



# VFW Auxiliary

**Welcome!**

*Online*   
Auxiliary  Academy



# VFW Auxiliary

## **How to Edit or Delete a Post on Your Auxiliary Facebook Page**



# VFW Auxiliary

A post has been published.

What if a mistake was made or the post needs to be removed?

VFW Auxiliary 12345  
@VFWAuxiliary12345

Home  
Posts  
Reviews  
See more  
Promote  
Manage Promotions

UNWAVERING SUPPORT FOR UNCOMMON HEROES®  
vfwauxiliary.org

Like Follow Share ... Contact Us

Status Photo/Video Live Video Event, Products +  
Write something...

Posts

VFW Auxiliary 12345  
Just now · 🌐

Thanks to all the members who helped hand out care packages and play board games with veterans at the VA yesterday!

1 person reached Boost Post

Know friends who might like your Page?  
Help more people discover your Page by inviting friends to like it.

Search for friends to invite

- Carolyn Grusse Invite
- Joyce Bilyeu Invite
- Lynn W Rolf III Invite
- Cara Skodack Day Invite
- Ann Beaugard Pantelea... Invite
- Jan Lawrence Passmore Invite

See All Friends

Community Service

English (US) · Español · Português (Brasil) · Français (France) · Deutsch +

Privacy · Terms · Advertising · Ad Choices

Unwavering Support for Uncommon Heroes®



# VFW Auxiliary

Select the **“Three Dots (...)”** in the upper right-hand corner of **“Posts”** - it will be close to the Auxiliary name.

From the drop-down menu, select **“Edit Post”** to edit the post or **“Delete from Page”** to delete the post.

The screenshot shows the Facebook interface for the page 'VFW Auxiliary 12345'. The top navigation bar includes 'Page', 'Inbox', 'Notifications', 'Insights', 'Publishing Tools', 'Settings', and 'Help'. The page header features the VFW Auxiliary logo and a cover photo with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. Below the header is a 'Contact Us' button. The main content area shows a post from 'VFW Auxiliary 12345' with the text 'Thanks to all the members who helped hand out play board games with veterans at the VA yesterday'. The post includes a photo of two people playing chess. A red arrow points to the three-dot menu icon in the top right corner of the post. A second red arrow points to the 'Edit Post' option in the dropdown menu. A third red arrow points to the 'Delete from Page' option in the dropdown menu. The right sidebar contains a 'Know friends who might like your Page?' section with a search bar and a list of friends with 'Invite' buttons. At the bottom, there are links for 'Privacy', 'Terms', 'Advertising', 'Ad Choices', 'Cookies', and 'More', along with the Facebook copyright notice 'Facebook © 2018'.



# VFW Auxiliary

To edit a Post, select the **“Three Dots (...)”** in the upper right-hand corner of **“Posts”** - it will be close to the Auxiliary name.

From the drop-down menu, select **“Edit Post.”**

The screenshot displays the Facebook interface for the 'VFW Auxiliary 12345' page. At the top, the navigation bar includes the page name, a search bar, and user profile information. Below this, the page header features the VFW Auxiliary logo and a cover image with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES®' and the website 'vfwauxiliary.org'. The main content area shows a post from 'VFW Auxiliary 12345' with the text 'Thanks to all the members who helped hand out play board games with veterans at the VA yesterday'. A red arrow points to the three-dot menu in the top right corner of the post, and another red arrow points to the 'Edit Post' option in the dropdown menu. The page also includes a left sidebar with navigation options like 'Home', 'Posts', and 'Reviews', and a right sidebar with 'Know friends who might like your Page?' and 'Community Service' sections.





# VFW Auxiliary

Make the changes and click the **“Done Editing”** button when completed.

The screenshot displays the Facebook interface for the 'VFW Auxiliary 12345' page. The top navigation bar includes the page name, search, and user profile options. Below the navigation bar, the page header features the VFW Auxiliary logo and a cover photo with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. The main content area shows a post from 6 minutes ago with a photo of two people playing chess. A red arrow points to the 'Done Editing' button at the bottom of the post. The right sidebar includes a list of friends to invite and language options.



# VFW Auxiliary

The edited post will display.

The screenshot shows a Facebook page for 'VFW Auxiliary 12345'. The page header includes the name, a search bar, and navigation links like 'Home', 'Find Friends', 'Settings', and 'Help'. Below the header, there are tabs for 'Page', 'Inbox', 'Notifications', 'Insights', and 'Publishing Tools'. The main content area features a profile picture of the VFW Auxiliary logo, the name 'VFW Auxiliary 12345', and the handle '@VFWAuxiliary12345'. A navigation menu on the left includes 'Home', 'Posts', 'Reviews', 'Promote', and 'Manage Promotions'. The main post is from 6 minutes ago and contains the text: 'Thanks to all the members who helped hand out care packages and play board games with veterans at the VA yesterday! We had a fabulous time! Special thanks to Sue for providing treats for everyone!'. Below the text is a photo of two people playing chess. A red arrow points to the three-dot menu icon on the right side of the post. The right sidebar shows a 'Know friends who might like your Page?' section with a list of names and 'Invite' buttons, and a 'Community Service' section with language options and a '+' button.



# VFW Auxiliary

To delete a post, select the **“Three Dots (...)”** in the upper right-hand corner of **“Posts”** – it will be close to the Auxiliary name.

