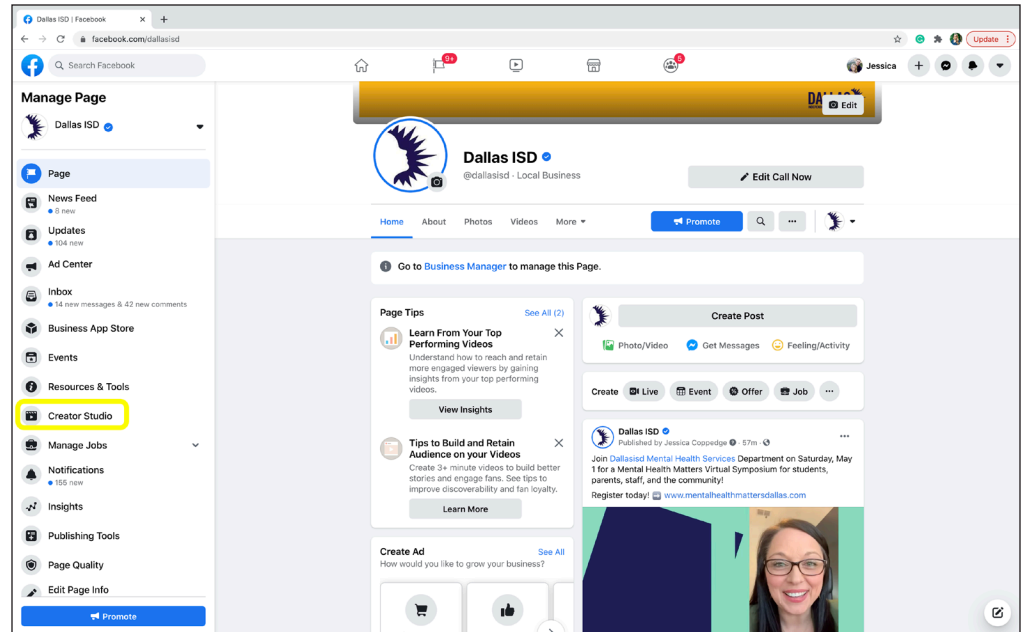


HOW TO USE FACEBOOK CREATOR STUDIO TO SCHEDULE A POST

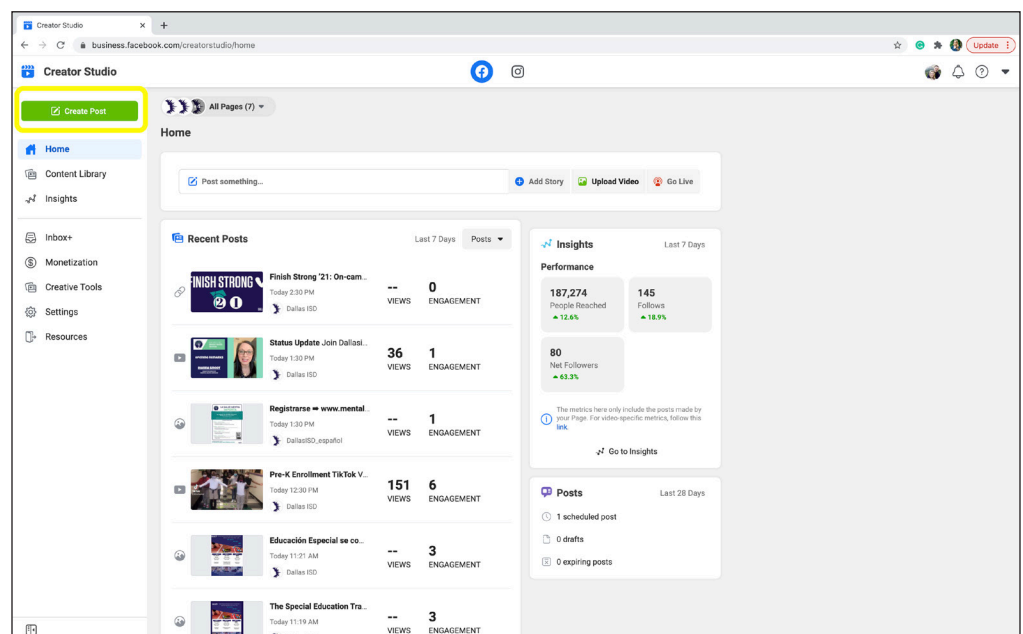
1. Go to <https://business.facebook.com/creatorstudio/home>

