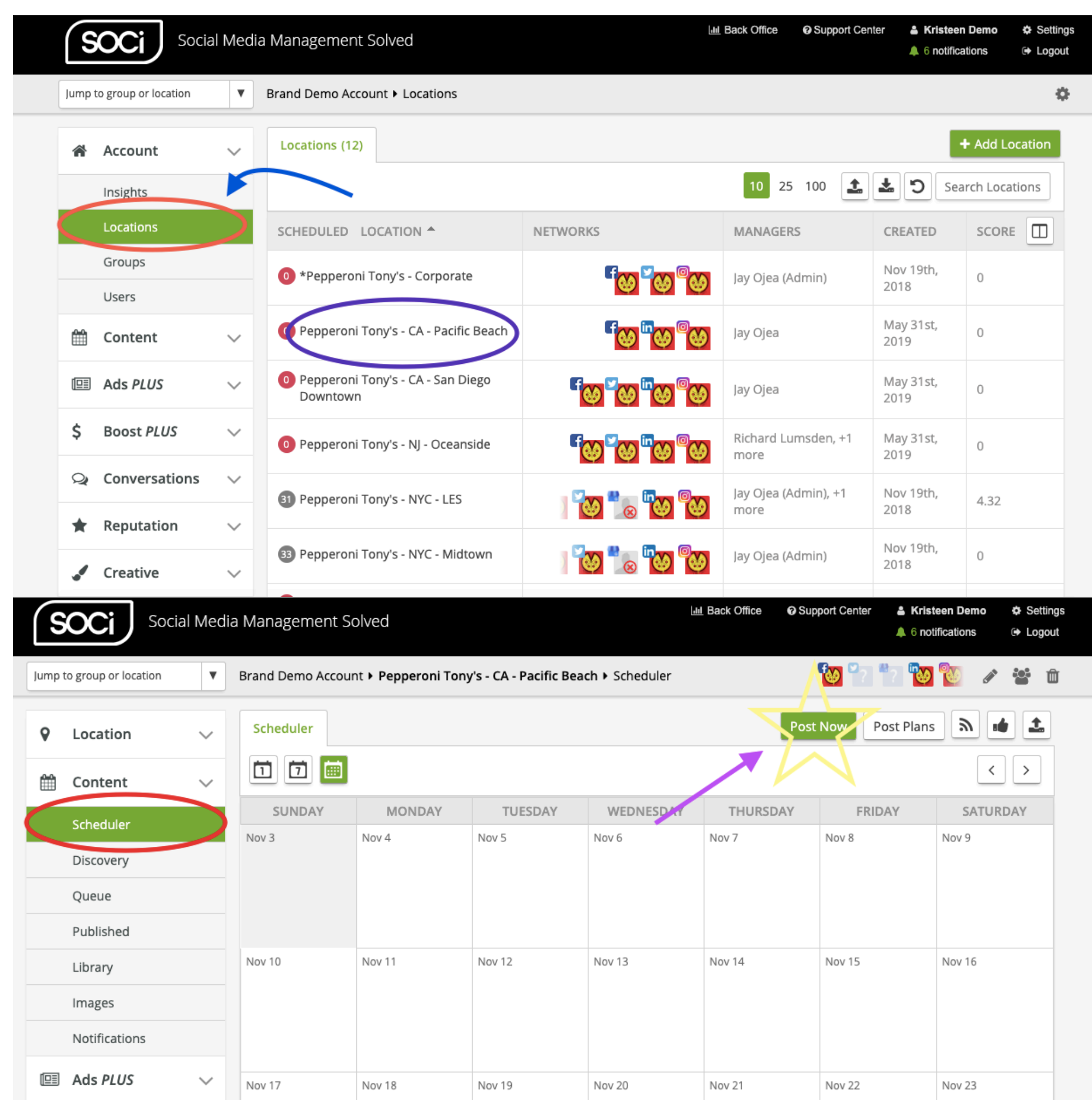


How do I schedule a post for my location?

