How to Post Content

08/08/2023 2:07 pm CDT

Begin by clicking on the "Planner" in Catholic Social Media.

Here you will see all kinds of content. There are items for this week, next week, the month, the season, and Evergreen/Forever content. Pick one that suits your community best!

One item we'd like to suggest is the first piece we ever created for Catholic Social Media back in 2019. It's in the "Evergreen Content" section, and it focuses on one of the core doctrines of our faith: the Eucharist. When you click on it, you'll be brought into the create post dialogue screen.

On the left, you'll see a preview of the image, including a "Download image" option to get the JPEG on your computer. On the right is the post text, including some brackets <> you'll want to remove and replace with information about your own chapel or sanctuary hours. The red editor's notes on the bottom include some helpful tips from our team.

When everything looks good, click "Next." This will bring you into the "Channels and Scheduling" screen.

Channels and Scheduling ✕

Select Date

Monday, June 13 2022 ▾

Select Time

03 : 13 am **pm**

☑ f Saint Sample Catholic Church

☑ ⬤ Saint Sample Catholic Church

☐ 🐦 John

☐ f StSample2

1 — 2   Back   **Publish**

From here, you can pick the date and time of your choosing, as well as the platforms you want to publish to. In this example, you can see I'm posting to a Facebook and Instagram account at the same time. When everything is ready, you can click "Publish." If you chose the current time, the post will publish immediately. If you chose a date/time in the future, your post will remain in the Catholic Social Media system until its time to be published on the platforms you chose.

To watch a brief video tutorial on this subject, see below (2:15):