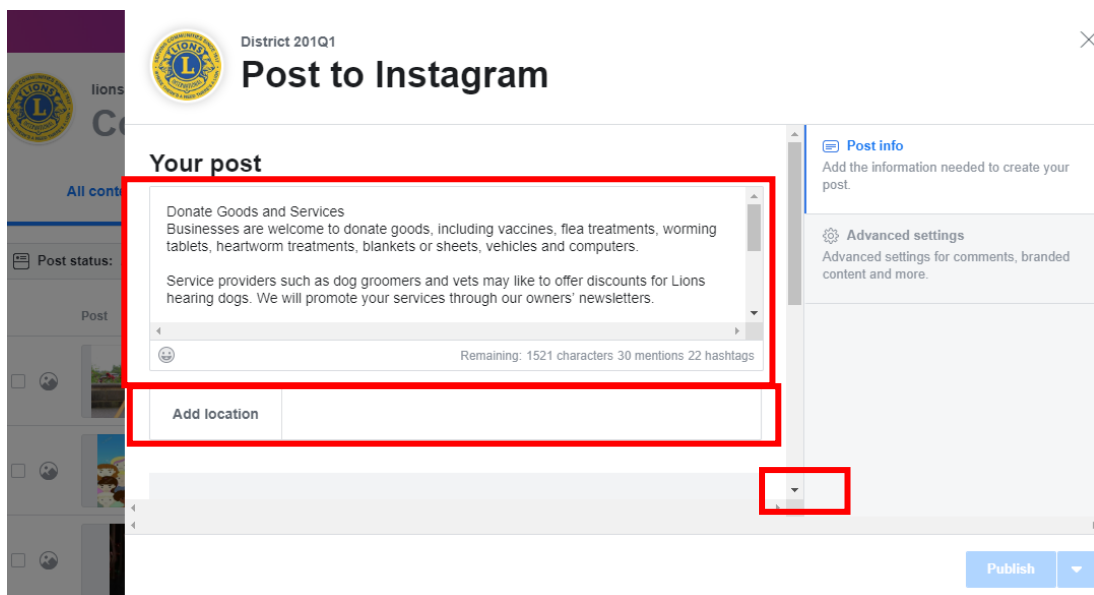
Step 4: Click on **Create Post** and then click on **Instagram Feed**

Side Note: If you want to do long videos (longer than 1.30 mins) you click on IGTV



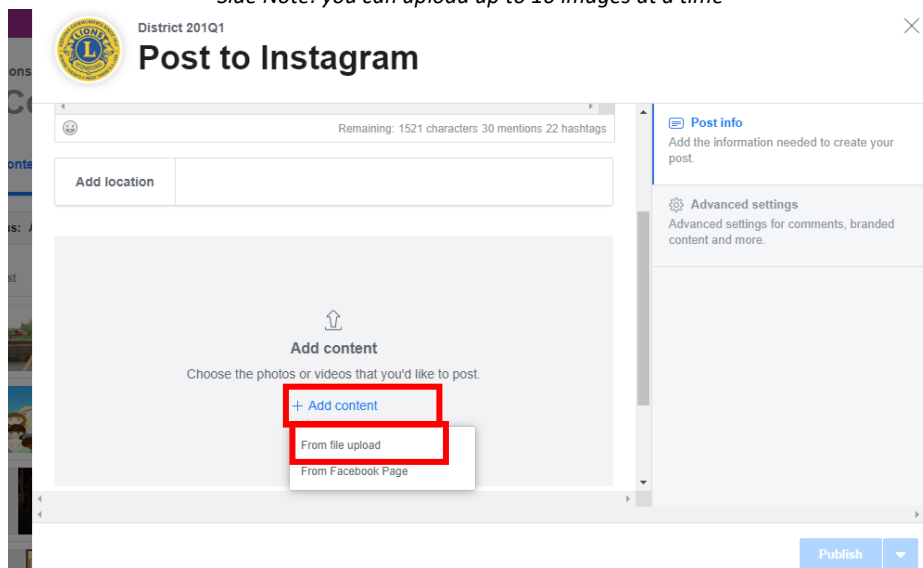
Step 5: Your post will show up, first put in the words you want to go with your photo and add a location (this is optional) and scroll down

Side Note: Make sure you use hashtags (#201Q1 etc)