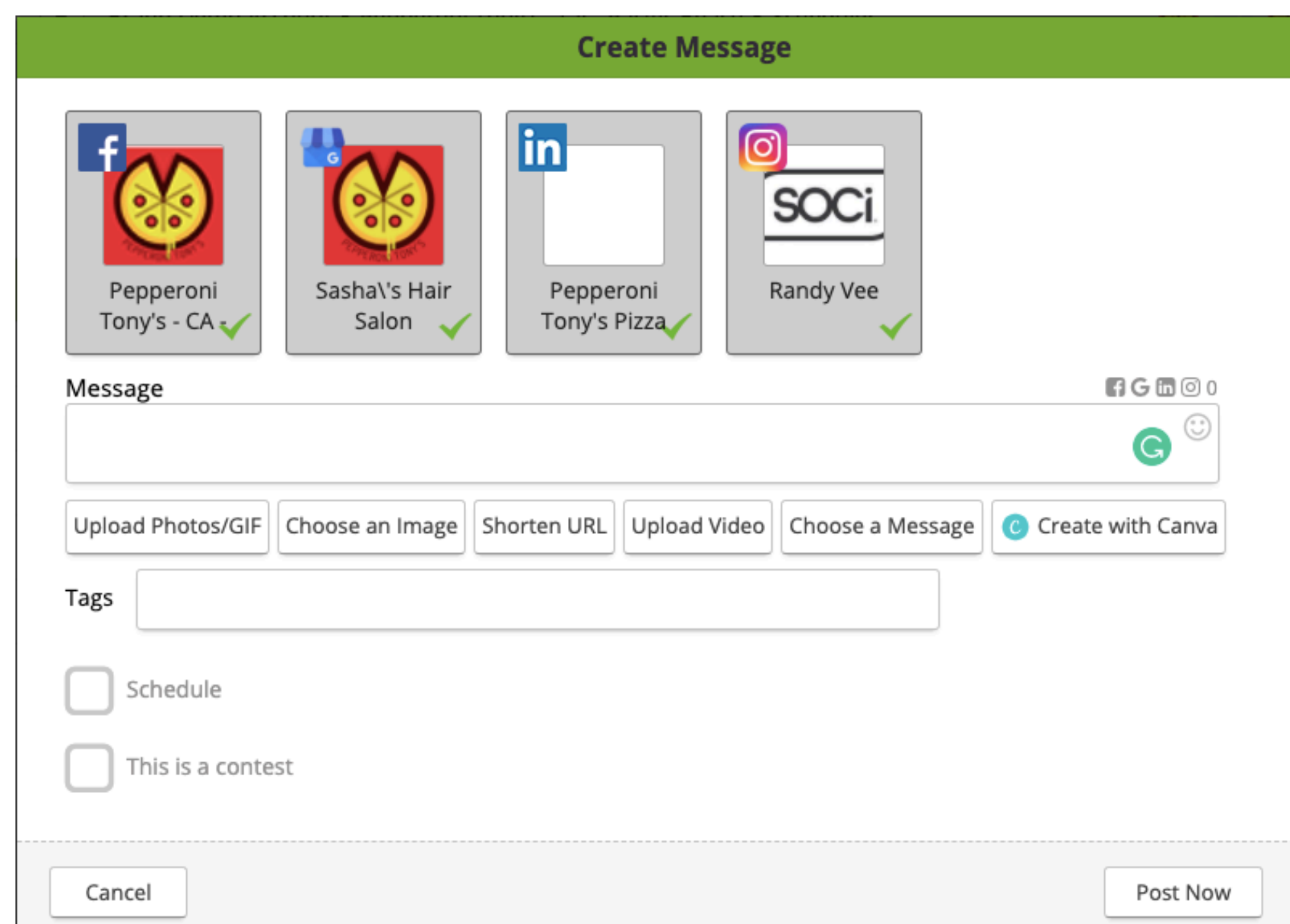
Modified on: Tue, Dec 8, 2020 at 2:56 PM

The most common way to create a post in the SOCi platform is from the scheduler. To create a post at the location level, follow the steps below:

