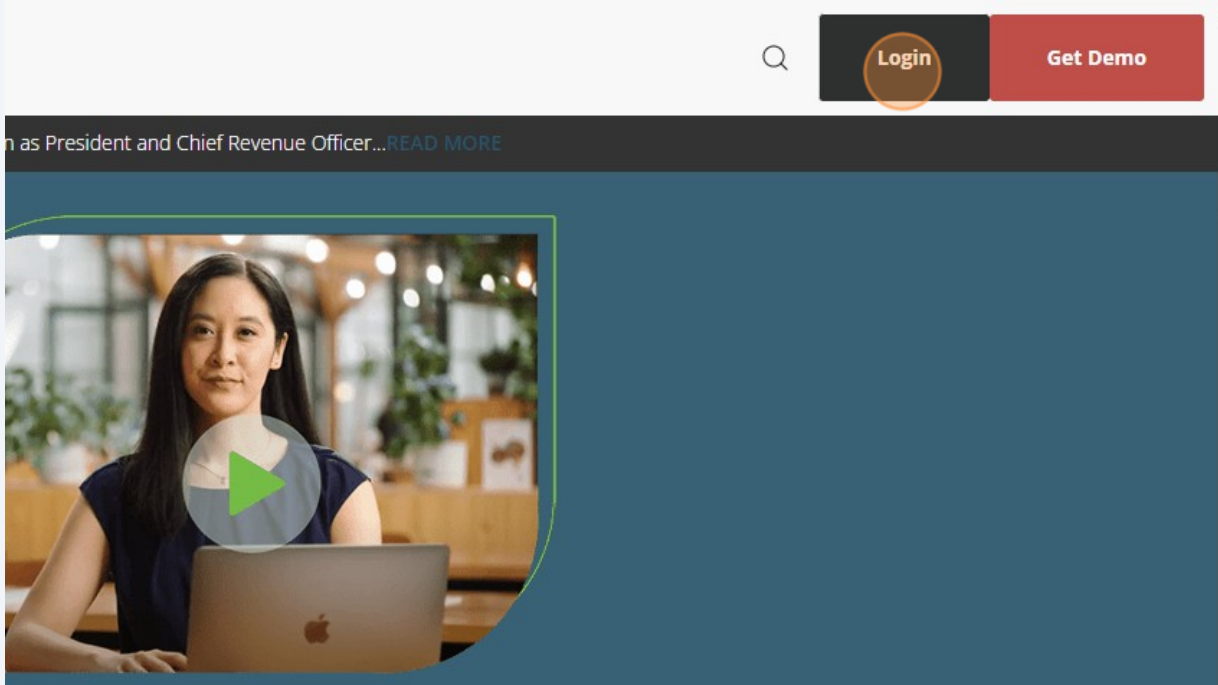


How to Schedule a Social Media Post using Scribe[®] the Soci Platform

1 Navigate to <https://www.meetsoci.com/>

2 Click "Login"



- 3 Your login in credentials should be your Royal American email. Click "Sign In".

Sign In

Email
rose.clemo@royalamerican.com

Password
.....

Sign In

Sign in with SSO

Former Brandify customer? Log in Here

Forgot password? Click Here
Need an account? Contact Us

- 4 Once you are logged in, click "Social" on the left hand navigation menu and click the drop down arrow.

Location

Insights

Templates

Users

Messages

Social

Conversations

Reviews

Reports

674 page likes

Reach 438 ↓ Engaged 39 ↑ Reach 0

Content Status

2 Scheduled

0 Pending 0 Rejected 0 Failed

Engagement Sentiment

5 Click "Libraries"

The screenshot shows a social media dashboard. On the left is a sidebar menu with the following items: Social (with a thumbs-up icon and a dropdown arrow), Scheduler (highlighted in green), Discovery, Queue, Published, Libraries (highlighted with an orange circle), Images, Notifications, Conversations (with a speech bubble icon and a dropdown arrow), and Reviews (with a star icon and a dropdown arrow). On the right is a calendar view with three columns labeled SUNDAY, MONDAY, and TUESDAY. The calendar shows dates from Oct 1 to Oct 17. At the top of the calendar are three icons: a calendar icon with the number 1, a calendar icon with the number 7, and a green calendar icon.

