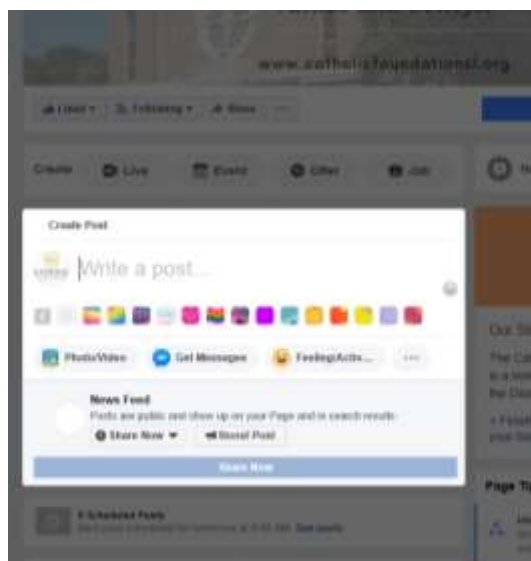
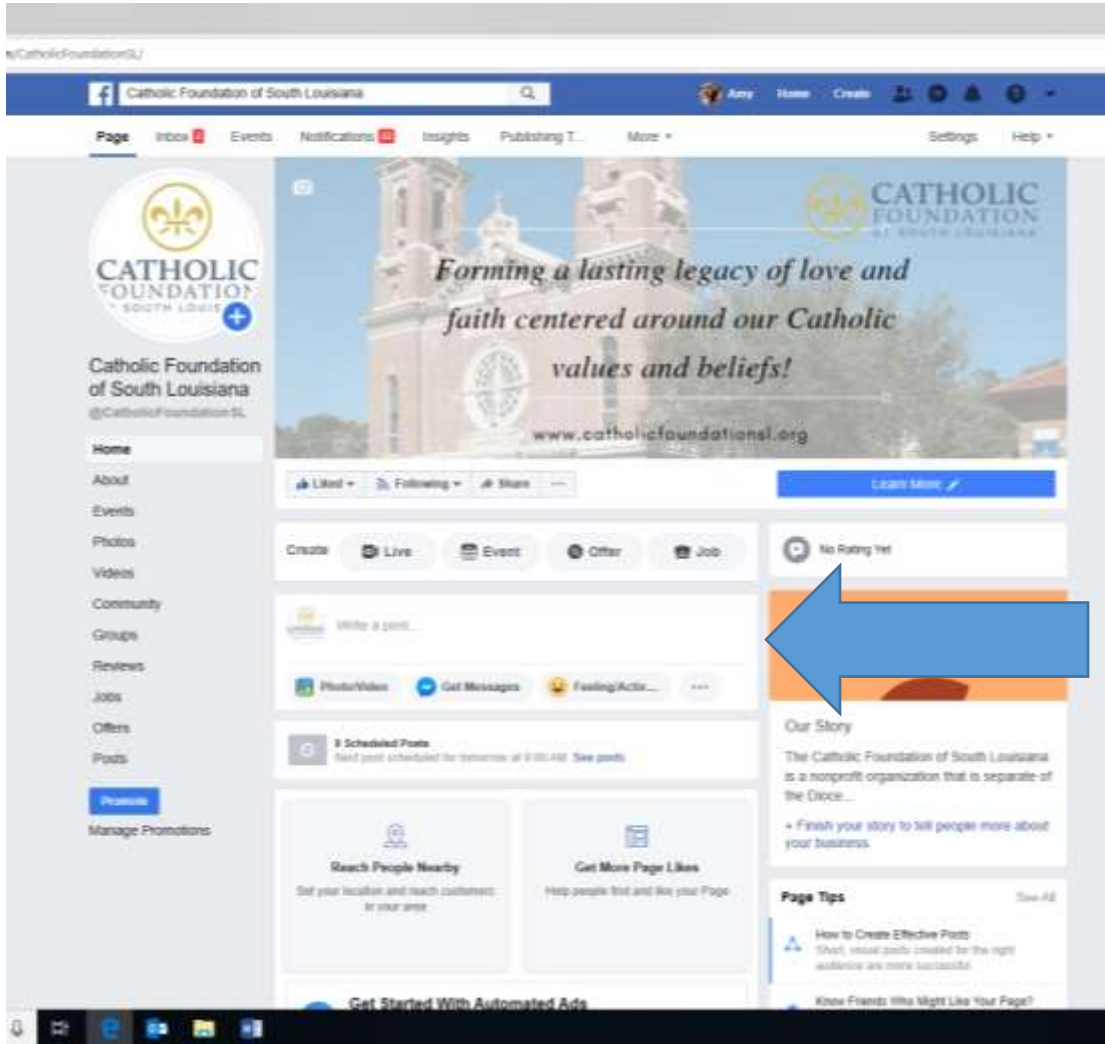