or, from your computer go to the Facebook.com and then to the page you manage.

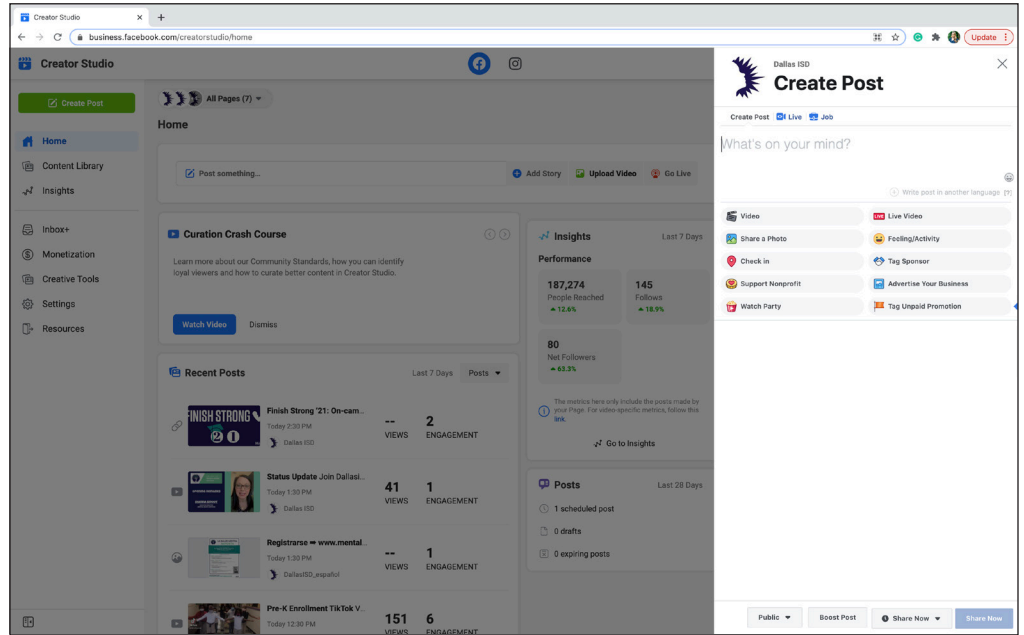
Select **"Creator Studio"** on the left side of your screen.



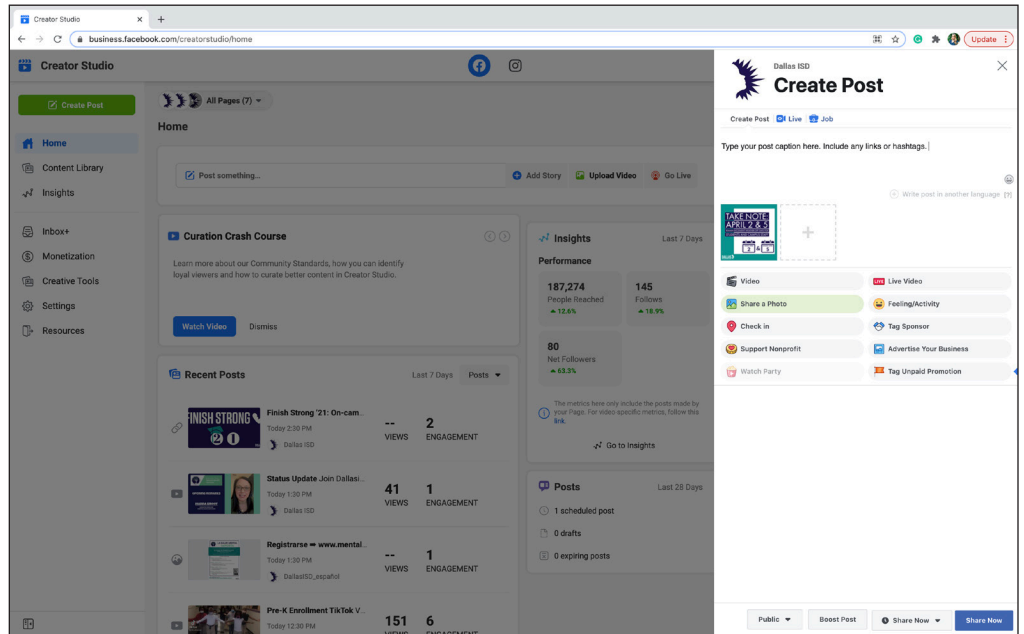
2. Click **"Create Post"**.