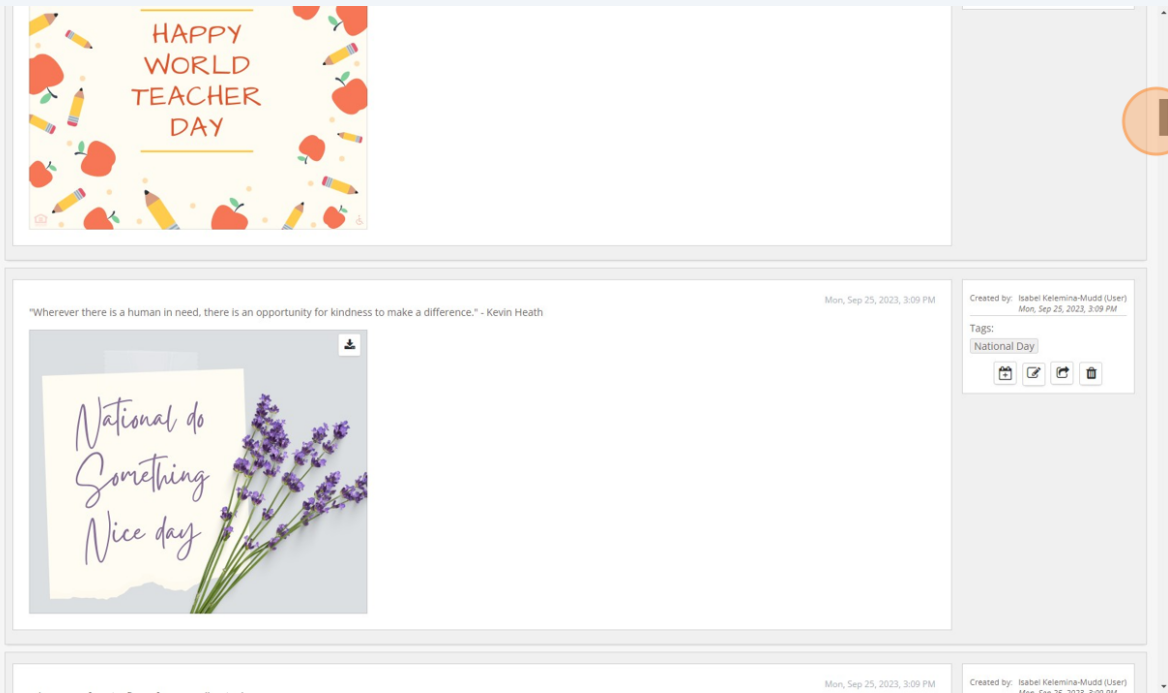
6 Once on the libraries page navigate to the folder that houses the content you want to post.

The screenshot shows a grid of content library items. Each item has a title, a preview image, a date label, and statistics. The items are:

- Item 1:** Title: "Scroll through each da...". Preview image shows "OPSICLE IN THE OFFICE TODAY!". Date: "JUNE 2023". Statistics: 47 TOTAL, 47 NEW, 0 USED.
- Item 2:** Title: "Scroll through each da...". Preview image shows "Pumpkin Spice AND ALL THINGS NICE BENT BREAKFAST". Date: "October 2023". Statistics: 28 TOTAL, 28 NEW, 0 USED.
- Item 3:** Title: "Scroll through each da...". Preview image shows "COFFEE DAY" and "Happy National Neighbor Day". Date: "September 2023". Statistics: 32 TOTAL, 32 NEW, 0 USED.

