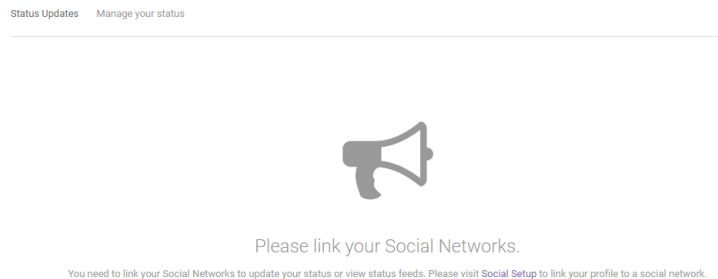







## SOCIAL UPDATES

The social updates facility gives you the ability to compose, post and schedule social updates from within the Portal.

1. This feature is only available at venue level and you must have linked either Facebook, LinkedIn or Twitter within Management > Venues > Linked Networks tab to have this option become available. You can link all three but at least one needs to be linked for the page to appear.



2. Before entering the social update, you can select which social media this post will go out to. At the top of the screen will be small icons representing either:

- Facebook 
- Twitter 
- LinkedIn 

3. If unselected the icon will go grey and the update will not go to that social media. You can have a mixture of the three, individual or all.

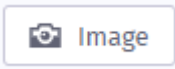
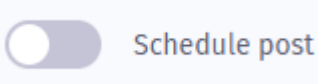


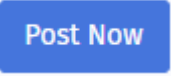
4. You can now enter the Social update message in the empty field box. You are limited in characters depending on which social media is active.

- **Facebook** – 255 characters
- **Twitter** – 140 characters
- **LinkedIn** – 255 characters




5. You also have two additional options:

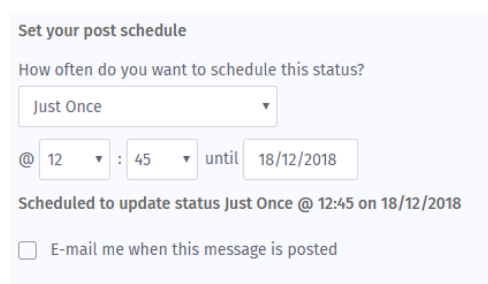
-  - The image embed icon allows you to attach an image to the status update you are creating. Clicking the camera icon allows you to navigate to an image on your computer hard drive and insert the image into the post you are creating. Image is not available for LinkedIn.
-  - The schedule post toggle button allows you to schedule your status updates.

6. Now click the  button. The post will now be sent instantly to the social media selected.

### Scheduling

You can schedule the social post to be sent at a later time rather than posting instantly.

- Click the toggle  button.
  - The area will expand, allowing you to set the schedule.
  - Click the first drop-down 'How often do you want to schedule this status'.
  - You can select one the following (Just once will load as default):
    - Just once
    - Daily
    - Weekly
    - Monthly
- a) **Just Once** – Select the time for the post to go live and set the continue until.



Set your post schedule

How often do you want to schedule this status?

Just Once

@ 12 : 45 until 18/12/2018

Scheduled to update status Just Once @ 12:45 on 18/12/2018

E-mail me when this message is posted

- b) **Daily** – Select the time, continue until and also if 7days a week, weekdays only or weekends only.



**Set your post schedule**

How often do you want to schedule this status?

Daily

@ 12 : 45 until 18/12/2018

7 Days a week (Monday to Sunday)

Weekdays only (Monday to Friday)

Weekends only (Saturdays and Sundays)

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Scheduled to update status Daily @ 12:45, 7 Days a week (Monday to Sunday) until 18/12/2018

E-mail me when this message is posted

- c) **Weekly** – Select the day of the week to be sent, the time and also set the continue until.

**Set your post schedule**

How often do you want to schedule this status?

Weekly

Every Monday

@ 12 : 45 until 18/12/2018

Scheduled to update status Weekly, every Monday @ 12:45 until 18/12/2018

E-mail me when this message is posted

- d) **Monthly** – Set the day of the month for the post to go live, from 1<sup>st</sup> – 31<sup>st</sup>. The time and set the continue until.

**Set your post schedule**

How often do you want to schedule this status?

Monthly

On 1st of every month

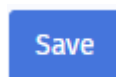
@ 12 : 45 until 18/12/2018

Scheduled to update status Monthly on the 1st of every month @ 12:45 until 18/12/2018

E-mail me when this message is posted

5. At the bottom of every option is a tick box '**E-mail me when this message is posted**' If ticked an e-mail will be sent advised the social post is now live.

E-mail me when this message is posted



6. Once the details have been set, click the **Save** button.
7. Any scheduled posts will be displayed on the right of the screen. It will display the following:



- The message
- Schedule starts
- Networks
- Edit
- Delete