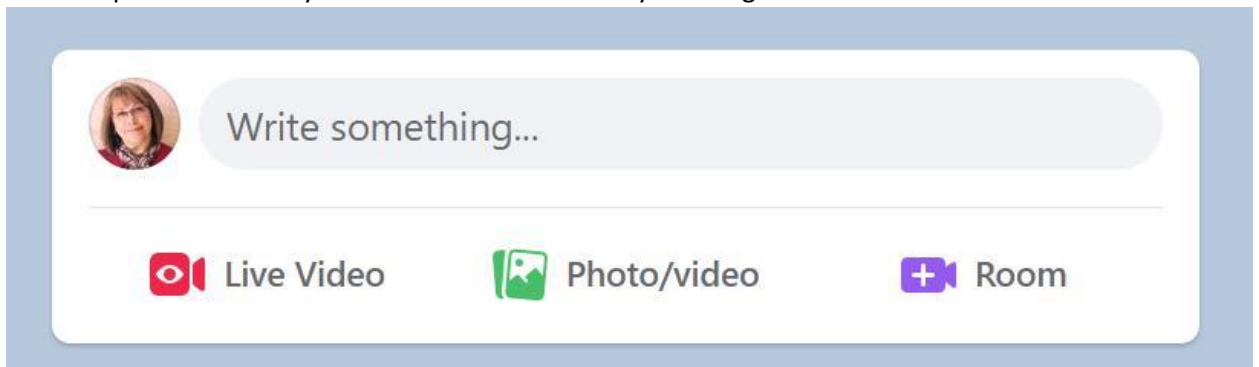


## How to PreSchedule in the LIARG 2024/2025

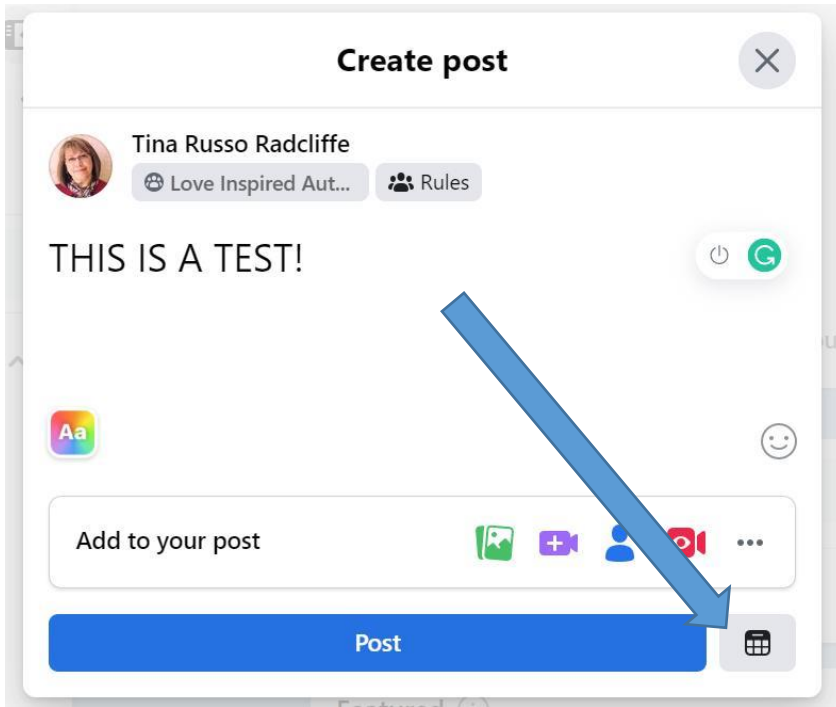
1. Ask for admin privileges.
2. To schedule as an author page.
  - A. The author page must join the group.
  - B. Then your regular page can invite them to be an admin.
  - C. The other option is to ask another admin to give your author page admin privileges.

**3. Remember that if you want to schedule as an author page you have to be IN THAT PROFILE when you schedule.**

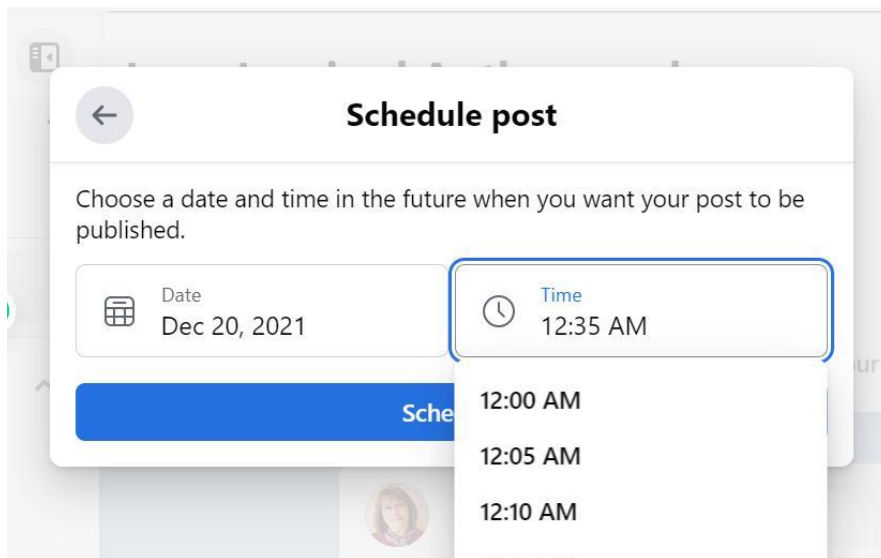
4. Create a post where it says WRITE SOMETHING. Add your image as well.



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



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



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.

