

# Scheduling Content for Your Parishes

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Scheduling content for your parishes is easy with Catholic Social Media, but it helps to understand the various ways you can allow content to be seen, and what category the content will fall under. Every parish will see the following tabs for posts:



- **Posts that are published “on a day”** will be made visible to parishes the Tuesday prior to that date, or immediately if that previous Tuesday has passed. These posts will fall into the "For Last Week," "For This Week," or "For Next Week" section as appropriate.
  - *For example, if you schedule a post with the suggested date of Sunday, February 25, it will be visible for parish use on Tuesday, February 13.*
  - *The post will then remain in the parish feed until the week after the suggested date (for example, Monday, March 6).*
- **Posts that are published “for a week”** will be recommended for the week that you specify. These will also become visible on the Tuesday before the start date for parish use. These posts will fall into the "For Last Week," "For This Week," or "For Next Week" section as appropriate.
  - *For example, if you make the publication date May 15, the post will show as recommended for the parish through May 22.*
- **Posts that are published “for a month”** will be recommended for the month you specify. These will become visible on the Tuesday before the start date for parish use. These posts will show up for parishes in the "Monthly" section.
  - *For example, if you make the start date March 15, the post will show as recommended for the parish through April 15.*
- **Posts that are published “for a season”** will remain visible for the amount of time you select. The start and end dates are completely custom. These will also become visible on the Tuesday before the start date for parish use. These posts will appear in the "Seasonal" section.
- **Posts that are published “forever”** will become visible to parishes the Tuesday before the start date you select and be available indefinitely in the "Evergreen" section until you delete them or move them back from distributed to draft status.