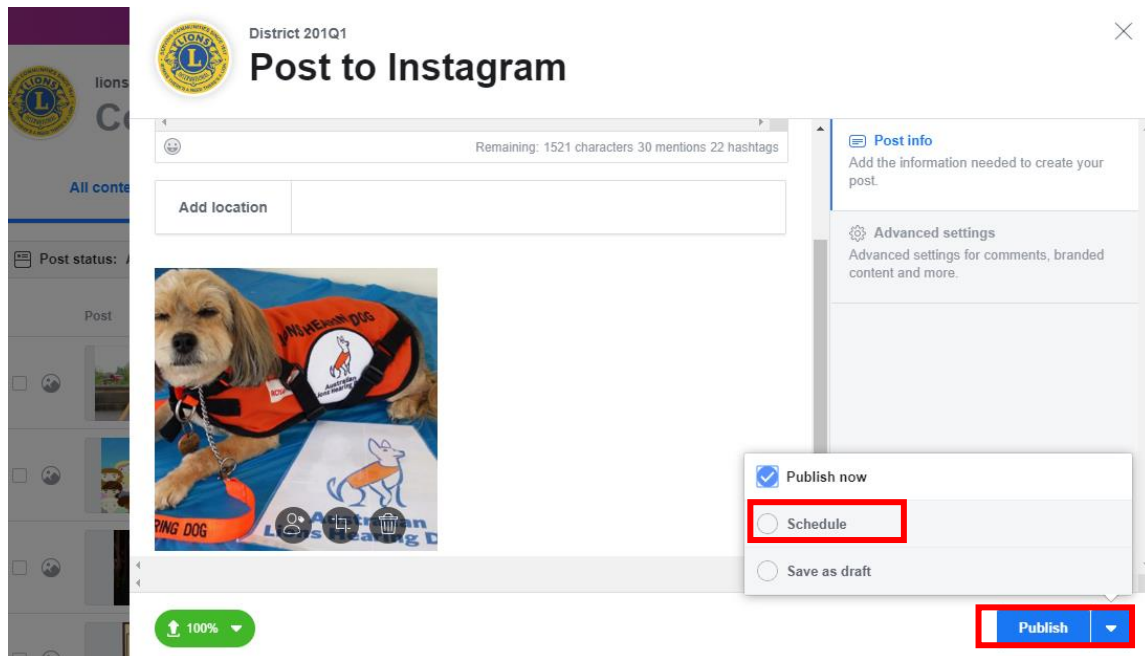
Step 6: Click on **Add Content** and then click on **from file upload**

Side Note: you can upload up to 10 images at a time



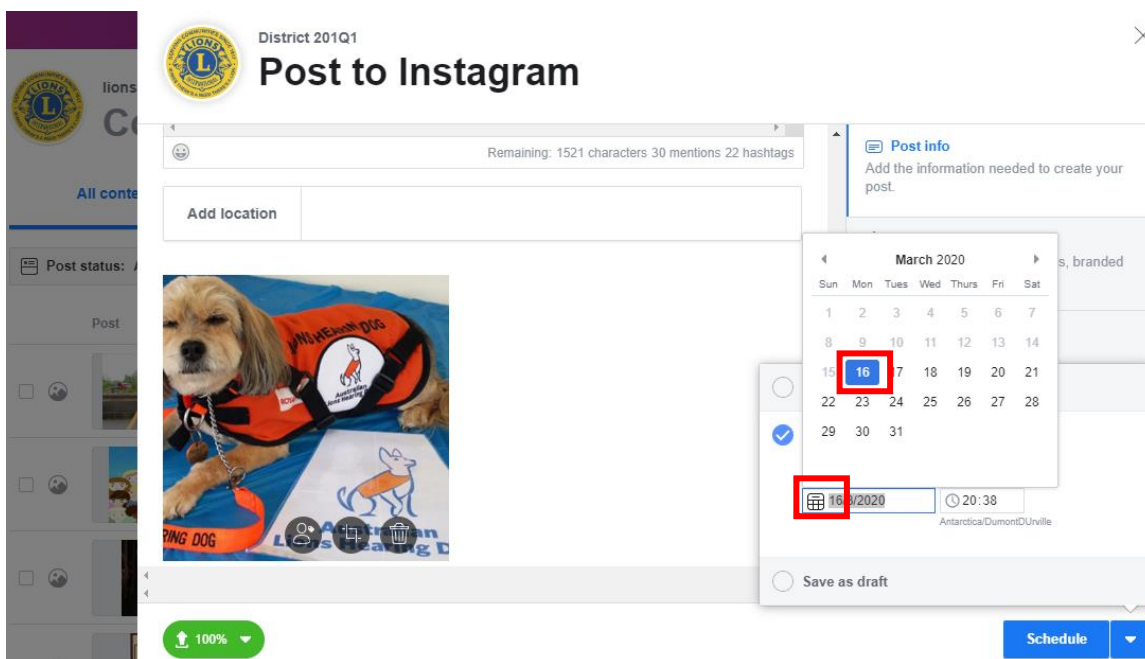
Step 7: Once the image has uploaded, click on **Publish** and then click on **Schedule**

Side Note: You can publish now as well.



