

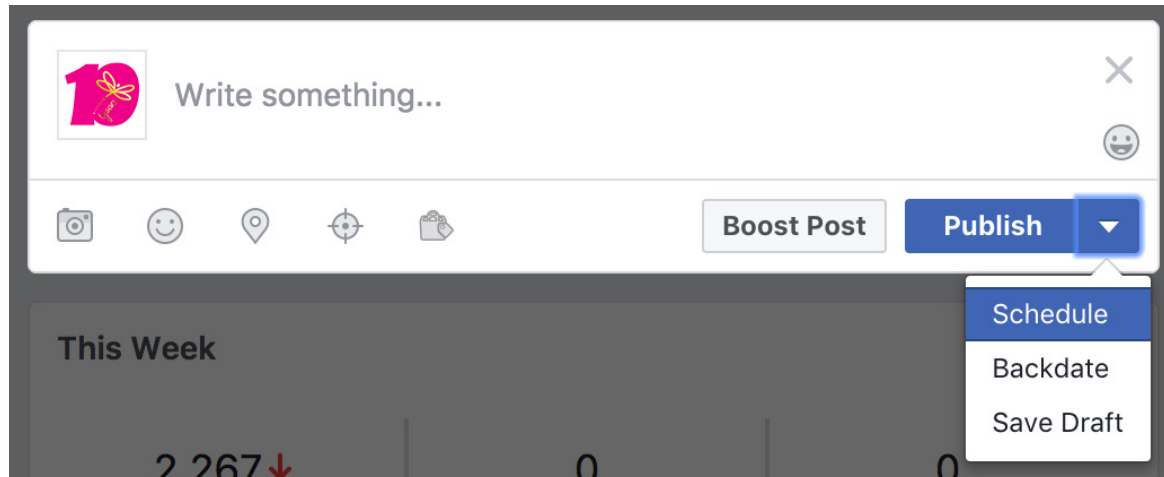
Schedule Facebook posts



Schedule a Facebook post

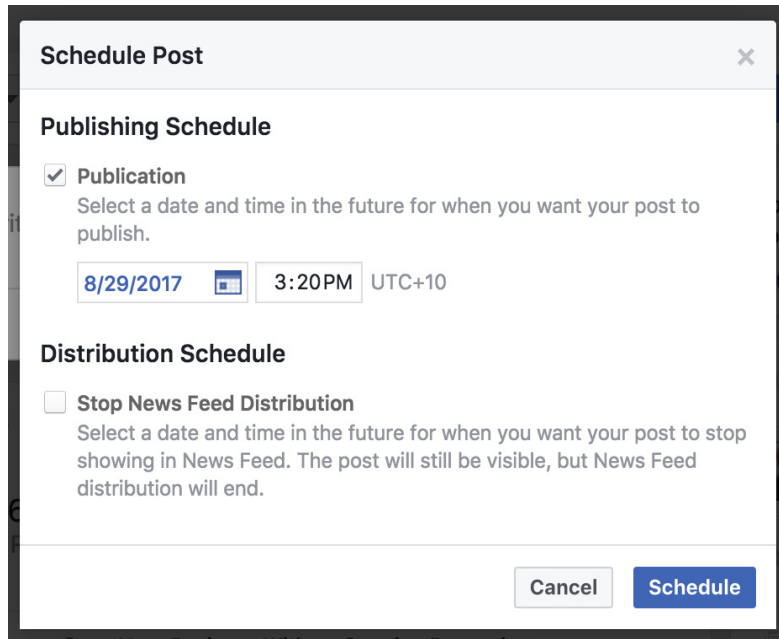
You can create a post and schedule it to publish on your Page in the future. Keep in mind that all times correspond to the current time zone you're in.

1. Start by writing your post on your Facebook Page timeline
2. Click the arrow next to Publish and select Schedule



Schedule a Facebook post

1. Below Publication, select the date and time when you want the post to publish
2. Leave the Distribution Schedule unchecked
3. Click Schedule



The screenshot shows the 'Schedule Post' dialog box with the following details:

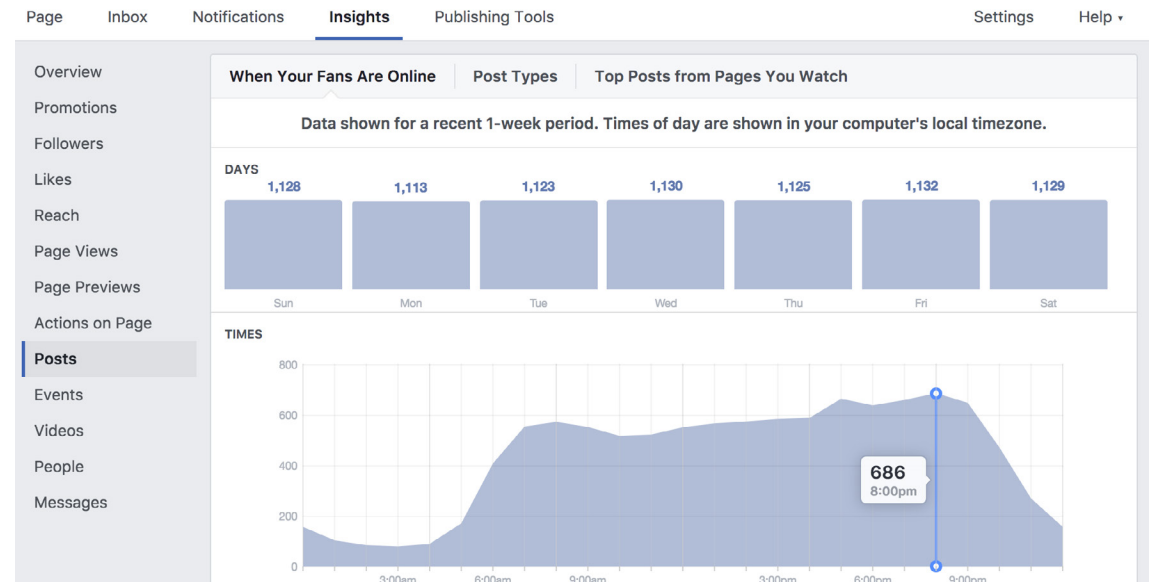
- Publication:** Checked. Text: "Select a date and time in the future for when you want your post to publish." Date: 8/29/2017, Time: 3:20PM, UTC+10.
- Distribution Schedule:** Unchecked. Text: "Select a date and time in the future for when you want your post to stop showing in News Feed. The post will still be visible, but News Feed distribution will end."
- Buttons:** Cancel and Schedule.



See when your Facebook community is online

As a page owner, you can access Facebook Insights to see when your Facebook community is online. To access Facebook Insights, go to your Facebook Page, and choose Insights from tabs at the top of the page, as circled in the screen shot below. Then select Posts from the left hand menu, as shown below.

You can then see data from a recent one-week period about the days of the week and times when the people who like your Page are on Facebook. The best time to post, in the example above is on a Sunday at 7pm. For each day, slide your mouse over the graph to show how many people were online throughout the day.



Good Luck!