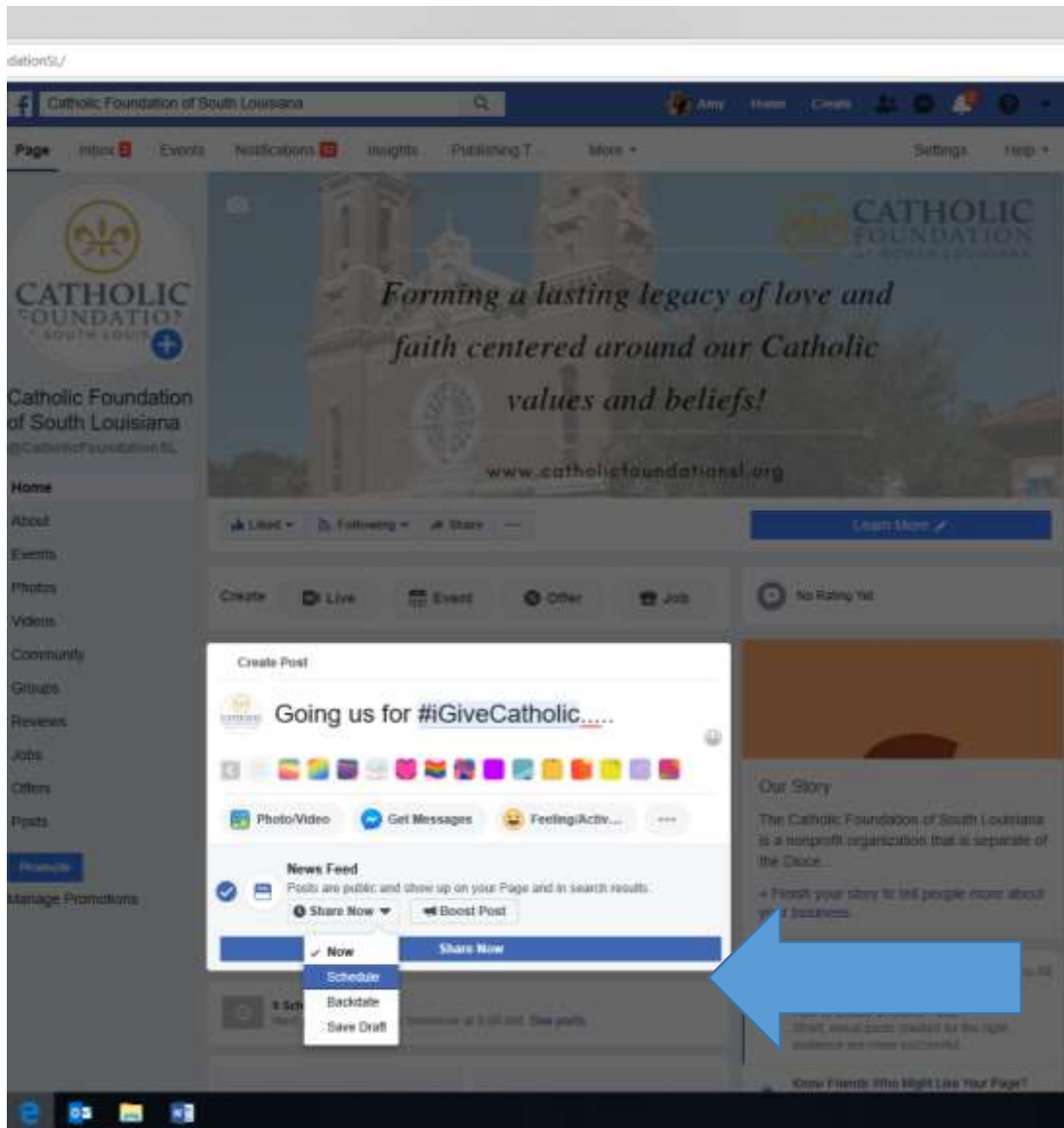


