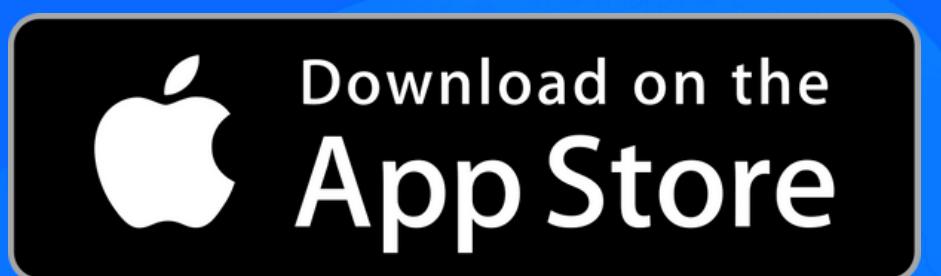
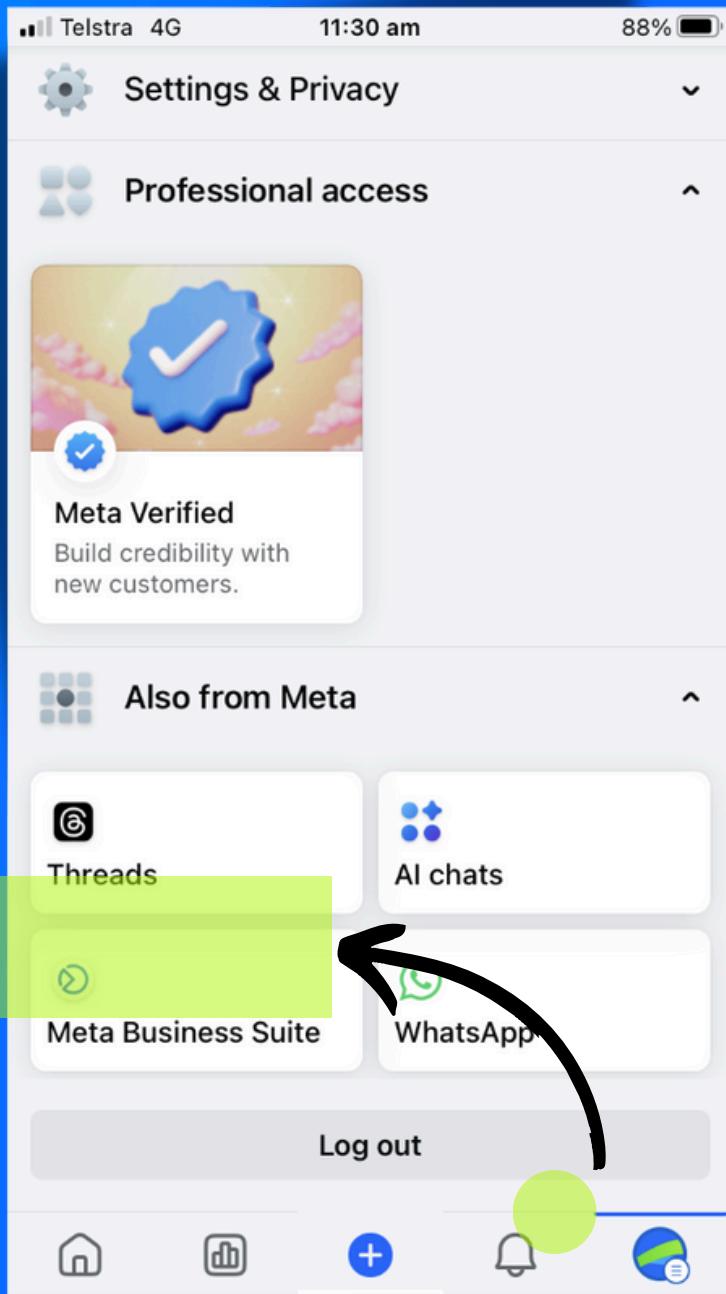


How to schedule posts on Meta (Facebook)

