

Tips for Scheduling posts on Facebook on pages and in groups

In 2019 Facebook made some changes to the way you schedule posts on your Facebook page. It takes a couple extra steps, but it is still a super easy process and always a good idea for page managers. These tips and steps apply to Facebook pages.

Scheduling online:

- Go to Facebook and browse to your Relay For Life event page.
- In the top menu, you should see “Publishing Tools”. If it is not there, then click on the down arrow icon and it should be in the drop-down menu.
- Click on the blue “Create+” button in the top right corner.
- Type out your planned message and include any links or images as desired for your post.
- On the bottom half of the window, choose “schedule” from the drop-down menu where it usually defaults to “share now”
- In the window that pops up, choose the date and time you wish your message to post live.
 - A suggested time may be offered due to the behavior of your followers and when Facebook sees that it may get the most interaction. That is based on the insights returned to your audience. This is great for one post, but choose the custom option if you are setting up multiple posts out over several days.
- Click on the blue “schedule” button.
- The previous window will appear and should now say “later” where it said, “share now”.
- Remember when you picked to schedule your post. There is a little glitch where it will make you choose the same time again in the pop-up window. Check that its set for the time you want and then hit “schedule.”
- If you do not see your post on the screen list in front of you. Make sure in the left menu that you are on the “scheduled posts” tab. This is where you will see a running list of all the posts you have scheduled.

Scheduling on mobile:

- Use the Page Manager app instead of the regular Facebook mobile app.
- Click on the Publish icon
- Type out your message
- Click on “Continue” in the top right. This will give you the option to publish now or Schedule Later.
- If you choose the schedule later option you can choose the date and time.
- Click next and you will get a notification that your post has been scheduled.
- If you wish to make changes or double-check it is scheduled, click on the tool icon in the bottom menu (far right)
- Click on “scheduled posts” and you will see your message listed.
- Click on the ellipsis (...) if you want to make any changes

If you missed any of the editorial calendar trainings, you can access them on YouTube or RelayNation. Scheduling posts is a great tool and option for Online Chairs and page Managers for local Relay For Life events. It allows you to set up posts for up to several months in advance all in one sitting.

Currently (Jan 2020), you can schedule messages in a group.

Scheduling online:

- Go to Facebook and browse to your Relay For Life group.
- In the main posting box where it usually says “Write Something” begin typing the content of your post attach links or pictures as your content requires.
- Once you are ready to schedule, click on the clock icon next to the blue post button
- Select the date and time you wish for your post to go live.
- Click on the blue “Schedule post” button
- You should now see a notification that you have a Schedule Post, listed below the post window.
- If you need to make any adjustments or changes, click on “see post” next to the date and time and it will take you to a listing of your scheduled posts.
- Click on the “down arrow/carrot” at the end of that row and chose the option for the change you wish to make (ie, reschedule, edit, delete, etc)

Scheduling on mobile:

- Browse to the group in your Facebook app.
- Click into the space for a post and complete the post you want to publish. Remember to include links and images as desired.
- Under your name at the top of the box are 2 labels - one tells you who will see your message, the other says “schedule”
- Click on “schedule” and chose the date and time you want your post to go live.
- Click on Save in the top right corner.
- It will take you back to the previous screen and you will have to click “post”. Don’t be scared, it looks like it’s about to post, but it’s going to your queue to be posted later.

If you have additional questions, check out the Help Center on Facebook by clicking on the question mark (?) in the top right corner or visit [facebook.com/help](https://www.facebook.com/help).