

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 lists various options, with 'Scheduled Posts' highlighted by a green box and an arrow. The main content area, titled 'Scheduled Posts', features a header with buttons for sharing content (WordPress, Link, Text, Image, Video). Below this is a filter section with dropdowns for 'Search Title', 'all authors', 'shared by user', 'all categories & tags', and 'all post types'. There are also buttons for 'newest first', 'shared to network', 'sort', and 'reset'. A legend indicates that blue squares represent 'selected date' and orange squares represent 'scheduled post(s)'. The main list shows a curated post titled 'Step back in time with us to 1384 at Germany's oldest Christmas market in Bau...' with 4 scheduled social media posts. The first post is for Instagram, scheduled for 2023/12/20 at 7:00 pm, with 'edit | delete' links highlighted by a green box and an arrow. The second post is for Facebook, scheduled for 2023/12/20 at 7:30 pm. The third is for Twitter, scheduled for 2023/12/20 at 7:45 pm. The fourth is for LinkedIn, scheduled for 2023/12/21 at 7:15 pm. A 'Details' button is highlighted with a green box and an arrow. At the bottom, there is a 'delete scheduling' link.

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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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



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-engage>

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.

The screenshot displays the Blog2Social calendar interface. At the top, there's a navigation bar with tabs: All Blog Posts, Favorites, Drafts, Instant Sharing, Scheduled Posts, Shared Posts, Re-Share Posts, Notifications, and Calendar (selected). 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, YouTube, SoundCloud, Blogger, Tumblr, Nextdoor, Trello, Dribbble, and DeviantArt. The main calendar view is for August 2020, with a 'month' view selected. The calendar grid shows posts scheduled for various dates. Each post card includes the user's name, the post type (e.g., Curated Post, Re-Share), the content, the social media platform icon, and the scheduled time. For example, on August 29th, Samira Naumann has a curated post at 12:00. On August 16th, Christine Helmker has a re-share post at 5:00. The interface also includes a 'show all' button for each post card to view more details.

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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