How to schedule posts on Meta using your mobile device

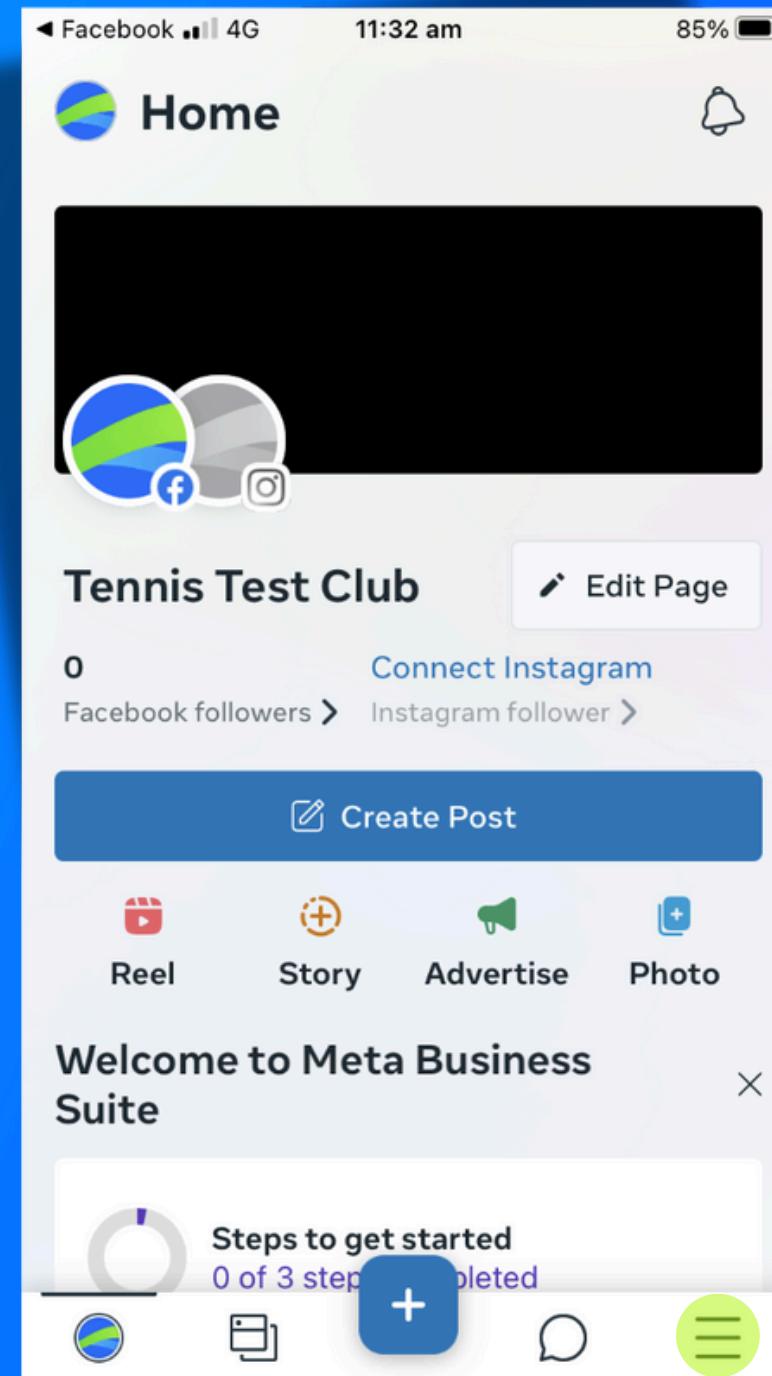
1



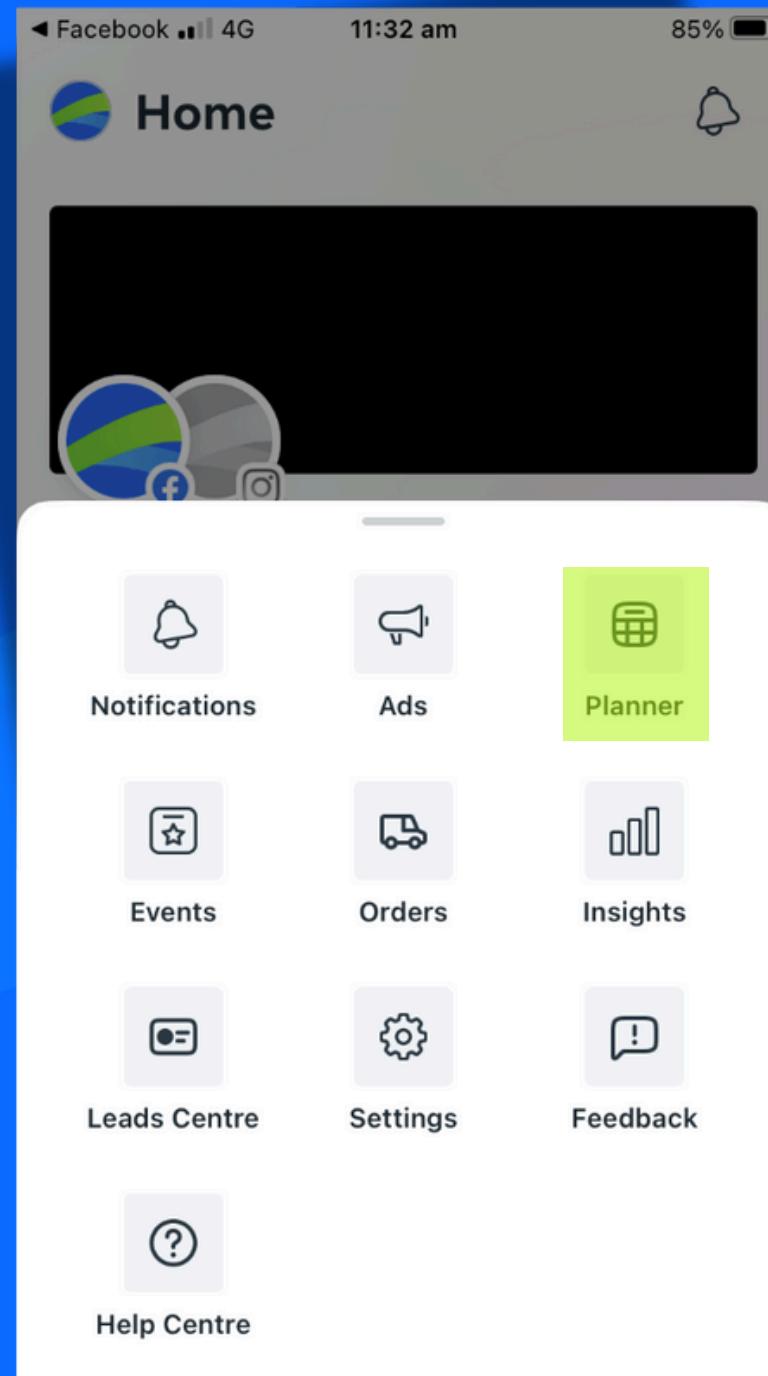
Step 1:
Open the Facebook app on your mobile device. Select 'Menu' by clicking your profile picture, scroll to the bottom of your screen and select 'Meta Business Suite'.

Tip: You'll need to install the 'Meta Business Suite' app on your mobile.