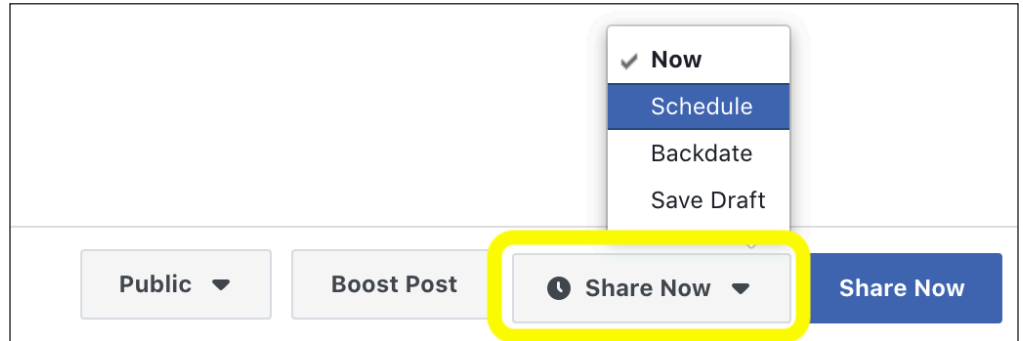
- If you manage multiple pages, select the correct page you want to post to, and then you will come to this **Create Post** function.



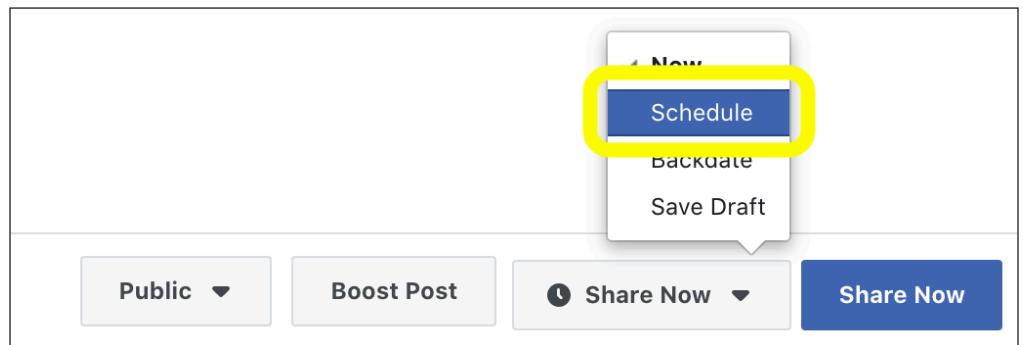
- Add your post caption, be sure to include any links or hashtags you wish to use. Click **"Share a Photo"** to add any attachments.



- At the bottom, click the **"Share Now ▼"**. Please note, this will be to the left of the **"Share Now"** button in blue.



- Click **"Schedule"**.



- Select the date and time you want to share the post and click **"Schedule"**.