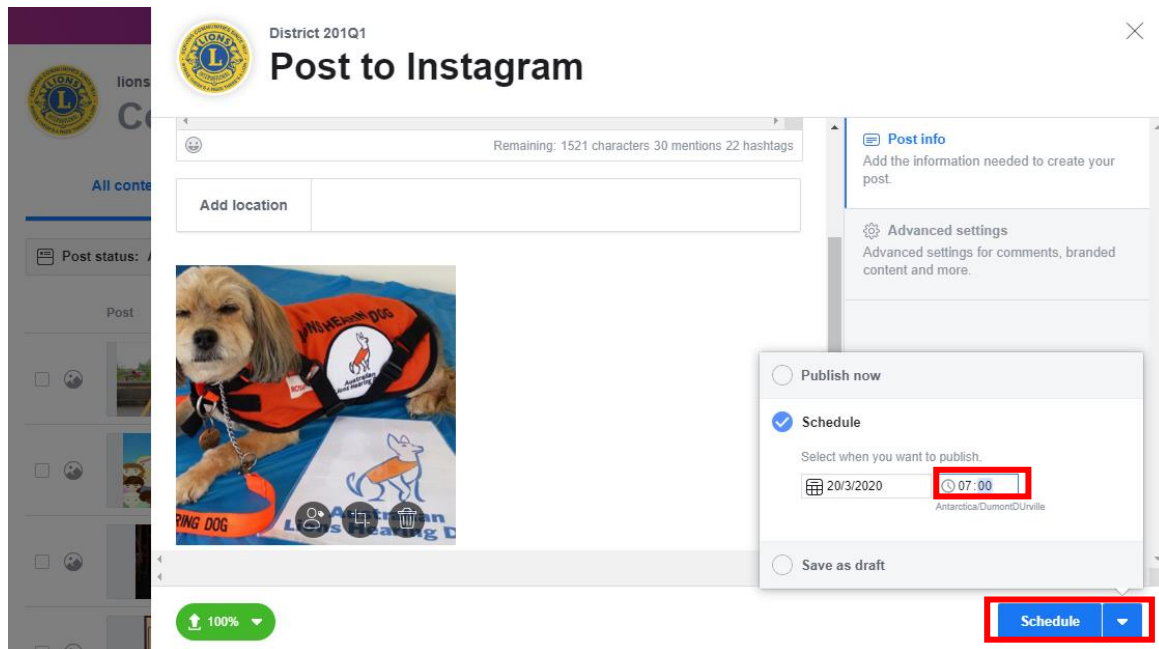
Step 8: Click on the Calendar emblem and choose the date you want your post to be scheduled on

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.



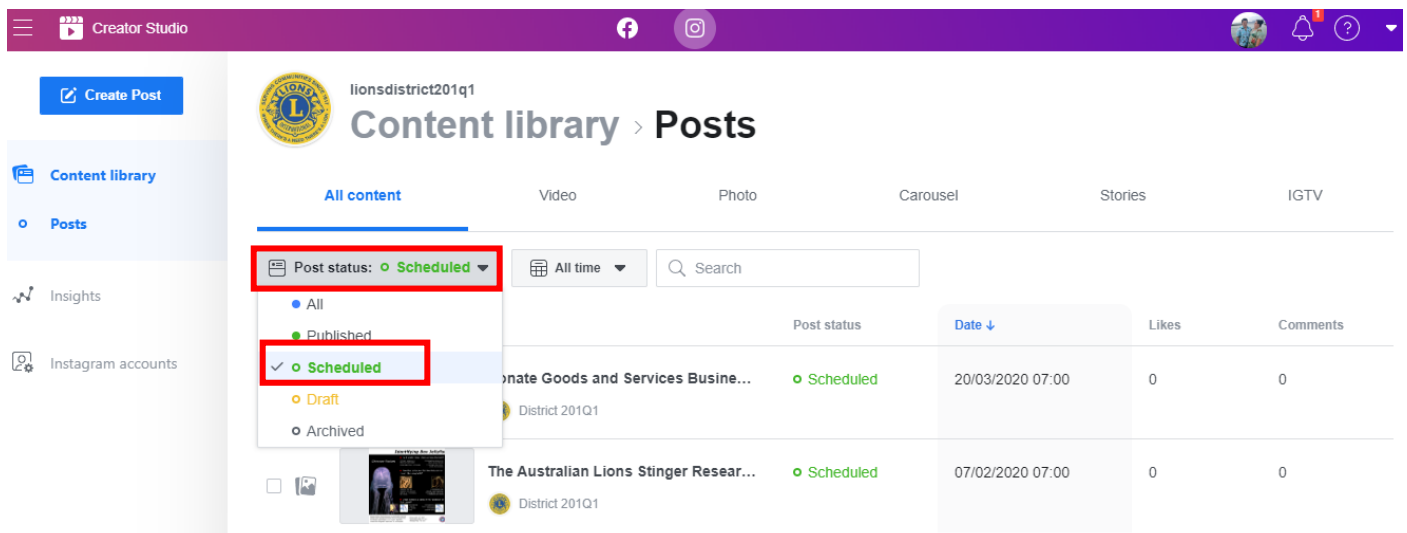
Step 9: Choose the time you want your post to be scheduled and click schedule

Side Note: try and keep the time consistent.



Step 10: Click on Post Status and then onto Scheduled to see your posts that have been scheduled

Side Note: this is easier to keep track then scrolling through All.



And you are done!