

Scheduling Posts on Facebook

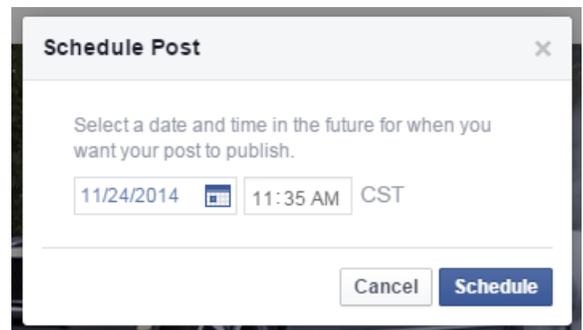
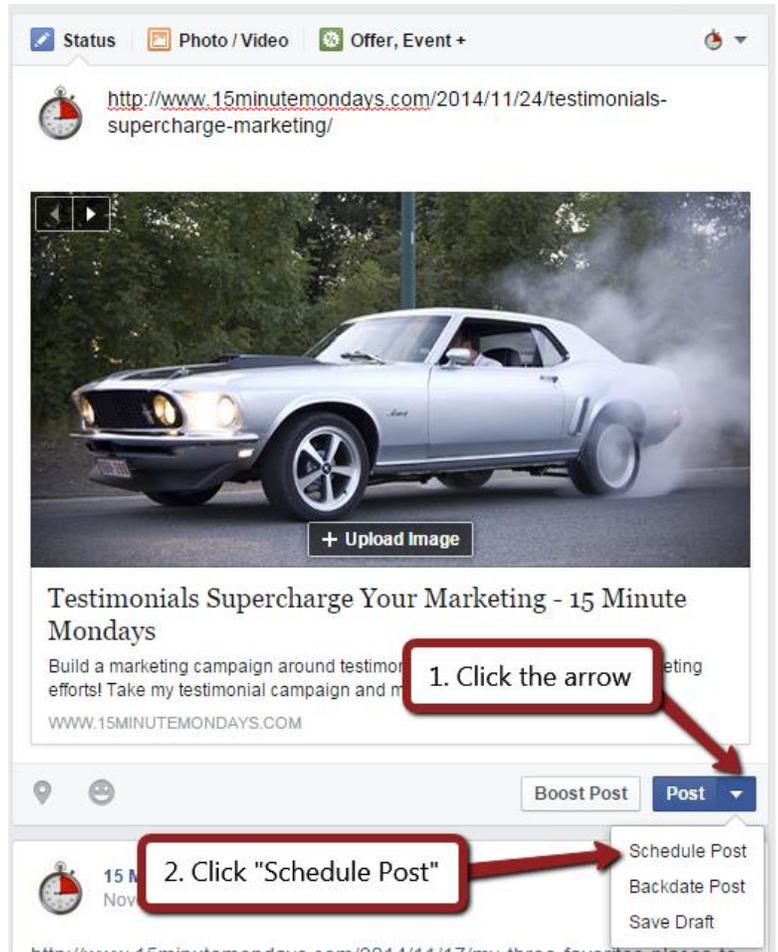
Hello Linda and the Region 3 PROs,

Just under a week ago during the November PRO call, we talked about how to schedule Facebook posts to appear at a later date or time. This morning I noticed that Facebook has made a change to that process.

To start with, you can only schedule posts on a Page (organization, business, community, etc.) This feature is not currently available on group pages or your personal profile page (although on your personal page you can backdate posts if you want ... do this by clicking on the clockface icon that we discussed on the call.)

So, if your district has a Facebook page, you can set posts to appear in the future by:

1. Go to your Facebook page.
2. Type in a status update.
3. Click the down arrow next to the word "Post" (see the first image to the right.)
4. To have the post appear in the future, choose "Schedule Post" from the menu that appears. If you want to set a post in the past so that it shows up further down in the Page's timeline, you can select "Backdate Post" from the menu.
5. A small pop-up window will appear (see the second image to the right) asking for the date and time when you want your post to appear on your timeline. Once it's on your timeline, it is also eligible to show up in the newsfeeds of your Facebook fans. You can schedule the post to appear up to 6 months in the future.
6. Once it's scheduled, you'll see a box in your timeline reminding you that you have a post scheduled to appear at a later date and time (see the third image to the right).
7. And, finally, once your post is published so that your fans can see it, you'll get a notification in your Facebook notification list.



Good luck with your testimonials and other marketing!

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