



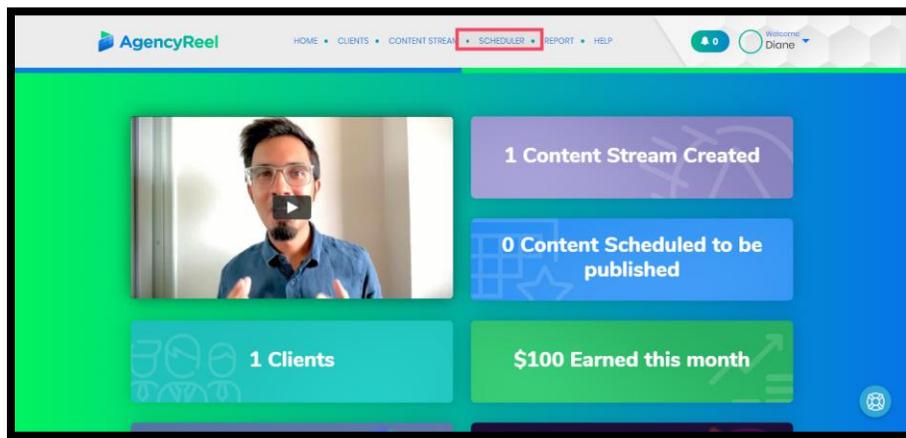
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AGENCYREEL TUTORIAL- How to Schedule a Post

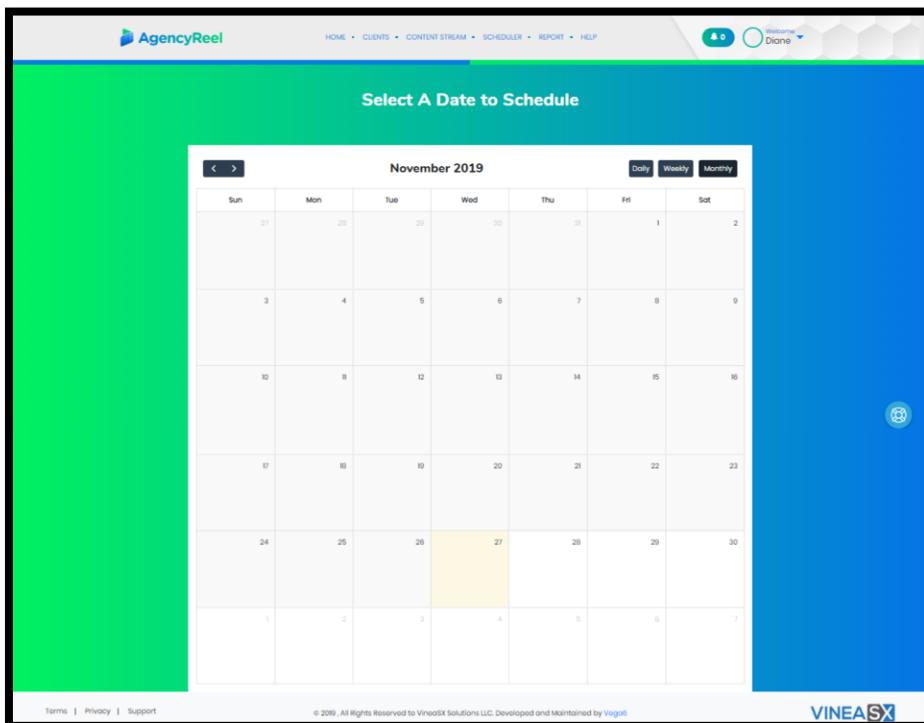
A "Content Stream" is a group of a type of content that will be used to publish on a social media account. You can create a "Content Stream" of GIF images and add all your GIF images in it. Same way, you can create a "Content Stream" of short videos and add all your short video clips in it.

Follow these simple steps below:

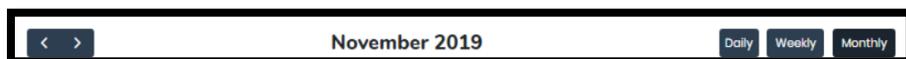
1. On the dashboard, click on the Scheduler tab.



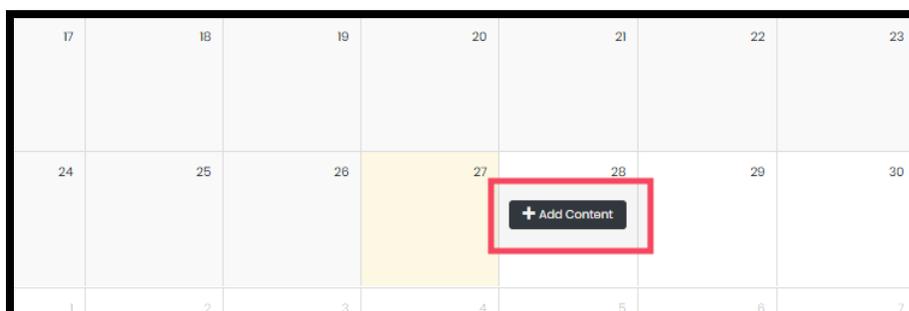
2. You will land on this page.



