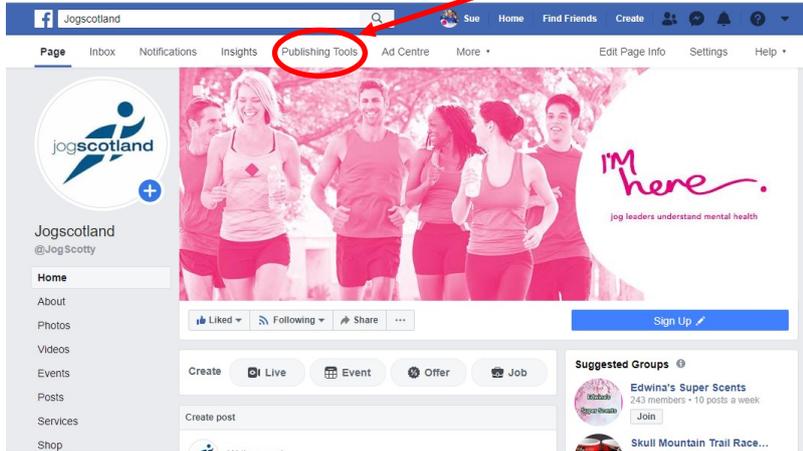


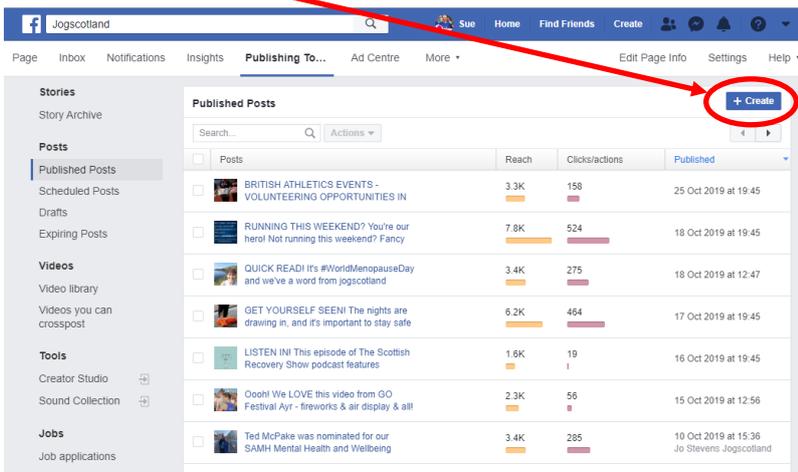


## HOW TO... SCHEDULE A POST ON YOUR PAGE

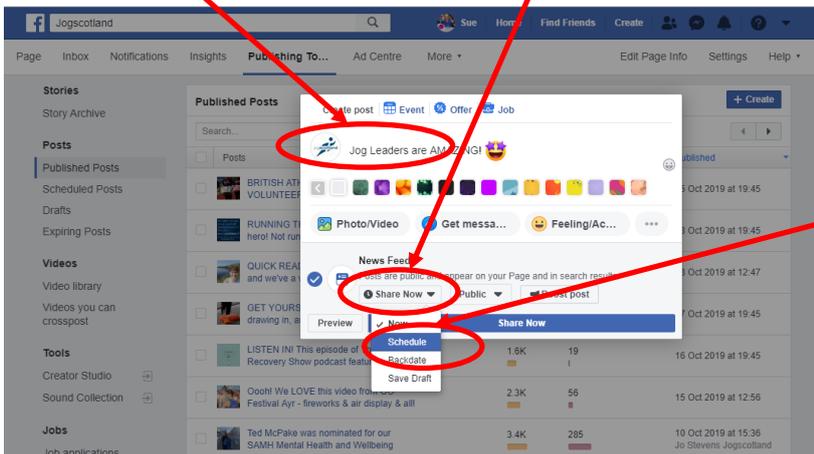
1. Navigate to your page, and click **Publishing Tools** on the top menu