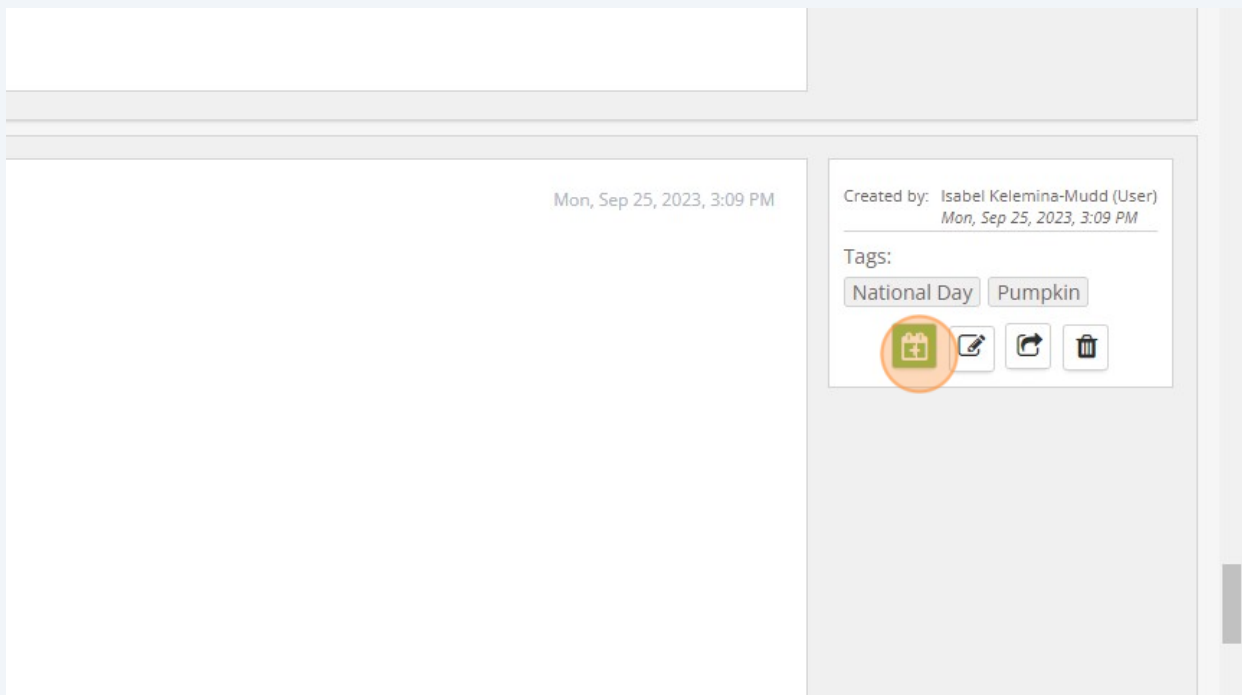
7

Scroll through the content provided for you until you find a graphic you'd like to schedule



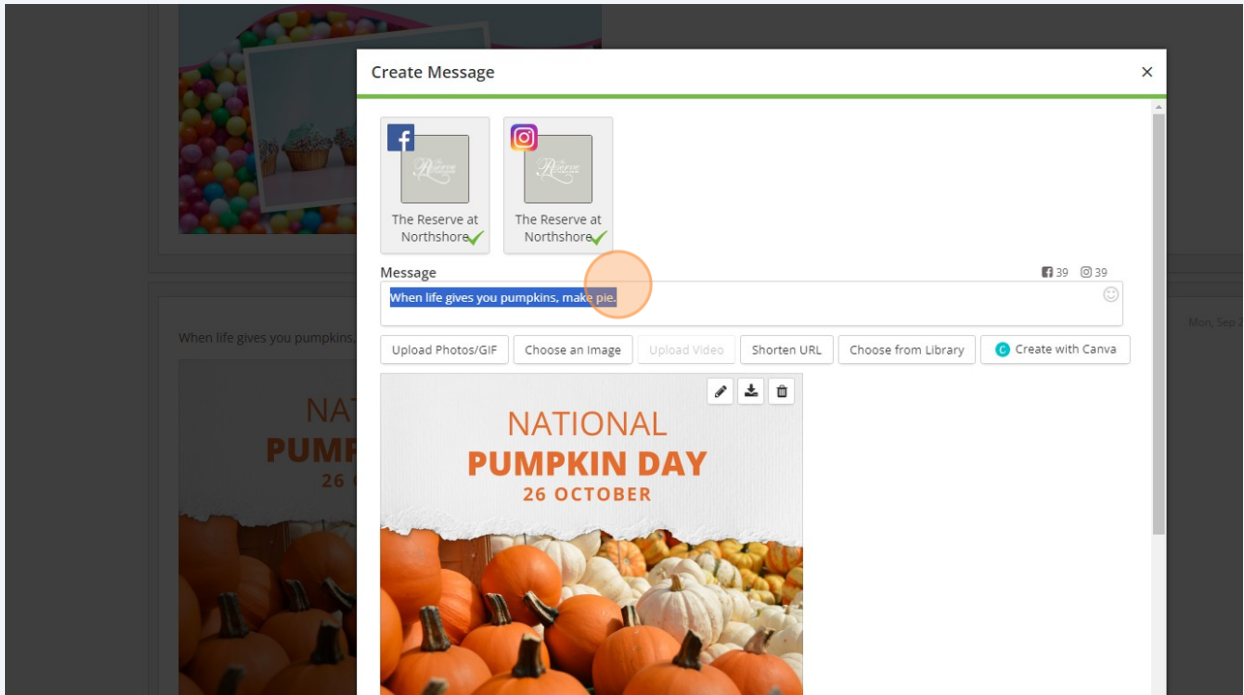
8

Click the calendar icon located to the right of the graphic you'd like to schedule.



