Scheduling Posts through Facebook
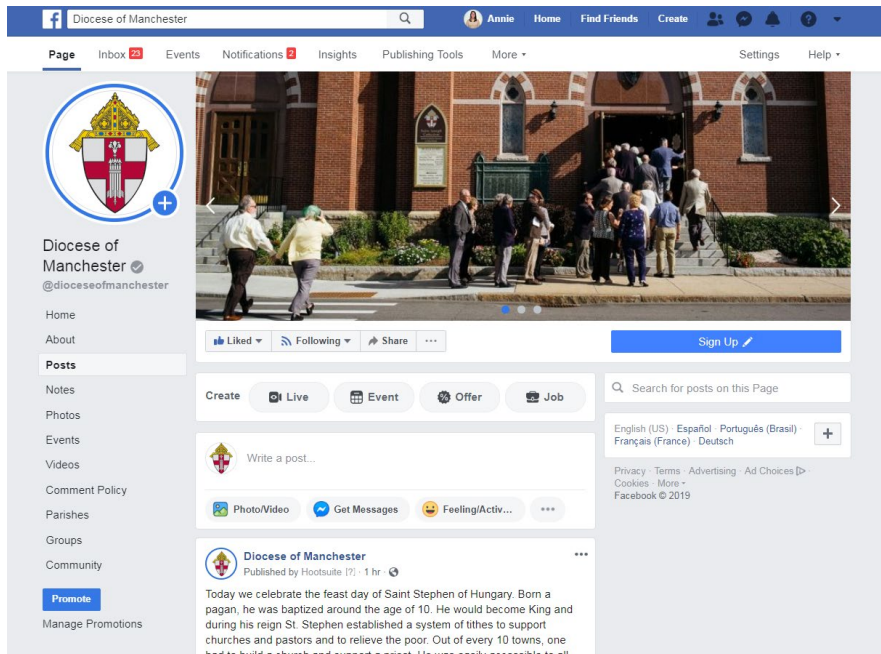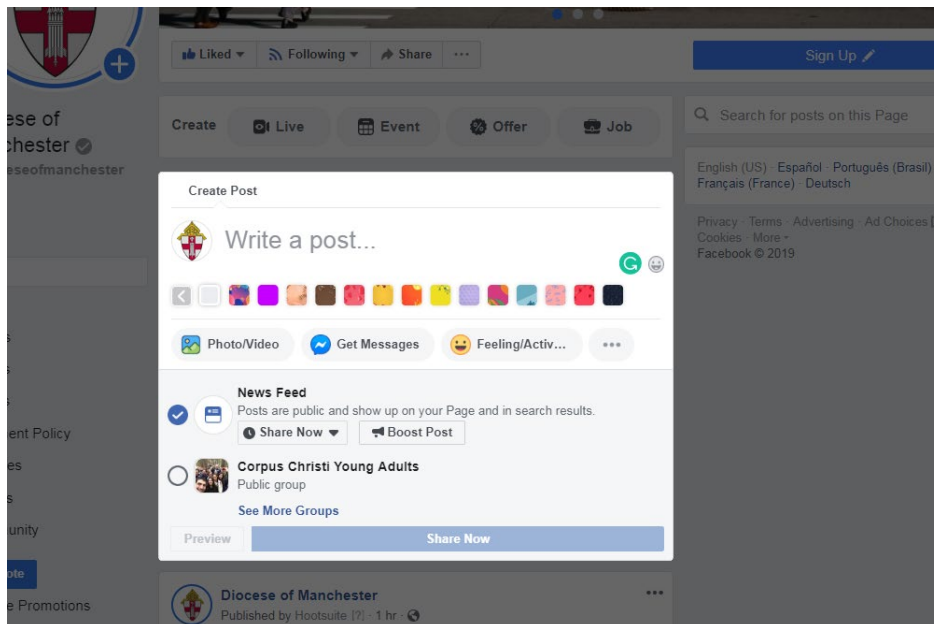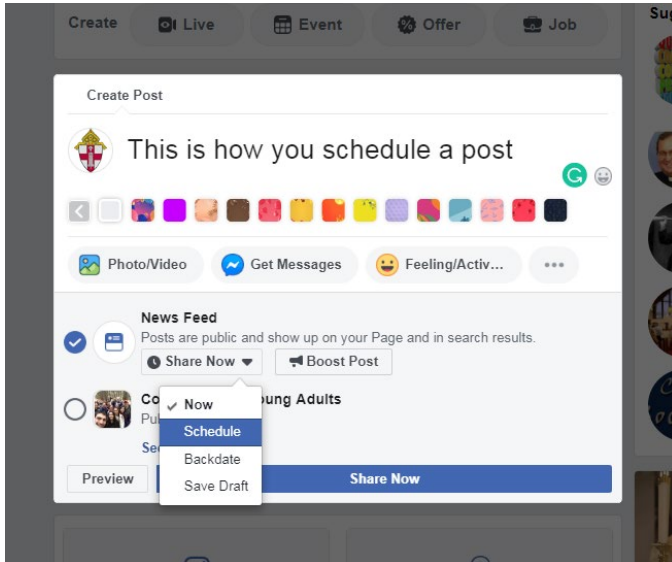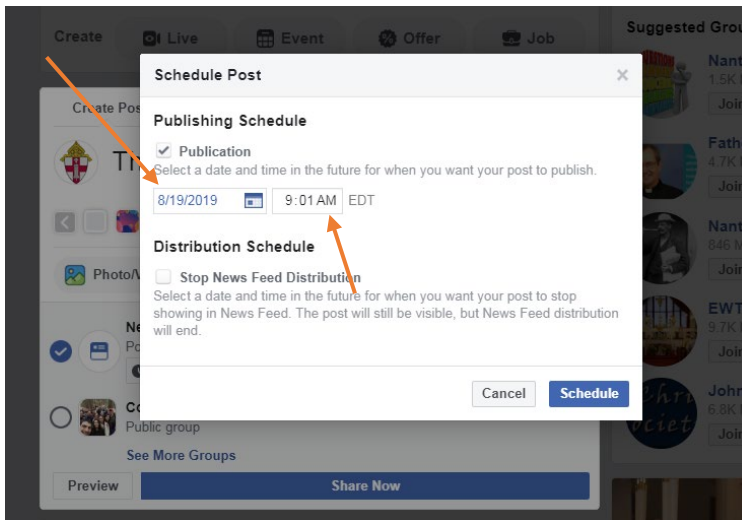
1. Go to your Facebook home page