2



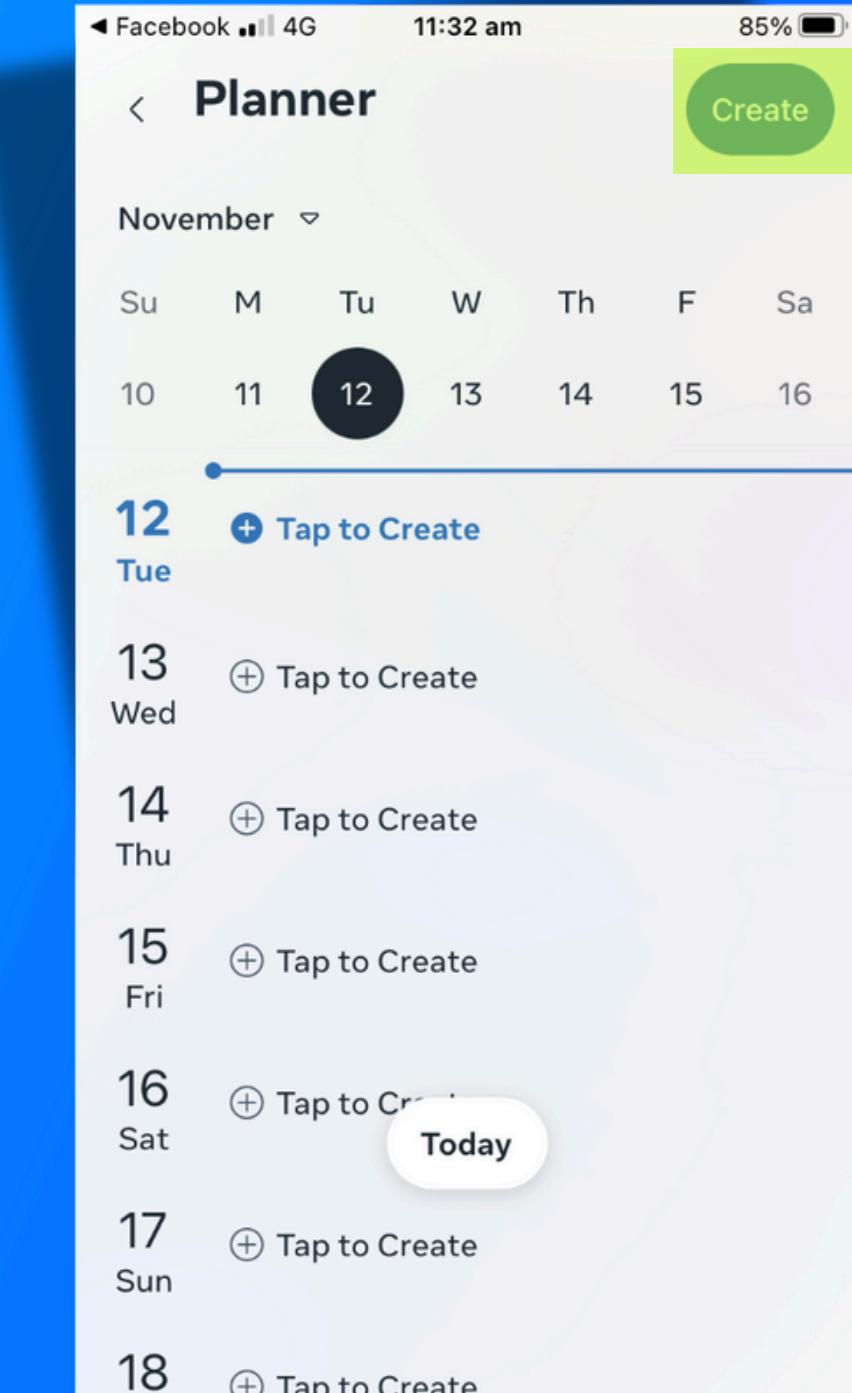
3



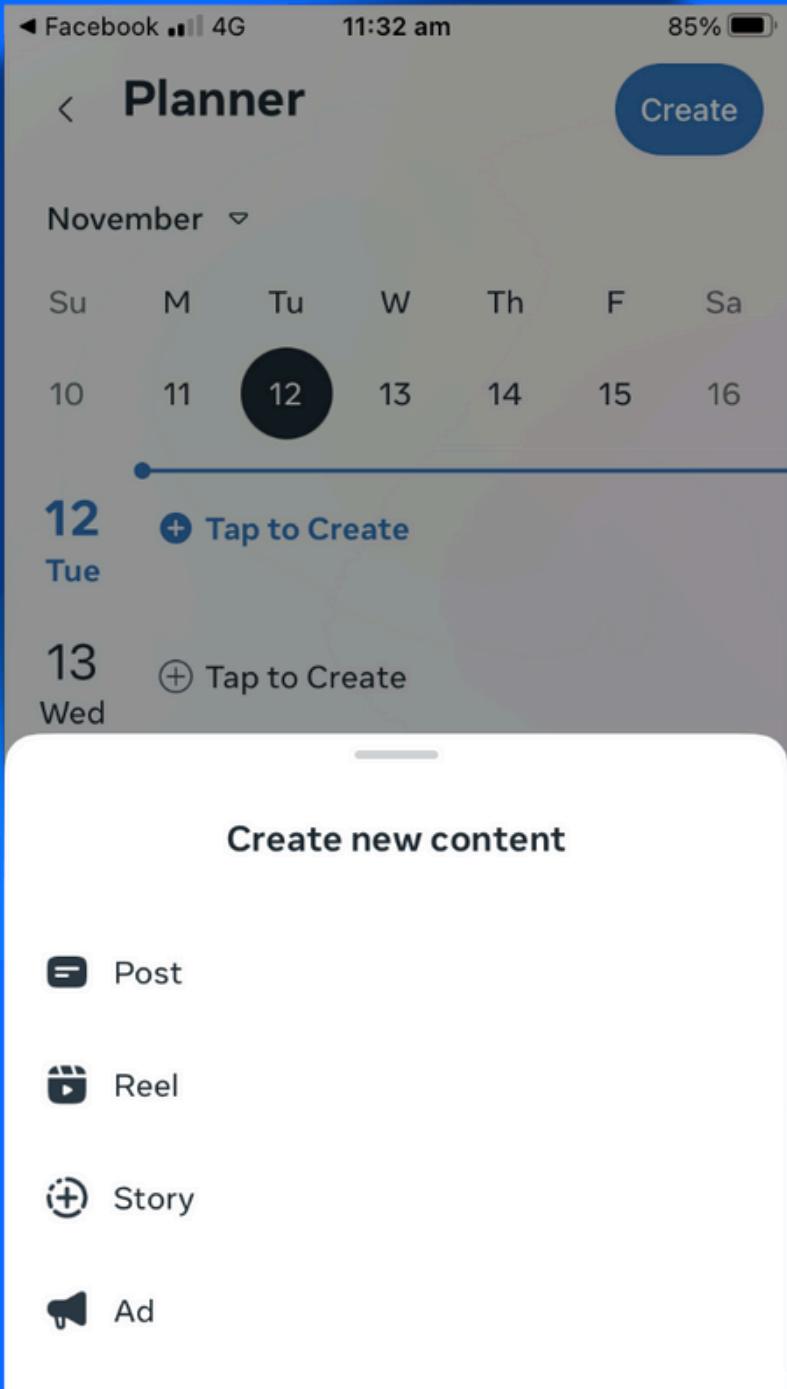
**Step 2:
Select 'Menu'.**

**Step 3:
Select 'Planner'.**

4



5