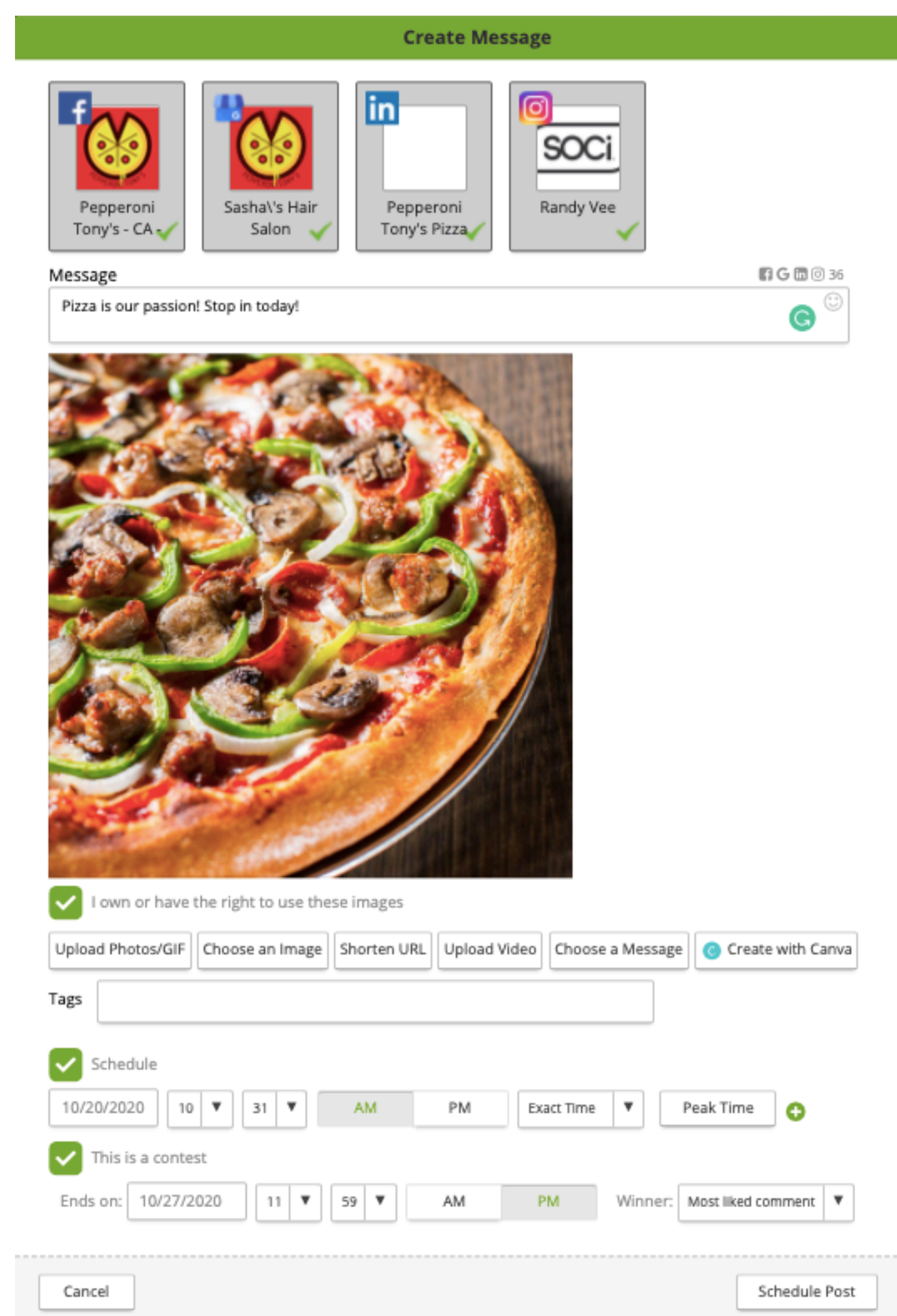
1. From the Account level, click on the Location tab. This will bring you into a list of locations that you have access to.
2. Click into the location that you would like to create a post for.
3. Once in the location, click the content tab to the left. This will automatically drop you into the scheduler.
4. Click "Post Now" for instant posting or click a date on the scheduler to schedule a post for the future.



1. At the top you will see the available networks you have linked for social posting. Click on the networks that you would like to schedule a post for. The green check mark indicates a network has been selected.
2. Enter text for the post.
3. Add a photo, Gif, or video
 1. Upload Photos/GIF: This will allow you to upload an image or GIF from your computer (GIFs for Twitter and Facebook only)
 2. Choose An Image: This will allow you to select an image from an Image Library
 3. Shorten URL: This will allow you to shorten your URL into a bit.ly link
 4. Upload a Video: This will allow you to upload a video (Facebook, Twitter and Instagram only)
 5. Choose a Message: This will allow you to select a post that has already been created from a Message Library that you have access to
 6. Create in Canva: This will allow you to [create an image in Canva](#) and pull it into your post.
4. Add a Tag
Tagging your message will allow you to find them easier in the message library. This is an internal tagging system. For example, Christmas posts would have the tag Christmas



1. Schedule your post
 1. Select day and time
 2. For a more organic appeal, select the (+) button. This will randomize your post by the time selected
 3. Peak Time*, allows you to schedule your post based on when your fans are most likely to be online and engage with you post.
2. Make it a contest (for Facebook posts only)
 1. Check this is a contest
 2. Select a date and time for the contest to end
 3. Choose how the winner will be decided, random commenter or most liked comment
 4. Schedule your post



Schedule a 1-on-1 session with one of our SOCi Product team members to share your feedback and help us optimize your SOCi experience. Click to set up a call about our [Content, Ads, and Reporting modules](#) or our [Conversations and Reputation](#).

Did you find it helpful? YES NO

Related Articles

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- Where can I find my published content?
- What is a Facebook Contest and how do I run one in SOCi?
- What is Peak Time?
- How is Peak Time determined?
- What are the best image sizes to use for Facebook, Instagram, Twitter, LinkedIn, Google Posts?
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- Can I add an emoji to my post in SOCi?
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