

How to Schedule Content from the Calendar

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You can now **schedule posts directly from your Calendar view** in Catholic Social Media. This gives you an easy way to fill open dates and keep your content organized alongside what has already been published.

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Creating a Post from the Calendar

- Navigate to the **Calendar view**.
- **Look for a blank space** on the day you want to schedule content.
- Click the **plus (+)** icon on that date.
- A menu will appear with **recommended posts for that day**, followed by other options from monthly, seasonal, and evergreen content.

Scheduling the Post

1. **Select the post** you want to publish.
2. Edit the **copy** as needed.
3. Choose the **platforms** you want to schedule to.
4. **Confirm** the date and time.
5. Click **Publish** to finalize.

Best Practices

- Use the **recommended content first**, as it's designed for that specific day.
- Keep your **calendar balanced by filling in blank days** to ensure steady engagement.
- **Review scheduled posts** regularly to avoid duplicate messaging across platforms.