

# Scheduling and Best Time Manager

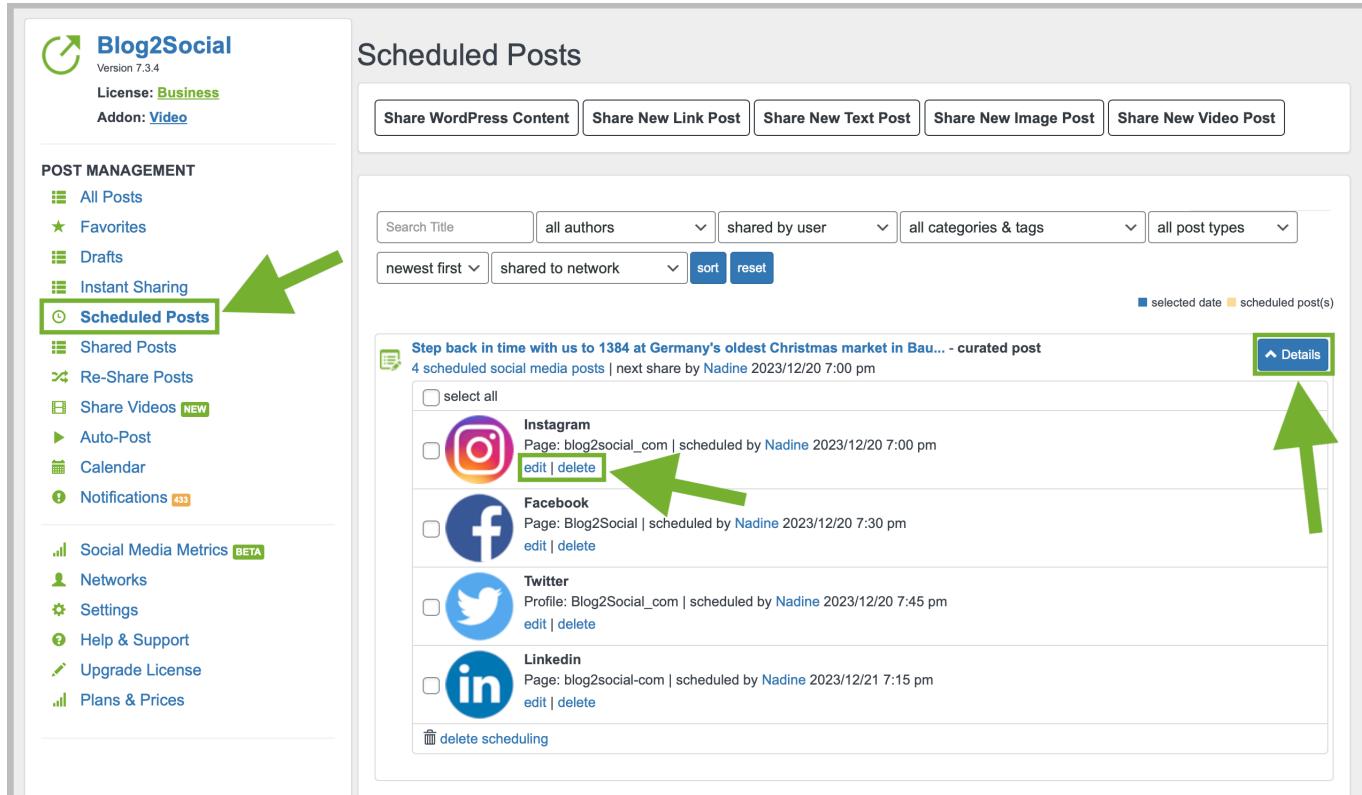
## How to view, edit or delete your scheduled Social Media Posts

With Blog2Social, you can view, edit or delete your scheduled social media posts. Therefore, you can click on

**"Social Media Posts" -> "Calendar"**

or

**"Social Media Posts" -> "Scheduled Posts" -> "Details" -> "Edit" or "Delete"**



The screenshot shows the Blog2Social interface. On the left, a sidebar lists various post management options, with 'Scheduled Posts' highlighted. The main area is titled 'Scheduled Posts' and contains a list of scheduled social media posts. Each post entry includes the platform icon, the page or profile name, the scheduled date and time, and 'edit | delete' buttons. A 'Details' button is located in the top right corner of the list area. The interface is clean with a light gray background and white text.

If you want to delete all the scheduled posts for one of your blog posts, please go to:

**"Social Media Posts" -> "Scheduled Posts" -> "Details"**

Now you can see a list of all social media posts planned for this particular blog post. To delete all of them, check the "**select all**" box, then scroll down and click on

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"**delete scheduling**".

## Edit your scheduled Social Media Posts

Click on a scheduled post in the calendar to open the edit window.

You are now able to:

- 1) Change the post format of your social media post
- 2) Edit the text of your social media post
- 3) Change the image of your social media post
- 4) Change the Social Meta Tags: Title, description (with Link Post format) and the link to your blog post
- 5) Change the date and time of your social media post

Click on "**Change details**" to save your changes.

If you make changes to a post scheduled by another user, the color of the post will change to your color.

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BLOG2SOCIAL

Profile | Twitter

1

post format: Link Post | Delete text | 76/280 characters

2

Find out 15 efficient ways to boost your #Reach and #Engagement on #Twitter



3

**15**  **KILLER TACTICS**

**TO BOOST  
YOUR ENGAGEMENT  
ON TWITTER**



Change image for this network

4

Info: Change Card Meta tags image, title and description for this network

15 Killer Tactics to Boost Your Engagement On Twitter and Promote Your Cor

Are you looking to boost your engagement on Twitter and skyrocket your we

<https://www.blog2social.com/en/blog/killer-tactics-to-boost-your-engag>

5

Date

2017-12-12

Time

3:00 AM

 Delete

Change details

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## View your scheduled Social Media Posts in the Calendar

At the top of your calendar under "**Sort by network**" you can select whether you want to see your scheduled posts for all networks, or just for specific networks. You can do so by clicking the "**all**" button or by selecting the icon of the network you'd like to see an overview for. Social media posts scheduled by different WP users will be displayed in different colors so you can easily view your own posts.

### Calendar

The screenshot shows a monthly calendar for August 2020. At the top, there are navigation buttons for 'All Blog Posts', 'Favorites', 'Drafts', 'Instant Sharing', 'Scheduled Posts', 'Shared Posts', 'Re-Share Posts', 'Notifications', and a 'Calendar' button (which is highlighted in blue). Below this is a 'Sort by network' section with a 'show all' dropdown and a row of network icons (all, Facebook, Twitter, Instagram, Pinterest, Google+, LinkedIn, X, VK, B', T, M, T, D, Reddit). The calendar grid shows posts scheduled for various dates. For example, on August 28, a post by Samira Naumann (Curated Post) is scheduled for 12:00, with a description: '11 Top Blogs about WordPress You Should Follow' and a link 'Twitter: Blog2Social\_com'. On August 3, another post by Samira Naumann (Curated Post) is scheduled for 17:45. The posts are color-coded by user: purple for Samira Naumann, blue for Christine Helmker, and red for Melanie Tamblé. The interface also includes a 'month' and 'week' view switcher and navigation arrows for the month.

## Additional helpful Guides

- [How do I schedule multiple individually tailored Social Media Posts?](#)
- [Why are my Posts not being shared?](#)
- [How to share multiple images in one Social Media Post?](#)

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