



VFW AUXILIARY

How to Schedule a Post on Your Auxiliary Facebook Page



VFW AUXILIARY

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)

The screenshot shows the Facebook mobile app interface. On the left, the navigation menu includes: Teresa Parra, Find Friends, Pages (3 new), Groups (1 new), Marketplace, Watch, Memories, Saved, News, and a 'See More' button. Below this is the 'Your Shortcuts' section, which lists 'VFW Auxiliary-National Organization' and 'VFW Auxiliary 123456'. Blue arrows indicate the path: from 'See More' to 'Pages' to 'VFW Auxiliary 123456'. The right side of the screen shows the user's profile header with a 'Create Story' button, a status update prompt 'What's on your mind, Teresa?', and options for 'Live Video', 'Photo/Video', and 'Feeling/Activity'. Below this is a post from 'VFW Auxiliary-National Organization' featuring a photo of a silver bracelet with a red, white, and blue charm.

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VFW AUXILIARY

Once you've switched to use Facebook as your Auxiliary, your Auxiliary page will display.

Search Facebook

Manage Page

VFW Auxiliary 123456

Business Suite

Inbox

Publishing Tools

Page

News Feed

Updates

Business Apps

Resources & Tools

Manage Jobs

Notifications

Insights

Ad Center

Promote

Home About Events Photos More

Promote

Post job openings for VFW Auxiliary 123456

People are looking for jobs on Facebook. Post any open jobs to find qualified candidates for your Page.

Post Job

Manage your Page and Instagram account together with Business Suite.

Go to Business Suite

Set Your Page up for Success

Finish setting up your Page so people on Facebook know you're a credible business.

Create Post

Go to Business Suite

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VFW AUXILIARY

Now you're ready to post to your Auxiliary page!

Click **"Create Post"**.

VFW Auxiliary 123456
@VFWAuxiliary123456 · Nonprofit Organization

[Home](#) [About](#) [Events](#) [Photos](#) [More](#) [Promote](#) [Search](#) [More](#)

Add More Information to VFW Auxiliary 123456
You're missing some details for your Page. Help people discover and learn about your Page by adding more information.
[Get Started](#)

[Manage your Page and Instagram account together with Business Suite.](#) [Go to Business Suite](#)

Set Your Page up for Success
Finish setting up your Page so people on Facebook know you're a credible business.
6 of 13 steps completed
Completed

Create Post
[Photo/Video](#) [Get Messages](#) [Feeling/Activity](#)

[Create](#) [Live](#) [Event](#) [Job](#) [More](#)

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When this window pops up on your screen, click
“Create Post in Creator Studio”.

	Your Page	Creator Studio
Easily create your post	✓	✓
Preview your post and schedule or save it	—	✓
Get more insights, optimize video posts and access monetization tools	—	✓
Schedule a restricted audience for your post	—	✓

Create Post in Creator Studio

Create Post From Your Page

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Now you are in **Creator Studio**, a tool you will use to schedule, create, or find past posts.

New Post

General

Post Text and Links

Media
Share photos or a video.

Link Preview · Optional ⓘ

☐ Link preview off

Location · Optional

Tag a location (e.g., Miami)

[More Options](#)

Distribution Settings

Your post will be distributed to News Feed by default. Select additional distribution options below.

Preview Not Available
Add media or text to preview your post.

Publish

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Create your post and click the UPSIDE-DOWN triangle next to “**Publish**”.

Select “**Schedule Post**” from the drop-down menu.

New Post

General

Post Text and Links

Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday!

Media

Share photos or a video.

1024 x 1536

Add Photo Add Video Go Live

Link Preview · Optional

Link preview off

Location · Optional

Tag a location (e.g., Miami)

More Options

Desktop News Feed

VFW Auxiliary 123456

Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday!

Like Comment Share

Publish

Schedule Post

Save as Draft

Backdate

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VFW AUXILIARY

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"**.

The screenshot shows the Facebook 'New Post' creation interface. A 'Schedule Post' modal is open in the center, prompting the user to 'Select a date and time in the future for your post to be published.' The modal displays 'Aug 21, 2021' and '05:00 PM'. Below the date and time are 'Cancel' and 'Save' buttons. Three blue arrows are overlaid on the image: one points to the date/time selection area, another points to the 'Save' button in the modal, and a third points to the 'Publish' button at the bottom right of the post creation area. The background shows a partially visible post with the text 'Thanks to everyone who out to the VA to visit and play board games yesterday!' and a photo of a man playing chess.



VFW AUXILIARY

Double check that your post has everything included (photos, videos, etc.).

Then click **“Schedule Post”**.

New Post

General

Post Text and Links

Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday!

Media
Share photos or a video.

1024 x 1536

Add Photo **Add Video** **Go Live**

Link Preview · Optional **Link preview off**

Location · Optional
Tag a location (e.g., Miami)

More Options

VFW Auxiliary 123456
1m ·

Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday!

Like **Comment** **Share**

Schedule Post

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VFW AUXILIARY

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.




Creator Studio

VFW Auxiliary 123456

Pre-Published > All

Scheduled Drafts

All time: Jan 1, 2009 – Aug 20, 2021 Filters Search

Post	Post Status	Scheduled ↑	Details
 Thanks to everyone who out to the VA to visit and play board games with the veterans yesterday! VFW Auxiliary 123456	Scheduled	08/21/2021 5:00 PM Teresa Parra	 

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Questions?

Facebook Help Center:

<https://www.facebook.com/help>