



# VFW Auxiliary

**Welcome!**

*Online*   
Auxiliary  Academy



# VFW Auxiliary

## **How to Schedule a Post on Your Auxiliary Facebook Page**



# VFW Auxiliary

To post as your Auxiliary, go to your Personal Profile Page and select the **UPSIDE DOWN TRIANGLE** at the top of the page.

A drop down menu will display.

Under **"Your Pages,"** select your Auxiliary.  
(i.e. VFW Auxiliary 12345)

The screenshot shows a Facebook profile for Megan Sanchez. The profile picture is a woman with blonde hair. The cover photo is an American flag. The page shows navigation tabs for Timeline, About, Friends (89), Photos, and More. A dropdown menu is open from the top right corner, showing 'Your Pages' with three options: 'VFW Auxiliary-National...', 'VFWAuxiliary123456', and 'VFW Auxiliary 12345'. A red arrow points to the dropdown menu.



# VFW Auxiliary

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

VFW Auxiliary 12345  
@VFWAuxiliary12345

Home  
Posts  
Reviews  
See more  
Promote  
Manage Promotions

Like Follow Share ... Contact Us

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

1 Scheduled Post  
Scheduled for Wednesday, May 30 at 1:03pm. See post.

Posts  
VFW Auxiliary 12345  
19 hrs · 🌐

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 Beauregard Pantelea... Invite
- Jan Lawrence Passmore Invite

See All Friends



# VFW Auxiliary

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

Click in the box where it says **"Write something..."** to type the post.

The screenshot shows the Facebook interface for the VFW Auxiliary 12345 page. At the top, the page name and search bar are visible. The cover photo features an eagle and the text "UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org". The left sidebar contains the page name, profile picture, and navigation options: Home, Posts, Reviews, and Promote. The main content area has a "Write something..." text box with a red arrow pointing to it, and a "Contact Us" button. Below the text box are "Posts" and a "Know friends who might like your Page?" section with a list of names and "Invite" buttons.





# VFW Auxiliary

Type a post and add a photo to the post just as if you were going to publish it immediately.

Instead of clicking **“Publish”**, click the **UPSIDE-DOWN TRIANGLE** next to **“Publish”** in the lower right-hand corner of the status update box.

The screenshot shows the Facebook interface for a page named 'VFW Auxiliary 12345'. The page header includes the name, search bar, and navigation links like 'Home', 'Find Friends', 'Settings', and 'Help'. The main content area features a large image of a bald eagle with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES®' and the website 'vfwauxiliary.org'. Below the image are 'Like', 'Follow', 'Share', and 'Contact Us' buttons. A status update box is active, containing a post about care packages and board games. The 'Publish' button in this box has a dropdown arrow, which is highlighted by a red arrow. The dropdown menu includes options for 'Schedule', 'Backdate', and 'Save Draft'. To the right, a 'Know friends who might like your Page?' section lists several names with 'Invite' buttons.



# VFW Auxiliary

Next, select **"Schedule."**

The screenshot shows the Facebook interface for a page named 'VFW Auxiliary 12345'. The page header includes the name, search bar, and navigation links like 'Home', 'Find Friends', 'Settings', and 'Help'. The main content area features a cover photo of an eagle with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. Below the cover photo are interaction buttons: 'Like', 'Follow', 'Share', and 'Contact Us'. A post is being created with the text: 'Thanks to all the members who helped hand out care packages and play board games with veterans at the VA yesterday!'. The post creation options include 'Status', 'Photo/Video', 'Live Video', and 'Event, Products +'. A 'Boost Post' button is visible, and a red arrow points to the 'Publish' button, which has a dropdown menu open showing 'Schedule', 'Backdate', and 'Save Draft'. On the right side, there is a section titled 'Know friends who might like your Page?' with a search bar and a list of friends with 'Invite' buttons. The bottom of the page shows a recent post from the same page, dated '19 hrs · 🌐'.



# VFW Auxiliary

The “**Schedule Post**” pop-up box will display.

The screenshot displays the Facebook interface for the 'VFW Auxiliary 12345' page. A 'Schedule Post' pop-up window is open, allowing the user to set a future publication date and time. The 'Publishing Schedule' section is active, with the date set to 5/16/2018 at 12:03 PM CDT. The 'Distribution Schedule' section is inactive. A red arrow points to the 'Schedule' button at the bottom right of the pop-up. The background shows a banner for 'UNWAVERING SUPPORT FOR UNCOMMON HEROES' with the website 'vfwauxiliary.org'.





# VFW Auxiliary

Click on the **DATE** you would like your message to post.

Tip: *You can change the month by selecting the arrows on either side of the month and year.*

The screenshot shows the Facebook interface for the page 'VFW Auxiliary 12345'. A 'Schedule Post' dialog box is overlaid on the page. The dialog box has a title bar 'Schedule Post' and a close button. Below the title bar is the 'Publishing Schedule' section, which includes a checked 'Publication' checkbox and the instruction 'Select a date and time in the future for when you want your post to publish.' The date is set to '5/31/2018' and the time to '12:03 PM CDT'. Below this is a calendar for 'May 2018'. The calendar shows the days of the week (Sun to Sat) and the dates (1 to 31). The date '31' is highlighted. Two red arrows point to the left and right navigation arrows of the calendar, and another red arrow points to the date '31'. At the bottom of the dialog box are 'Cancel' and 'Schedule' buttons. The background of the Facebook page shows a banner with an eagle and the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES®' and 'vfwauxiliary.org'. There is also a 'Contact Us' button and a list of friends who might like the page.



# VFW Auxiliary

Next, select the **TIME** you would like the post to publish to your Auxiliary or Facebook Page by clicking in the time box.

*Tip: Make sure you look at whether the time is AM or PM!*

Once the date and time is selected, click the **"Schedule"** button.

The screenshot shows the Facebook post creation interface for the page 'VFW Auxiliary 12345'. A 'Schedule Post' dialog box is open, allowing the user to set a future date and time for the post. The 'Publishing Schedule' section is checked, and the date is set to 5/30/2018 at 1:03 PM CDT. The 'Distribution Schedule' section is also visible, with an option to 'Stop News Feed Distribution'. A red arrow points to the 'Schedule' button in the dialog box.



# VFW Auxiliary

You will receive confirmation that your post is scheduled.

To view all scheduled posts, click **“See Posts.”**

The screenshot displays the Facebook interface for the 'VFW Auxiliary 12345' page. At the top, the navigation bar includes the Facebook logo, the page name, and search, home, and friends icons. Below this, the page header shows 'Page', 'Inbox', 'Notifications', 'Insights', and 'Publishing Tools'. The cover photo features a bald eagle with the text 'UNWAVERING SUPPORT FOR UNCOMMON HEROES® vfwauxiliary.org'. The left sidebar contains navigation options: 'Home', 'Posts', 'Reviews', 'See more', 'Promote', and 'Manage Promotions'. The main content area shows a '1 Scheduled Post' section with a red arrow pointing to the text 'See post.' and a 'Posts' section below it showing a post from 'VFW Auxiliary 12345' with a similar eagle image.



# VFW Auxiliary

## Questions?

**Contact Megan Zinn-Sanchez  
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