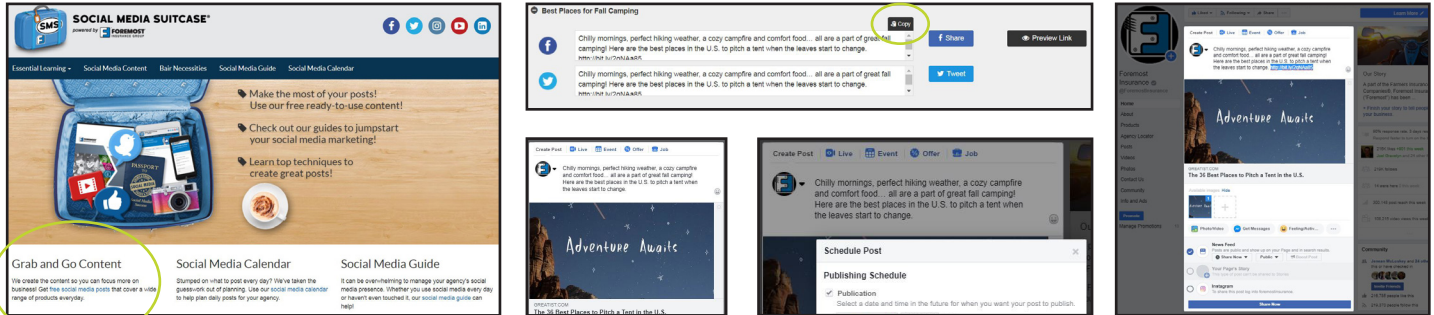


# Scheduling Future Facebook Posts

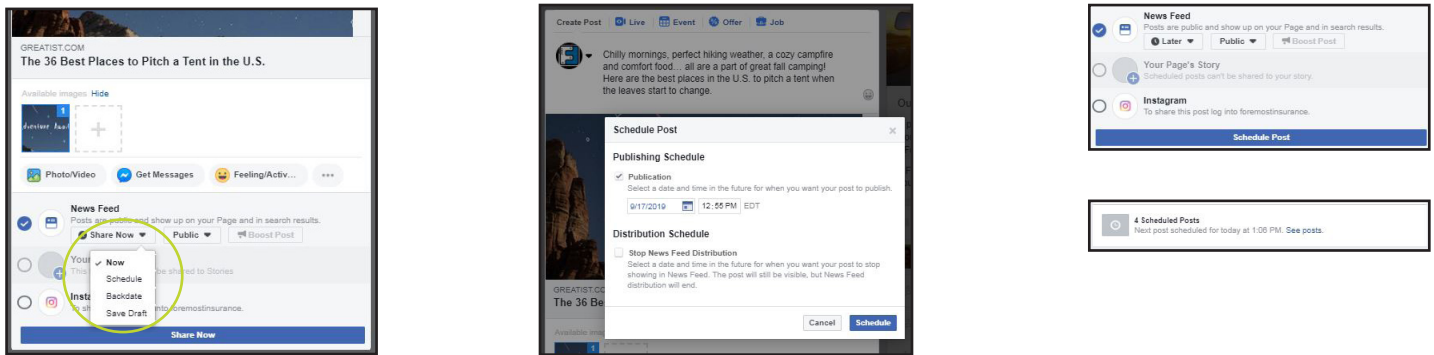
Knowing how to schedule posts saves you time. Instead of going to the Social Media Suitcase® every day (or whenever you'd like to post), you can schedule content to post days, weeks or months in advance, all in one sitting!

[SocialMediaSuitcase.com](http://SocialMediaSuitcase.com)



1. In the Social Media Suitcase, go to the **Grab-and-Go Content** page and click the black **"Copy"** button to copy the text and link you'd like to share. (If you're creating a post without the help of the Social Media Suitcase, skip this and go to the next step!)
2. Open a new tab on your web browser and go to your agency's Facebook page.
3. Paste (Ctrl + V) the copied text and link where it says *"Write a post..."*

**PRO TIP:** Remove the URL link in your post. Your followers will still be able to access the article by clicking on the image, and your post will look cleaner and more professional.



4. Click the **downward arrow** that's just to the right of the **"Share Now"** button.
5. Click **"Schedule"**.
6. Select the desired **time** and **date** and click **"Schedule"**.
7. Click the **"Schedule Post"** button.

**Voilà! Your post is scheduled! You can schedule as many posts as you'd like, and you can see a list of your scheduled posts when you click the "See posts" button near the top of your agency's Facebook page.**

## A Better Insurance Experience®

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