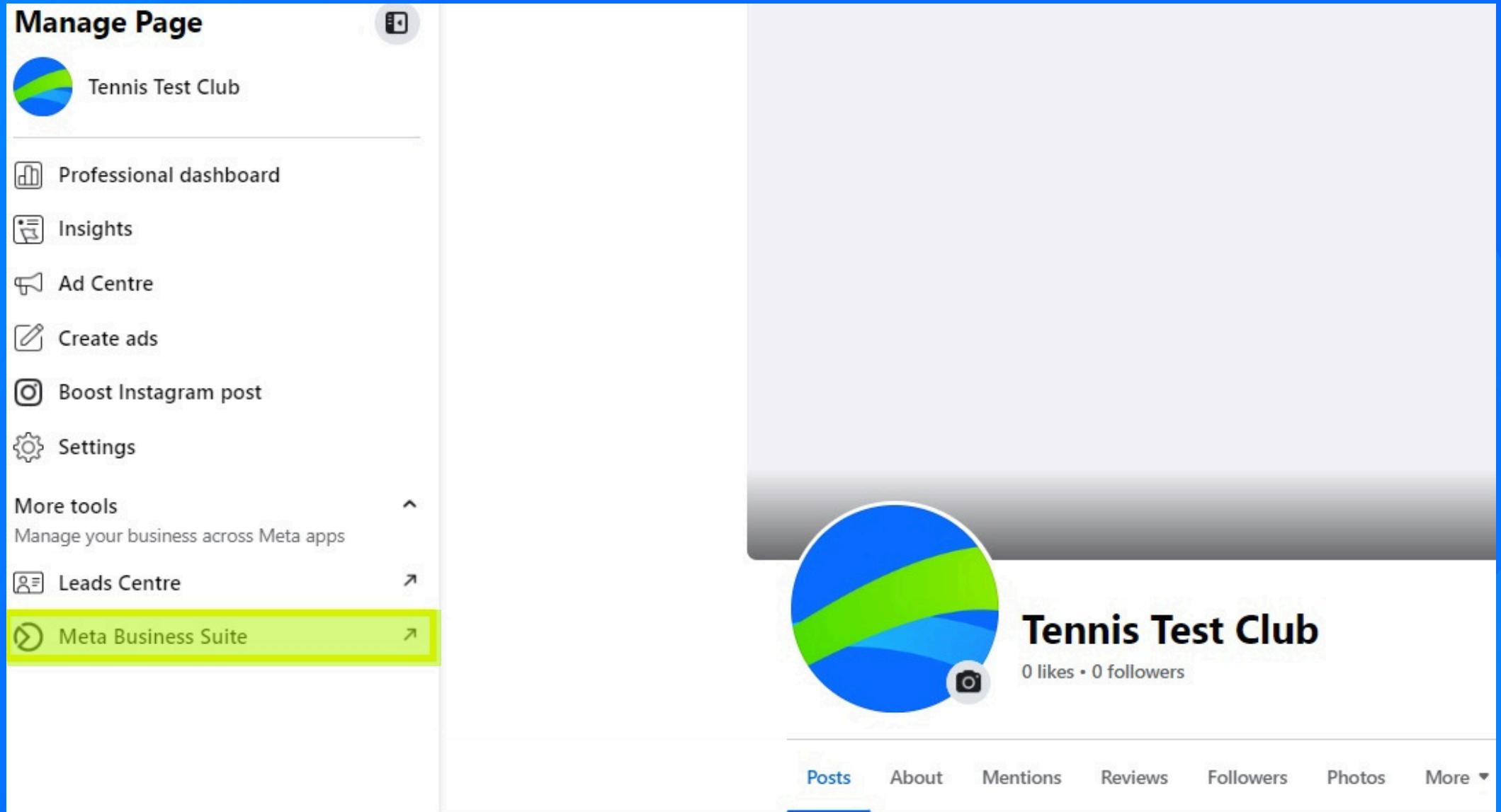


Step 4:
Select 'Create'.

Step 5:
Start scheduling your posts with the resources provided.

How to schedule posts on Meta using your computer desktop

1



Manage Page

Tennis Test Club

- Professional dashboard
- Insights
- Ad Centre
- Create ads
- Boost Instagram post
- Settings

