

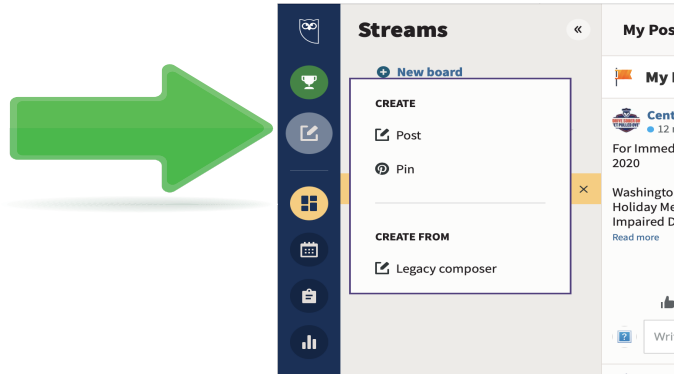
Scheduling Social Media Posts

A quick "How To:"

Using "Hootsuite" a free multi media platform posting application

Step 1: Download the application (to your phone) or sign up online (via your computer) and link your existing social media platforms (ie: facebook, instagram, twitter, linkedin).

Step 2: Once logged in, go to your "dashboard" then hover here and click "post":

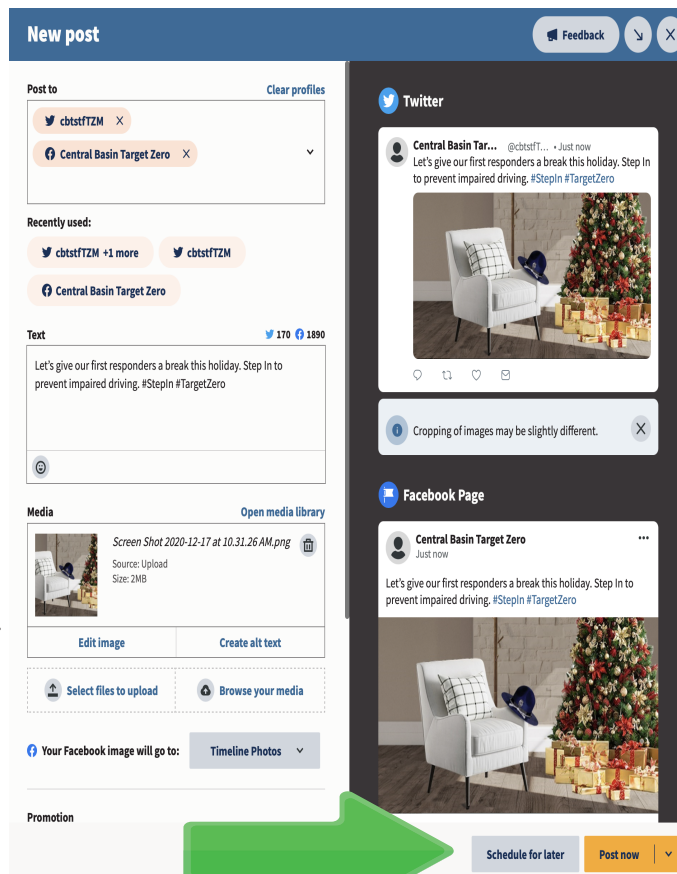


Step 3:
Select the platforms you want to post to...

Step 4:
Copy and paste or type your message here.
It will show you how many characters you have for either platform type...

Step 5:
Upload or drag and drop the photo you want to add...

Step 6:
Click "Schedule for Later"
(or "Post Now" if you want to post "now")



Step 7:

Select the date and time you'd like to schedule your post for. Click "Done" then the orange "Schedule" button to the right of the date/time your post is scheduled for.