From the drop-down menu, select **“Delete from Page.”**

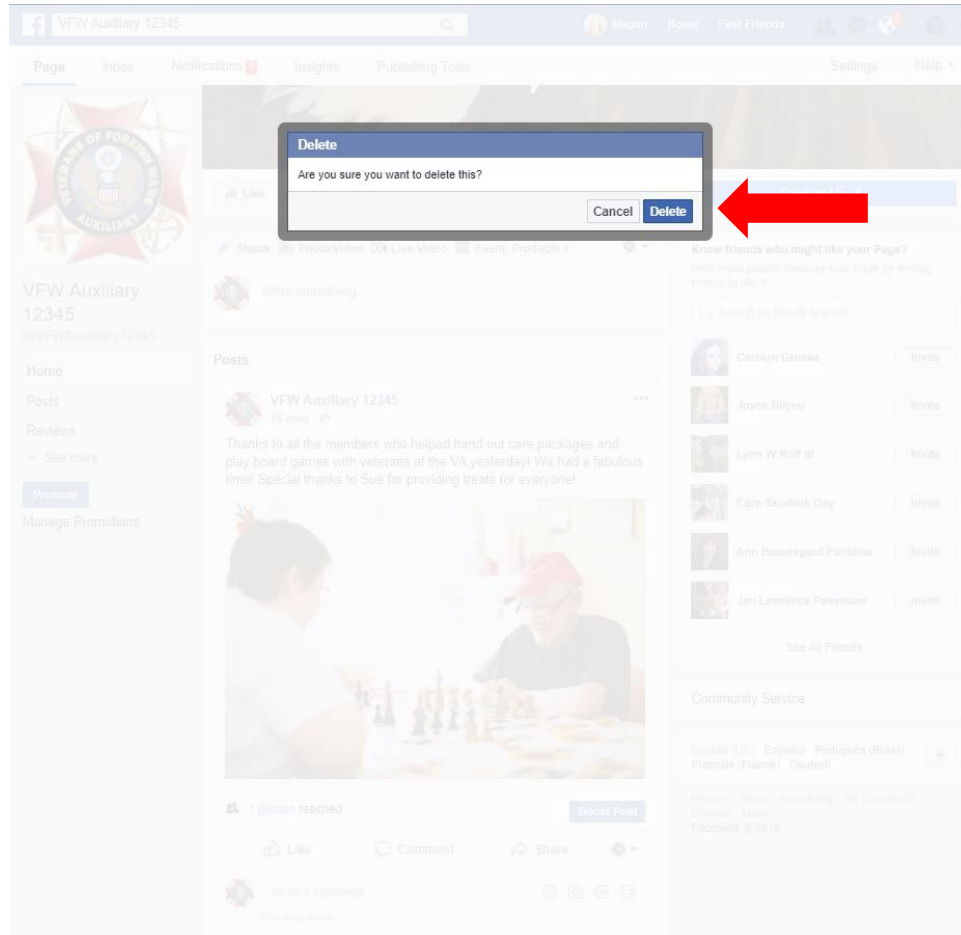
The screenshot shows a Facebook page for 'VFW Auxiliary 12345'. The page header includes the name, search bar, and navigation links like 'Home', 'Find Friends', 'Settings', and 'Help'. Below the header is a navigation bar with 'Page', 'Inbox', 'Notifications', 'Insights', and 'Publishing Tools'. The main content area features a post from 'VFW Auxiliary 12345' with the text: 'Thanks to all the members who helped hand out play board games with veterans at the VA yesterday! Special thanks to Sue for providing treats for...'. The post includes a photo of two people playing chess. A dropdown menu is open over the post, showing options: 'Pin to Top of Page', 'View edit history', 'Edit Post', 'Change Date', 'See more options', 'Hide from timeline', 'Delete from Page', and 'Turn Off Translations'. A red arrow points to the 'Delete from Page' option. The right sidebar contains a 'Know friends who might like your Page?' section with a list of names and 'Invite' buttons, and a 'Community Service' section with language options and privacy settings.





# VFW Auxiliary

A pop-up box will appear to verify you want to delete the post. If so, select the **“Delete”** button. If not, select the **“Cancel”** button.





# VFW Auxiliary

If the **“Delete”** button was selected, your Auxiliary page will display with the post removed.

The screenshot shows a Facebook page for 'VFW Auxiliary 12345'. The page layout includes a navigation bar at the top with the page name and search icon. Below the navigation bar are tabs for 'Page', 'Inbox', 'Notifications', 'Insights', and 'Publishing Tools'. The main content area displays the page's profile picture (the VFW Auxiliary logo), the name 'VFW Auxiliary 12345', and the handle '@VFWAuxiliary12345'. The page is set to 'Home' view. The cover photo features an eagle and the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. Below the cover photo are buttons for 'Like', 'Follow', 'Share', and 'Contact Us'. The main post area shows a post from 'VFW Auxiliary 12345' with the same eagle image and text. A red arrow points to the 'Delete' button on the post. To the right of the post is a section titled 'Know friends who might like your Page?' with a search bar and a list of friends with 'Invite' buttons. At the bottom right, there is a 'Community Service' section.



# VFW Auxiliary

## Questions?

**Contact Megan Zinn-Sanchez  
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