

## 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

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Page Inbox Notification	ns Insights Publishing To	Ad Centre More •		Edit Pag	ge Info Settings Help •
Story Archive	Published Posts	Published Posts			+ Create
Posts	Posts	Actions +	Reach	Clicks/actions	Published
Scheduled Posts Scheduled Posts Data Scheduled Posts Data Scheduled Posts Sche		CS EVENTS - OPPORTUNITIES IN	3.3K	158	25 Oct 2019 at 19:45
Expiring Posts	RUNNING THIS W hero! Not running t	RUNNING THIS WEEKEND? You're our hero! Not running this weekend? Fancy		524	18 Oct 2019 at 19:45
Videos Video library	QUICK READI It's and we've a word f	#WorldMenopauseDay from jogscotland	3.4K	275	18 Oct 2019 at 12:47
Videos you can crosspost	GET YOURSELF S drawing in, and it's	GET YOURSELF SEENI The nights are drawing in, and it's important to stay safe		464	17 Oct 2019 at 19:45
Tools	LISTEN INI This ep Recovery Show po	pisode of The Scottish odcast features	1.6K	19 I	16 Oct 2019 at 19:45
Sound Collection  🕣	Ooohl We LOVE this video from GO Festival Ayr - fireworks & air display & all!		2.3K	56	15 Oct 2019 at 12:56
Jobs Job applications	Ted McPake was n SAMH Mental Hea	nominated for our lth and Wellbeing	3.4K	285	10 Oct 2019 at 15:36 Jo Stevens Jogscotland

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



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:

OR

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



B. Click Publishing Tools on the top menu of your

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.

