How to Schedule a Post on Your Auxiliary Facebook Page
To post as your Auxiliary, log into your Facebook account. On the left-hand side there will be “Your Shortcuts”, click on VFW Auxiliary (your number).

If you do not see your Auxiliary page under “Your Shortcuts”:
• Click the “See More” in the middle left-hand side of your screen
• Scroll down and click on “Pages”
• Click on VFW Auxiliary (Your number)
Once you’ve switched to use Facebook as your Auxiliary, your Auxiliary page will display.
Now you’re ready to post to your Auxiliary page!

Click “Create Post”.

VFW Auxiliary
Unwavering Support for Uncommon Heroes®
When this window pops up on your screen, click “Create Post in Creator Studio”.
Now you are in **Creator Studio**, a tool you will use to schedule, create, or find past posts.
Create your post and click the UPSIDE-DOWN triangle next to “Publish”.

Select “Schedule Post” from the drop-down menu.
Select a date and time in the future to publish your post.

(Don’t forget to check whether it’s PM or AM.)

Then click “Save”. 
Double check that your post has everything included (photos, videos, etc.).

Then click “Schedule Post”.

Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday!
You have successfully scheduled a post!
To see it you might have to refresh your browser.
The post should be under the “Pre-Published” tab in the left-hand side menu.
Questions?

Facebook Help Center:
https://www.facebook.com/help