You have the option to view a daily, weekly or monthly calendar.



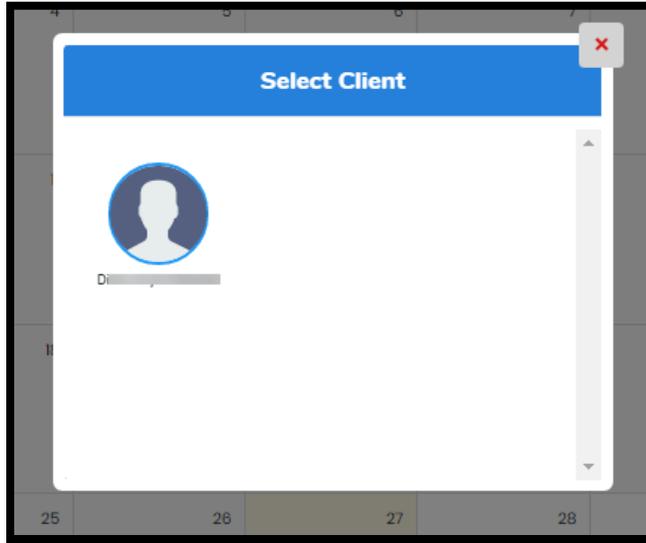
To choose a date, Click add + Add Content.



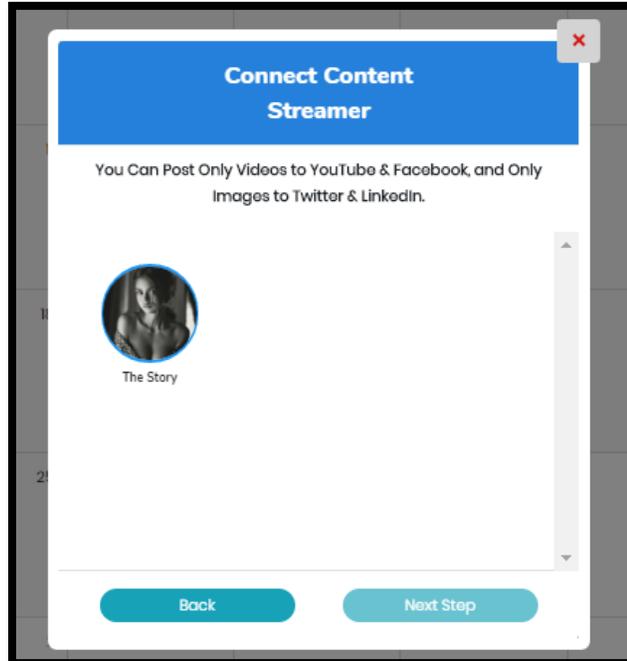


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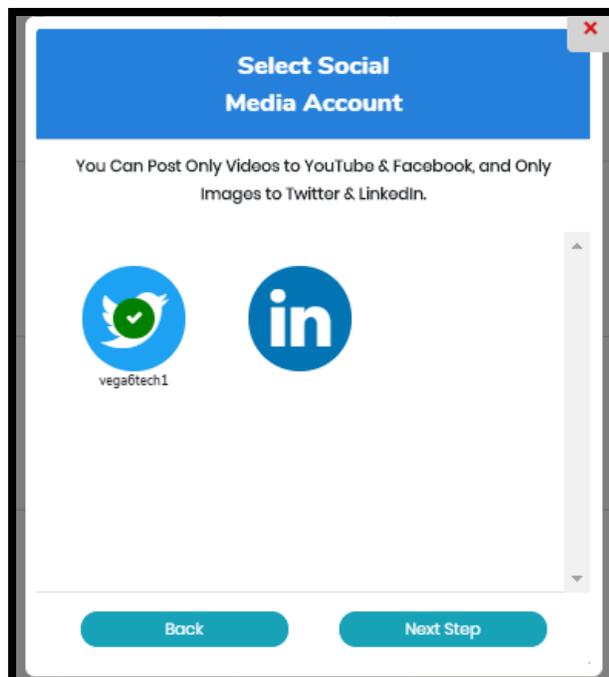
3. Select your Client.



4. Select the content stream you'd like to post on your chosen date. Click on Next Step.



5. Select a social media account you'd like to post it to then click Next Step.





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6. Set the time you'd like your post to be posted. Click Next Step once done.

Schedule

Hours: 01
Minutes: 00

Time Zone: (GMT +08.00) Antarctica/Casey

Repurpose ?

Back Schedule Your Post

7. A pop-up will appear saying you have successfully scheduled your post then you will be routed to the Scheduler landing page where you can see your scheduled posts. In the event you changed your mind and you'd like to cancel it, click on the trash can icon under the Action column.

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Welcome Diane

Manage Schedule

Client Name	Content Stream Title	Selected Network	Content Posted	Schedule Date Time	Time Zone	Scheduler Type	Repurpose	Action
	The Story	Twitter	0 / 1	29/11/2019 - 01:00	Antarctica/Casey	Monthly	No	

+ SCHEDULE ANOTHER POST

Previous Next