

# 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 displays the Blog2Social interface. On the left, the 'POST MANAGEMENT' sidebar includes 'Scheduled Posts' which is highlighted with a green box and a green arrow. The main area is titled 'Scheduled Posts' and features several buttons at the top: 'Share WordPress Content', 'Share New Link Post', 'Share New Text Post', 'Share New Image Post', and 'Share New Video Post'. Below these are search and filter options. A list of scheduled posts is shown, with the first post being an Instagram post. This post has 'edit | delete' links highlighted with a green box and a green arrow. A 'Details' button at the end of the list is also highlighted with a green box and a green arrow. The list includes posts for Instagram, Facebook, Twitter, and LinkedIn, each with its respective icon and scheduled time.

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

# Scheduling and Best Time Manager

"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.

# Scheduling and Best Time Manager

**1**

**BLOG2SOCIAL**  
Profile | Twitter post format: Link Post | Delete text | 76/280 characters

**2**

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

**3**



**4**

Change image for this network

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-engage>

**5**

Date: 2017-12-12      Time: 3:00 AM

**Delete** **Change details**

# Scheduling and Best Time Manager

## 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.

The screenshot displays a calendar interface for August 2020. At the top, there are navigation tabs: All Blog Posts, Favorites, Drafts, Instant Sharing, Scheduled Posts, Shared Posts, Re-Share Posts, Notifications, and Calendar. Below this is a 'Sort by network' section with a 'show all' dropdown and a row of social media icons: all, Facebook, Twitter, Instagram, Pinterest, Google+, LinkedIn, Nextdoor, VK, Blogger, Tumblr, Medium, YouTube, Dribbble, and SoundCloud. The calendar grid shows posts scheduled for various dates, each with a user name, time, and network icon. For example, on August 29th, Samira Naumann (Curated Post) scheduled a post at 12:00 on Twitter. On August 16th, Christine Helmker (Re-Share) scheduled a post at 5:00 on Facebook. The interface also includes 'month' and 'week' view options and navigation arrows.

## 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?](#)

# Scheduling and Best Time Manager

Unique solution ID: #1121

Author: n/a

Last update: 2019-09-02 00:00