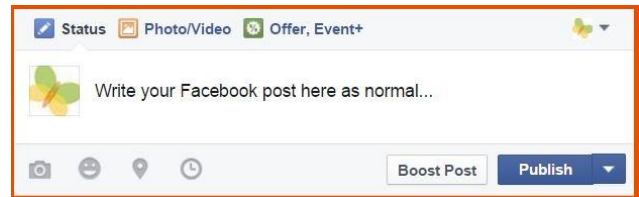
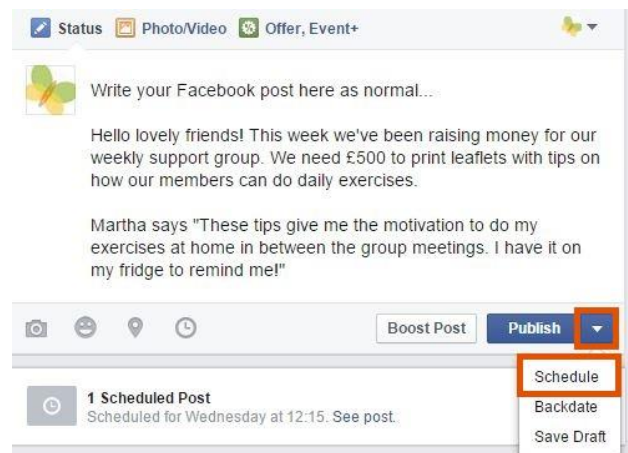


How to schedule a post on Facebook

- 1) Go to your Facebook page and write a post as if you are publishing it immediately.

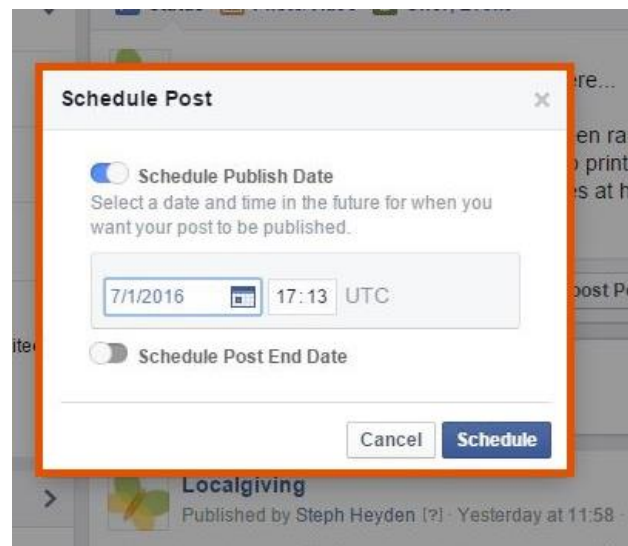


- 2) Once you've written the post, click on the arrow next to the 'Publish' button. A drop-down menu will appear giving you the option to schedule your post.

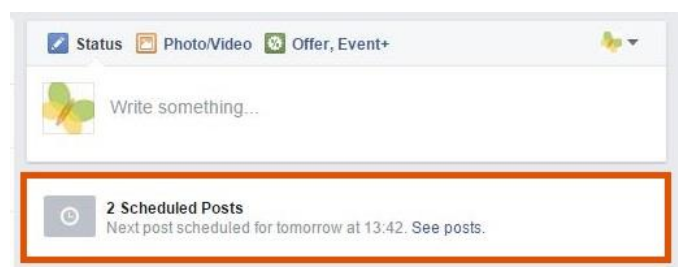


- 3) Choose the date and time you would like this post to be published and click 'Schedule'.

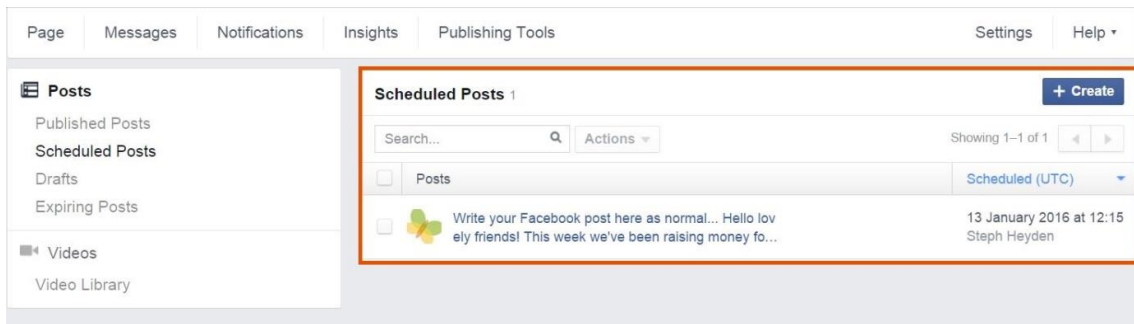
If you would like the post to be taken down after a period of time then you can also choose an end date for the post.



- 4) Your scheduled posts will appear underneath your comment box. To review them, click on 'See posts.'



- 5) From here, you can create new posts by clicking on 'Create'. Why not schedule a few in a row? This way you can always keep ahead of time so if you're unable to get to Facebook in a while, your engagement levels won't decrease.



- 6) Click on a post if you want to edit or re-schedule.

Click on the 'Edit' button to change the copy, photo or video. To reschedule, click on the arrow which will bring up a menu allowing you to change the time your post is published.



If you need any further assistance, please feel free to call our help desk on 0300 111 2340.

The line is open between 9.30am – 5.30pm Monday – Friday