How to Use Facebook Business Suite

1. Go to https://business.facebook.com/
2. Click on Create Post
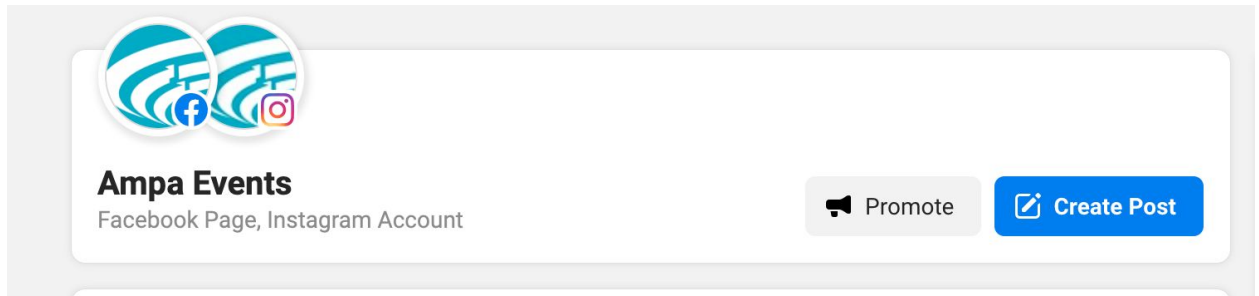
3. Make sure that both Facebook AND Instagram are selected

4. Add your text, tag any vendors, and add your hashtags - see the following SOPs for more tips.
   a. https://ampaevents.com/wp-content/uploads/2020/09/Web-Networking-SOP.pdf
   b. https://ampaevents.com/wp-content/uploads/2020/09/Allied-Social-Media-Networking-SOP-.pdf
   c. https://ampaevents.com/wp-content/uploads/2020/12/SOP-for-Social-Media-Instagram.pdf

Text

This is your text!
@Vendor
@Vendor
✨
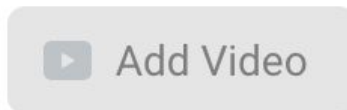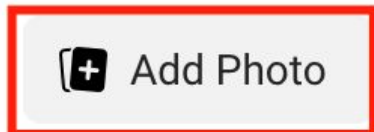#AmpaEvents #Hashtag #Hashtag #Hashtag

5. Next upload your image - Instagram prefers square images, and Facebook supports that. I usually keep my images 2000 x 2000px - you can upload up to 10 images at once

Media

Share photos or a video. Instagram posts can't exceed 10 photos.
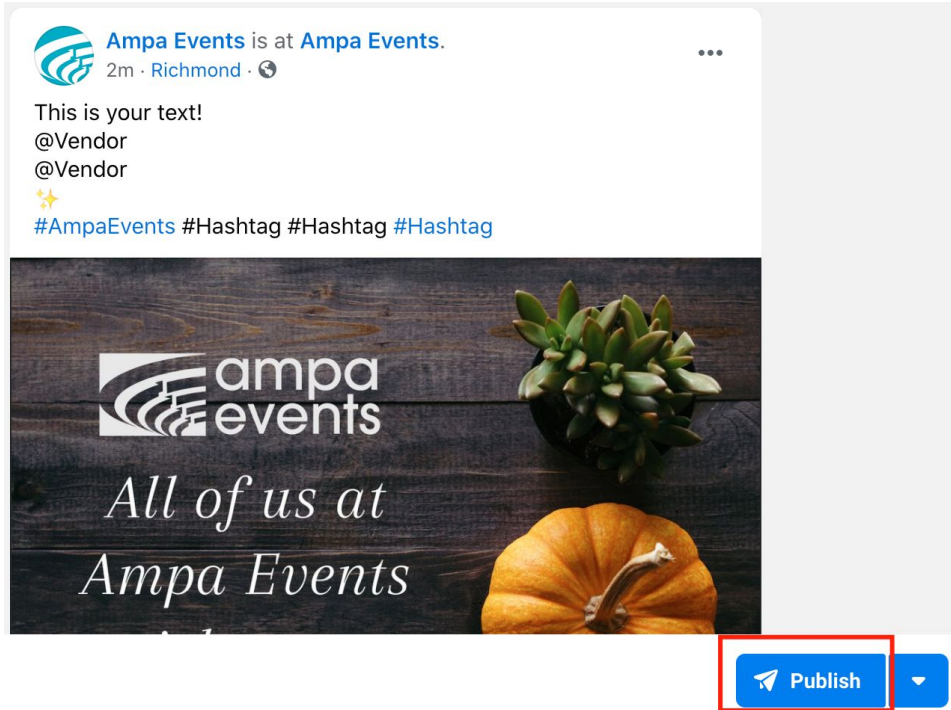
2000 x 2000

 Add Photo   ▶ Add Video

6. Add a location - either the event venue of where the event took place, or Ampa Events
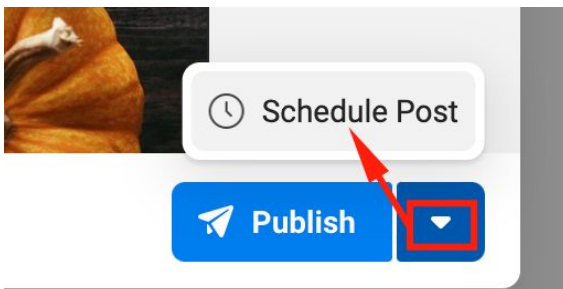
Location · Optional

Ampa Events

7. Once everything is said and done you can hit Publish

8. If you don't want to publish right away you can click on the little down arrow and select "Schedule" instead

9. Select your date and time and then click on Schedule to schedule out your posts
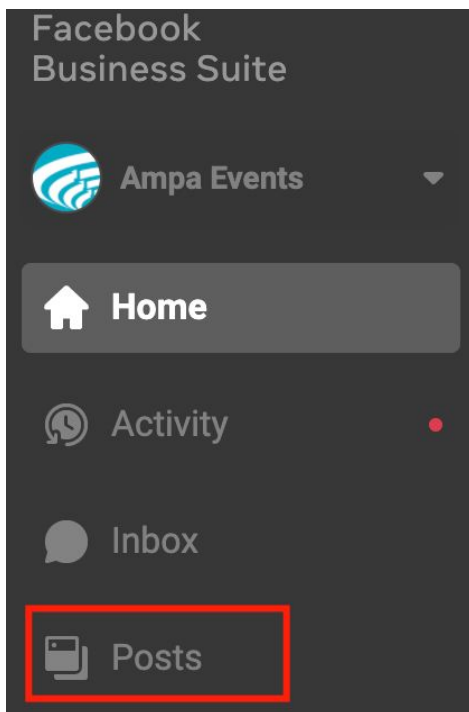
Schedule Post   ✕

Select a date and time in the future for your post to be published.

| 📅 Dec 31, 2020 | 🕐 01 : 30 PM |

Cancel   **Schedule**

10. If you want to see your posts, or your scheduled posts, click on Posts on left sidebar

Facebook
Business Suite

🔵 **Ampa Events** ▼

🏠 **Home**

🕐 Activity   ●

💬 Inbox

🖼 Posts

11. You can view the Published posts and their stats - or you can click on the "Scheduled" tab to see what posts have already been scheduled so that you're not double posting

| | Published | Scheduled |

	Posts		Date Published
	Merry Christmas and Happ...	Boost Unavailable	December 25, 2020 at 12:30 F

Search by post ID or caption   Shared to: All ▼   Lifetime: Mar 31, 2019 – Dec 28, 2(