2. Then click the **Create** button

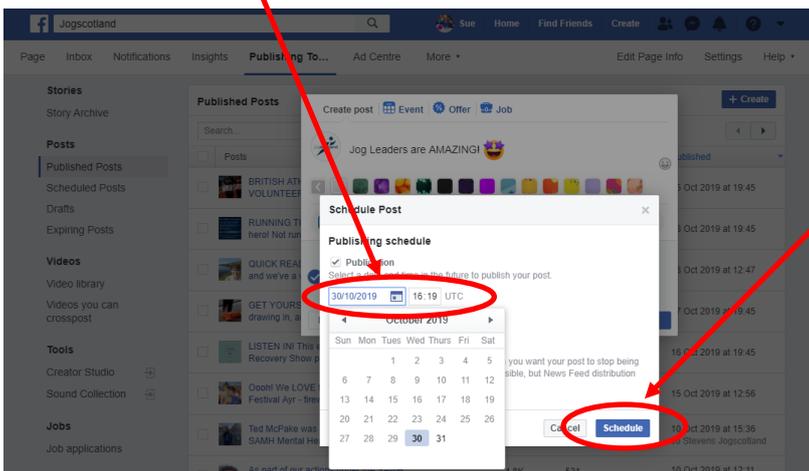


3. Create your post as usual, then click the dropdown menu that says **Share Now** ▼

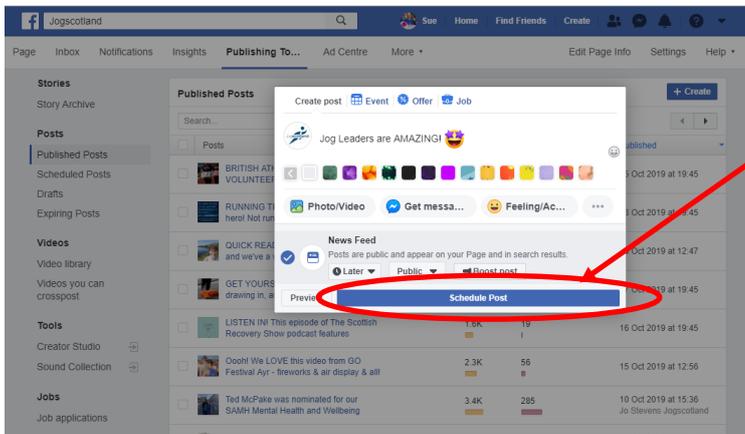


On the dropdown menu that appears, select **Schedule**

4. Select the date and time you want your post to be published, then click Schedule

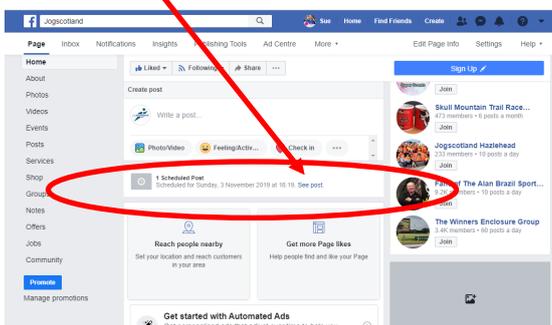


5. You'll be returned to your post, but this time the big blue button will say **Schedule Post**. Click the button, and your post is scheduled!



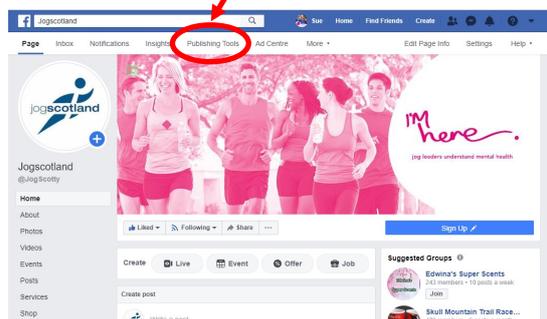
6. There are two ways to find your scheduled posts, if you want to check/edit/delete them:

A. On your page, scroll down a little and you'll see a list of your scheduled posts—click **See post** to view



OR

B. Click **Publishing Tools** on the top menu of your page



Then click **Scheduled Posts** on the left menu to see all your scheduled posts. You can click an individual post to see/change/reschedule/delete it.