More tools

Manage your business across Meta apps

- Leads Centre
- Meta Business Suite

Tennis Test Club

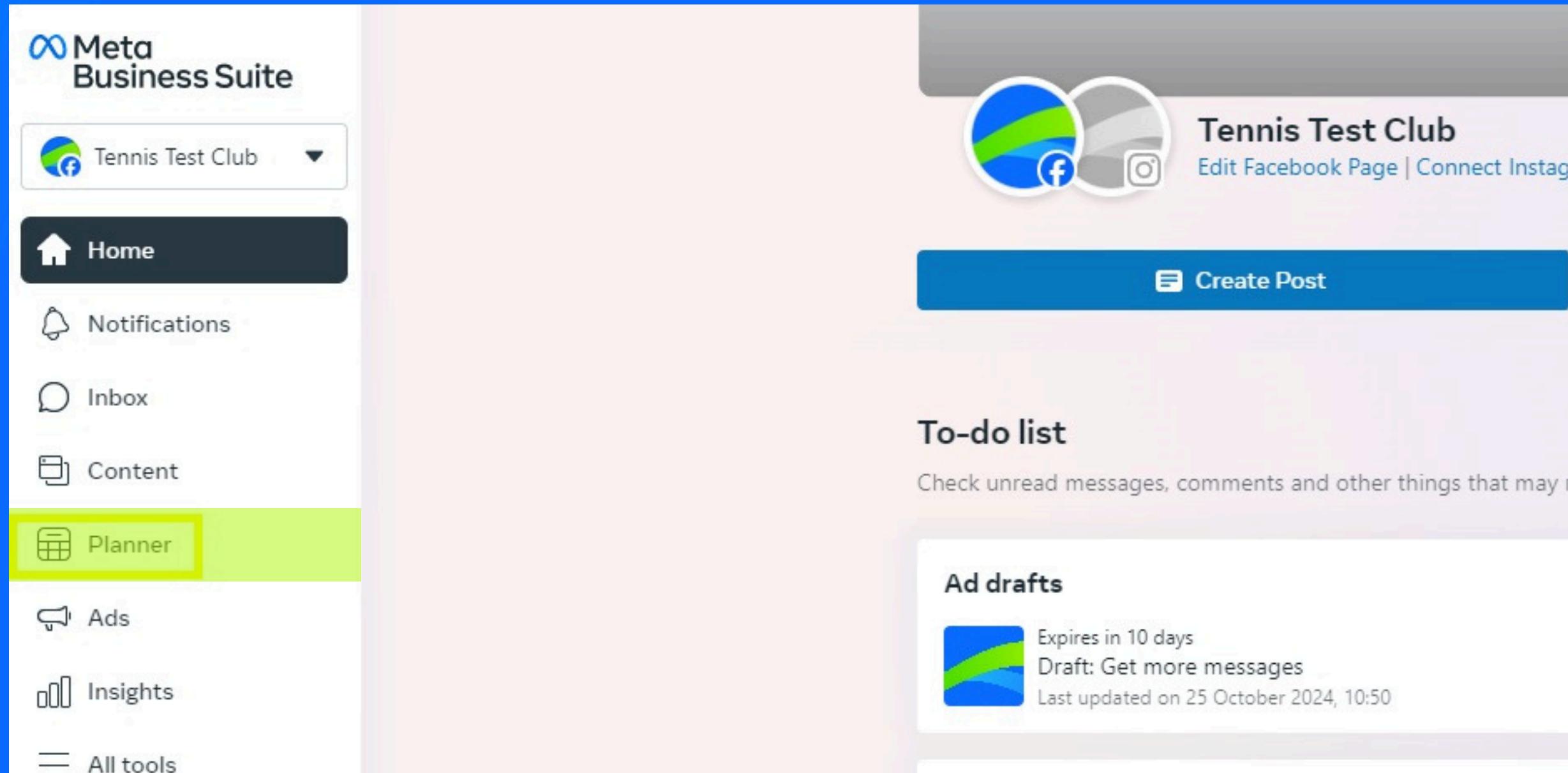
0 likes • 0 followers

Posts About Mentions Reviews Followers Photos More

Step 1:
Open Facebook in your web browser on your computer.
Select 'Meta Business Suite'.

Step 2: Select 'Planner'.

2



The image shows the Meta Business Suite interface for a Facebook page named 'Tennis Test Club'. A large green circle with the number '2' is overlaid on the left side of the screen. The interface includes a navigation bar with options: Home, Notifications, Inbox, Content, Planner (which is highlighted with a green background), Ads, Insights, and All tools. To the right, the Facebook page dashboard for 'Tennis Test Club' is visible, featuring a profile picture, the page name, and a 'Create Post' button. Below this are sections for 'To-do list' and 'Ad drafts', with a specific draft for an ad that expires in 10 days.

Meta Business Suite

Tennis Test Club

Home

Notifications

Inbox

Content

Planner

Ads

Insights

All tools

Tennis Test Club

Edit Facebook Page | Connect Instagram

Create Post

To-do list

Check unread messages, comments and other things that may require your attention.

Ad drafts

Expires in 10 days

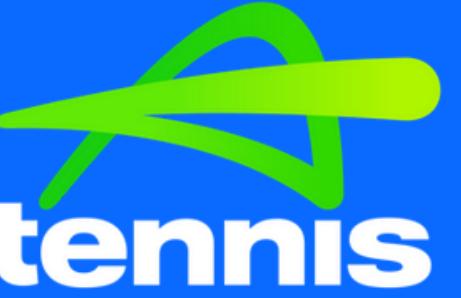
Draft: Get more messages

Last updated on 25 October 2024, 10:50

Step 3:
Select 'Create post' or use the drop-down option.

3

The screenshot shows the Facebook Planner interface. At the top, there is a navigation bar with a 'Planner' icon, a 'Create ad' button, a 'Create post' button, and a user profile icon. Below the navigation bar is a calendar for November 2024. The date 'Tues 12' is highlighted with a blue box. On this date, there is a callout box with the text 'Create a post, story or ad. Share with your audience today.' and a 'Create post' button. To the right of the calendar, there is a sidebar with sections for 'Goals' and 'Goals'. The 'Goals' section includes a 'Start new goal' button and a note about sharing content more regularly. The 'Create post' button is also present in the sidebar. The left side of the interface has a sidebar with various icons for navigation.



Thank you!