How to PreSchedule in the LIARG 2024/2025

- 1. Ask for admin privileges.
- 2. To schedule as an author page.
 - A. The author page must join the group.
 - B. Then your regular page can invite them to be an admin.
 - C. The other option is to ask another admin to give your author page admin privileges.
- 3. Remember that if you want to schedule as an author page you have to be IN THAT PROFILE when you schedule.
- 4. Create a post where it says WRITE SOMETHING. Add your image as well.

Q	Write something			
0	Live Video	Photo/video	E Room	

5. Click on the little calendar in the bottom right hand corner.

6	Cre	ate post	×
	Tina Russo Radcliffe Love Inspired Aut	🖀 Rules	
٦	THIS IS A TEST!		U C
-			
	Aa		::)
	Add to your post		হা
	Pos	st	

6. Schedule. (It schedules to YOUR personal time zone) Once you are done click on the blue bar that Says SCHEDULE.

<i>←</i>	Schedule post
hoose a date and time in ublished.	the future when you want your post to b
Date Dec 20, 2021	C Time 12:35 AM
	Sche 12:00 AM
	12:05 AM

For more posts, repeat.

Note:

- 1. For a video it will take longer to load.
- 2. If it shows that you are selling something, go to your post and edit and remove the sale format.
- 3. To check your post is actually scheduled, go to the far left column and scroll down to

Scheduled Posts and click on it.

