

How to Create a Story (for dioceses)

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Stories are a type of post supported by Facebook and Instagram.

Once posted by a parish, they last 24 hours and go away.

They are a great way to engage their current followers.

To publish a Story through Catholic Social Media for your parishes:

1. Click the "Create" from the Planner or Calendar.
2. In the top right of the post-editing module, click the dropdown and select "Story"
3. Click "Upload Image or Video"
4. Pick your image(s) or video as usual to upload
5. Captions are not included in Stories, but you will want to add an internal note in the caption box to proceed.
6. Set a recommended date/time.
7. Click "Publish!"

Important notes:

- Stories don't have captions, but you will be required to fill out the caption to post. This is a great place for an internal note. The caption will not be shared publicly when the parish posts it. Only you and the parishes will be able to see it.
- When you serve up a piece of content marked as a Story, your parishes will *not* be able to change it to a normal post. This will allow you to ensure your content is being published as expected. You may wish to create both a regular "post" and a "Story" for any given piece of content.

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