2. Start typing in the "Write post box" the text or image you want to schedule for a later date
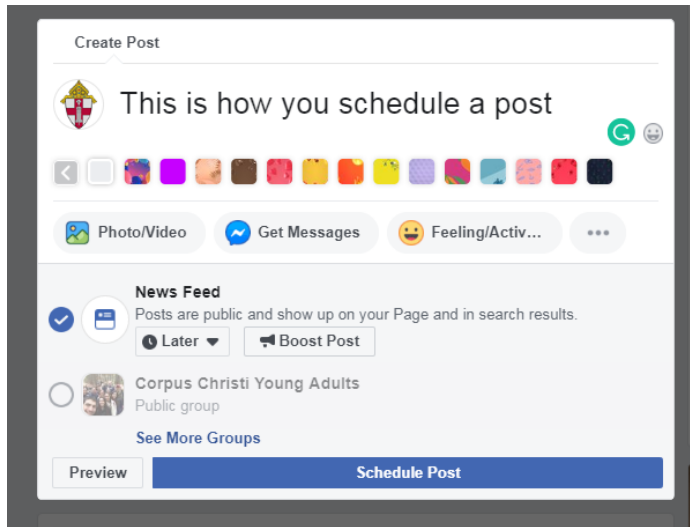
3. Select Schedule post: Click the drop-down menu titled "Schedule now" and you will have 3 options. Select "schedule":

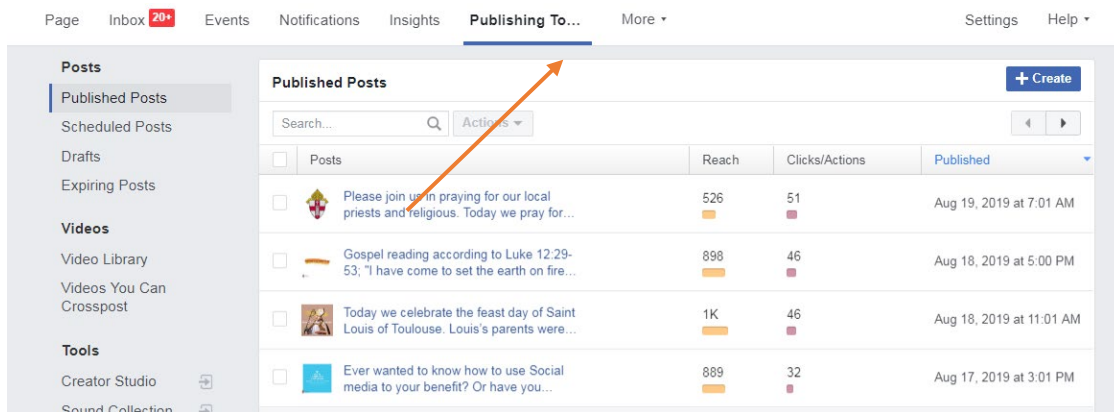4. A new box will pop up and you can select the date and time for which you want to schedule a post:

5. The Blue box will change from "Share now" to "Schedule post." Click that and it will bring you back to your hompe page.
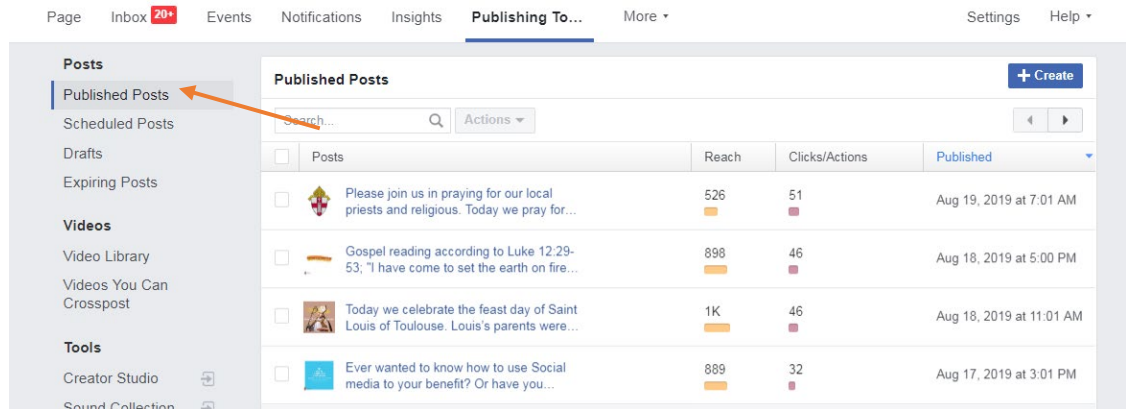

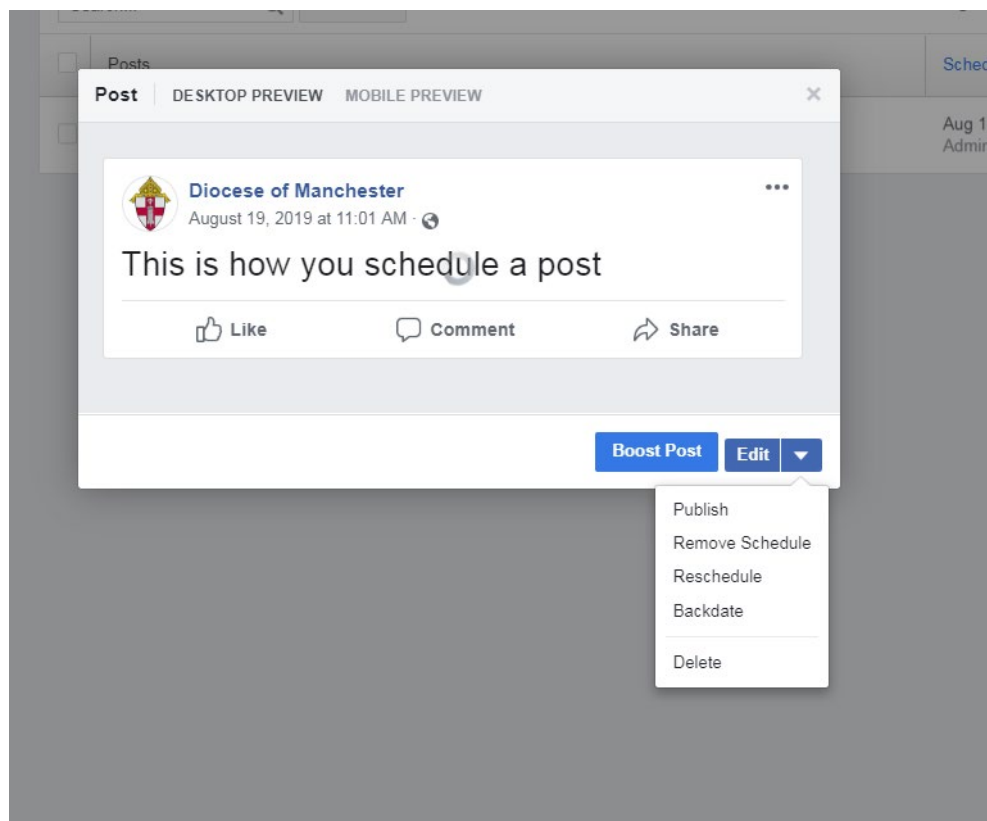# How to find a post you have already scheduled and how to delete it

1. Go to "Publishing tools" at the top of the bar on your Facebook page's homepage:

2. Go down to scheduled posts, under the posts section

3. You will see your Scheduled post. You can click on that post to edit it, or click on the down arrow next to the edit button and click "Delete" to remove it.

4. Lastly, the system will ask for confirmation if you would like to delete; select yes if so.