

# How to schedule “This Week on FORMED (TWO)” posts using Facebook Business Suite

Here’s a step-by-step guide to posting and scheduling TWO in Meta Business Suite. You can schedule posts to publish in 20 minutes or up to 75 days away. Note: you must be an Administrator or Editor on a Facebook Business account to access these tools.

## OPTION 1:

To schedule a general post 1x per week, copy the description and URL below directly into the “Post Details: Text” section as outlined on Page 2 in the “schedule a post” section. Facebook will automatically generate the image for TWO when you insert the URL. Once you schedule it, follow the steps on Page 2 in “manage scheduled posts” to duplicate the post for as many weeks as desired.

Copy/Paste into Facebook Post Text:

Join Taylor Kemp and Dr. Ben Akers as they walk you through amazing content This Week on FORMED! You'll discover all kinds of videos and audio to accompany you during the weekly liturgical calendar, Saint feast days and world events taking place.

<https://watch.formed.org/this-week-on-formed>

## OPTION 2:

If you want to schedule 1-3 of the specific TWO suggestions, use the “Description Only” section at the bottom of TWO on our Leader Resources website. There you can copy a single item's title, description, and specific URL. Reminder: Facebook will automatically generate the image when you insert a URL.

<https://leaders.formed.org/resources/>

Copy/Paste into Facebook Post (Sample from December 18, 2022 - Item 1):

This Week of FORMED we are sharing “Christmas in Rome: A Celebration of the Nativity.” Nowhere celebrates the birth of the Savior like Rome. This Christmas, marvel at the Holy City's festive celebration of the coming of the child Jesus.

<https://watch.formed.org/videos/christmas-in-rome-a-celebration-of-the-nativity>

Copy/Paste into Facebook Post (Sample from December 18, 2022 - Item 2):


This Week of FORMED we are sharing “The Story of the Nativity: The Truth of Christmas.” Enjoy this fast-paced, thought-provoking look at the true story of the Nativity as we enter into the joyful season of Advent. Christmas is so much more than a humdrum story we've heard since childhood. Join top scholars, speakers, and authors as they explain the gravity of Christ's miraculous birth.

<https://watch.formed.org/videos/the-story-of-the-nativity-the-truth-of-christmas>


## How to schedule a post on your Facebook Page:

Facebook Help Center: [https://www.facebook.com/help/389849807718635/?helpref=related\\_articles](https://www.facebook.com/help/389849807718635/?helpref=related_articles)

To schedule a post using Facebook's "New Pages Experience":


1. Log into Facebook, then click your profile photo in the top right.
2. Click **See all Profiles**, then select the Page you want to switch into.
3. Click your Page's profile picture in the top right, then click **Meta Business Suite**.
4. Click **Planner** in the left menu.
5. Click **Schedule**  and select **Schedule post** from the menu.
6. Select the date and time when you want the post to publish. You can also select a recommended time below **Active times**.
7. Click **Save** in the bottom right.
8. Create your post.
9. Click **Schedule post** in the bottom right.

To schedule a post using Facebook's "Classic Page":



1. From your Feed, click  Pages in the left menu.
2. Go to your Page.
3. Click **Publishing tools** in the left column.
4. Click **Create post** in the top right.
5. Create your post.
6. Click **Schedule** to the right of **Scheduling options**.
7. Select the date and time when you want the post to publish.
8. Click **Schedule** in the bottom right.

## How to manage scheduled posts:

New Page Experience: To edit, duplicate, reschedule or delete a scheduled post:

1. Log into Facebook, then click your profile photo in the top right.
2. Click See all Profiles, then select the Page you want to switch into.
3. Click your Page's profile picture in the top right, then click Meta Business Suite.
4. Click Planner in the left menu.
5. Find the post you want to edit on the calendar and click it. You can toggle between viewing posts for the Week or Month in the top left.
6. Click . From here, you can:
  - a. Edit post: Edit the text, media, link or location of your post.
  - b. Duplicate post: Make a copy of this post as a new post.
  - c. Reschedule post: Select a new date and time to publish the post.
  - d. Move to drafts: Cancel the schedule publish time and move the post to your Page's drafts.
  - e. Delete post: Delete the post.

Classic Pages: To reschedule, edit or delete a scheduled post:

1. From your Feed, click  Pages in the left menu.
2. Go to your Page.
3. Click **Publishing tools** in the left column.
4. Below **Posts**, click **Scheduled**.
5. Click the post you want to edit.
6. From post preview, click  and select **Edit post** to edit the post or choose from other options like **Duplicate post**, **Reschedule post**, **Move to Drafts** and **Delete post**.