How to schedule a Facebook/Social Media Post Ahead of Time:

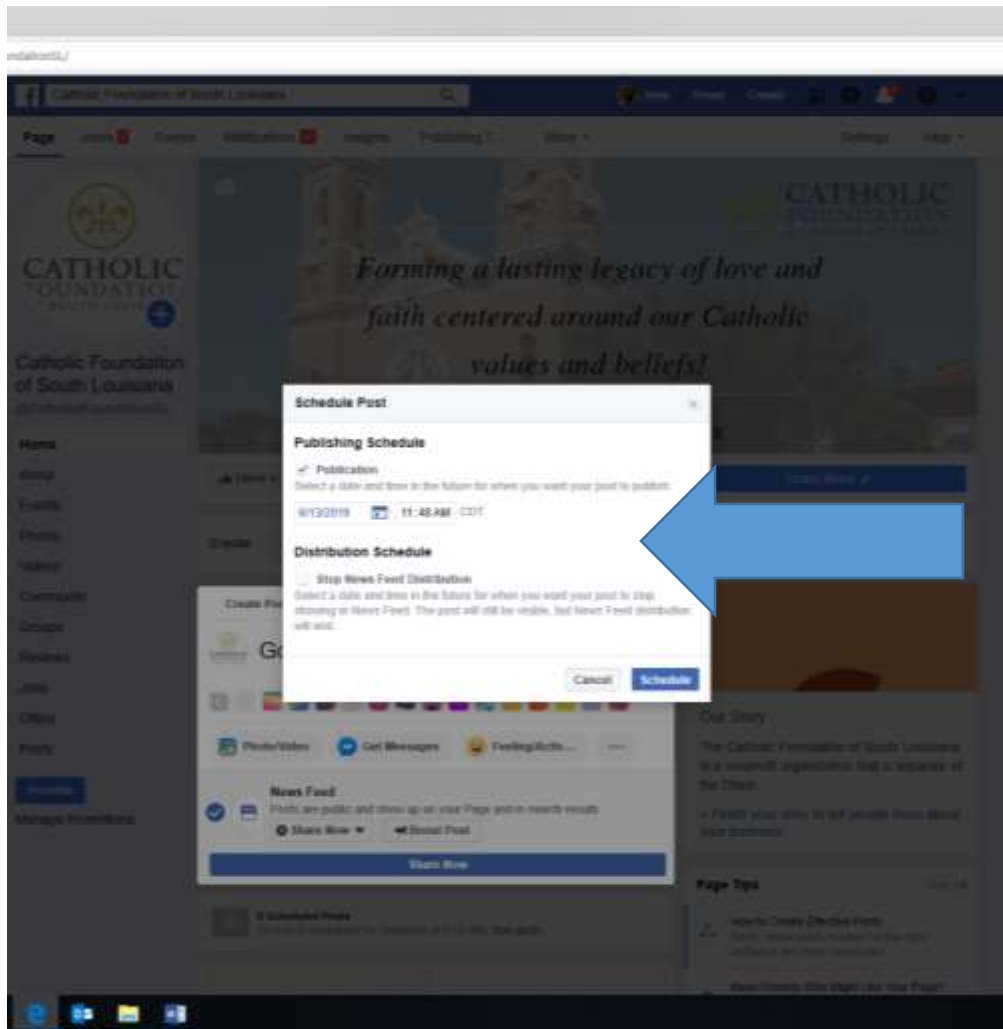
1. Go to Facebook.com and log into your account that is an admin for your school/parish/Ministry
2. Go to your Parish/School/Ministry Page
3. Compose your post where it says “write post” and a box will pop up where you will compose your post



4. Where it says SHARE NOW in a blue button, look directly above that blue button you will see a box that says Share Now with a down arrow. Click the down arrow and select SCHEDULE



5. Another box will pop up where you will select the date and time you want to post at a later date. Then click SCHEDULE!



6. If you make an error, no problem. Go back to your Parish/School/ Ministry page and right under where you would make a post you will see an area that says "1 scheduled post". You can click SEE POST and you can see all the posts you scheduled and edit them from there.

Thanks to the Diocese of Houma-Thibodaux for this resource!