

# Scheduling and Best Time Manager

## How do I delete already scheduled posts?

To change the time of already scheduled posts, please

1. go to "Site & Blog Content" in your Blog2Social dashboard and
2. click on "Scheduled Posts"

The screenshot shows the Blog2Social dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Jetpack, Posts, Media, Pages, Comments, Opinion Stage, Rainmaker, Istagram, Contact (1), Profile, Tools, Settings, Yet Another Stars Rating, and Blog2Social. Below the Blog2Social logo, the 'Site & Blog Content' menu item is highlighted with a green arrow. The main content area is titled 'Share Website & Blog Content' and features a navigation bar with tabs: All Blog Posts, Favorites, Drafts, Instant Sharing, Scheduled Posts (highlighted with a green circle), Shared Posts, Re-Share Posts, Notifications, and Calendar. Below the tabs are several filter dropdowns: 'best time', 'all authors', 'shared by user', 'all categories & tags', 'all post types', and 'all posts'. There are also 'all statuses', 'sort', and 'reset' buttons. The main content area displays a list of three scheduled posts, each with a star icon, a share icon, a title, a hashtag, author name, publication date, and a 'Share on Social Media' button. The first post is 'The Best Times To Post On Social Media' (#19966) by Melanie Tamble, published on 2016/07/29. The second is '[Video]: The best times to post on social networking sites' (#15743) by Irina Malievski, published on 2016/05/17. The third is '[Infographic] The best times to post on social media' (#30206) by Melanie Tamble, published on 2013/11/23. At the bottom of the main content area, there is a pagination control showing '1' and a footer with copyright information and social media icons.

Choose the post, of which you would like to cancel the scheduling and click on the blue "Details"-button.




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## Scheduled Posts

2020/08/20 2:02 pm

All Blog Posts Favorites Drafts Instant Sharing **Scheduled Posts** Shared Posts Re-Share Posts Notifications Calendar

all authors  shared by user  all categories & tags  all post types   
newest first

-  **11 Top Blogs about WordPress You Should Follow**  
1 scheduled social media posts | next share by Christine Helmker 2020/10/05 5:00 am
-  **How You Can Effectively Use Hashtags for Branding and Promotions**  
1 scheduled social media posts | next share by Christine Helmker 2020/10/01 5:00 am
-  **How to Get More Positive Reviews and Ratings**  
1 scheduled social media posts | next share by Christine Helmker 2020/09/29 5:00 am



A drop-down window will open up




1. Here you can **delete** the scheduled post.  
- If you click this button your scheduling will be canceled and nothing will be published on your social media profile, page or group

## Scheduled Posts


2020/08/20 2:02 pm

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all authors  shared by user  all categories & tags  all post types   
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-  **How to Get More Positive Reviews and Ratings**  
1 scheduled social media posts | next share by Christine Helmker 2020/09/29 5:00 am

select all

 Facebook  
Page: blog2social | scheduled by Christine Helmker 2020/09/29 5:00 am - Re-Share  
[edit](#) | [delete](#)



In addition, you have the option to delete all planned social media posts for a blog post at once by clicking

1. "select all" and
2. click on the button "Delete scheduling".

# Scheduling and Best Time Manager

## Scheduled Posts

2020/08/21 10:58 am

All Blog Posts Favorites Drafts Instant Sharing **Scheduled Posts** Shared Posts Re-Share Posts Notifications Calendar

Search Title  all authors  shared by user  all categories & tags  all post types   
newest first

 **Essential Tools for Your Home Office**   
2 scheduled social media posts | next share by [Melanie Tamble](#) 2020/09/05 5:15 pm

|  |
|--|
| <input type="checkbox"/> select all   |
| <input type="checkbox"/>  <b>LinkedIn</b><br>Page: <a href="#">blog2social wordpress plugin</a>   scheduled by <a href="#">Melanie Tamble</a> 2020/09/05 5:15 pm<br><a href="#">edit</a>   <a href="#">delete</a> |
| <input type="checkbox"/>  <b>LinkedIn</b><br>Page: <a href="#">blog2social wordpress plugin</a>   scheduled by <a href="#">Melanie Tamble</a> 2020/10/05 5:15 pm<br><a href="#">edit</a>   <a href="#">delete</a> |
| <input type="checkbox"/>  delete scheduling    |

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