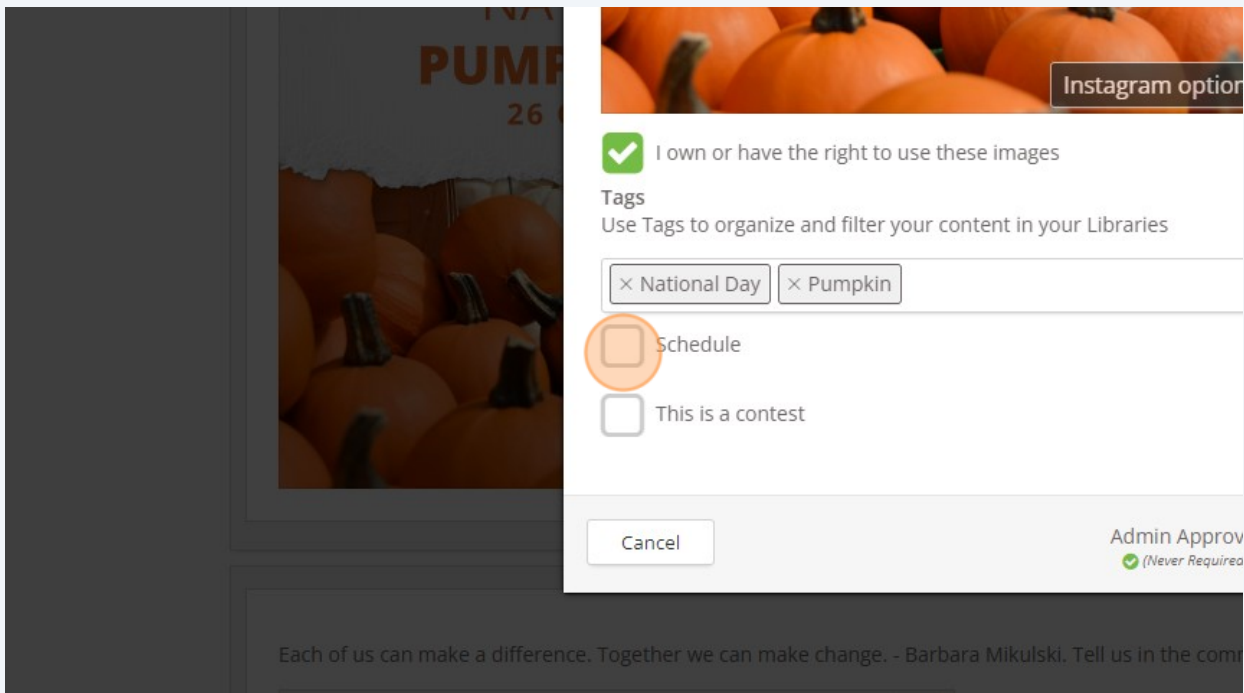
9

All captions have been provided for you but if you need to edit any details do so in the message section.

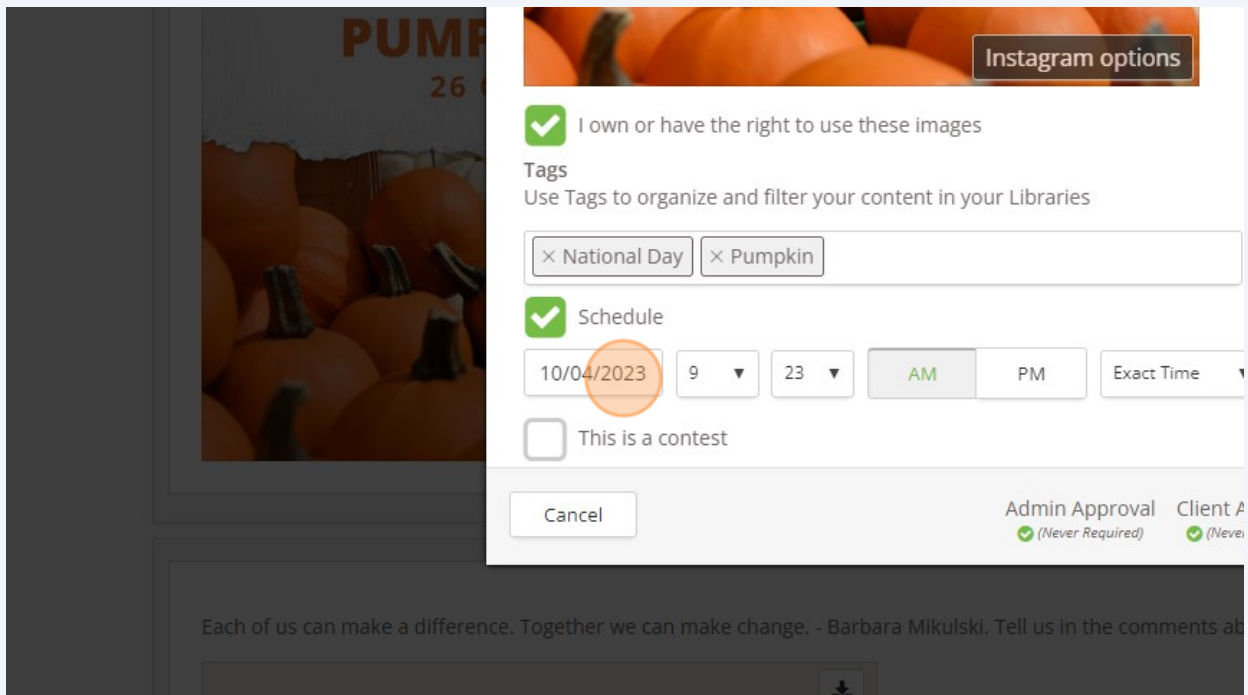


10

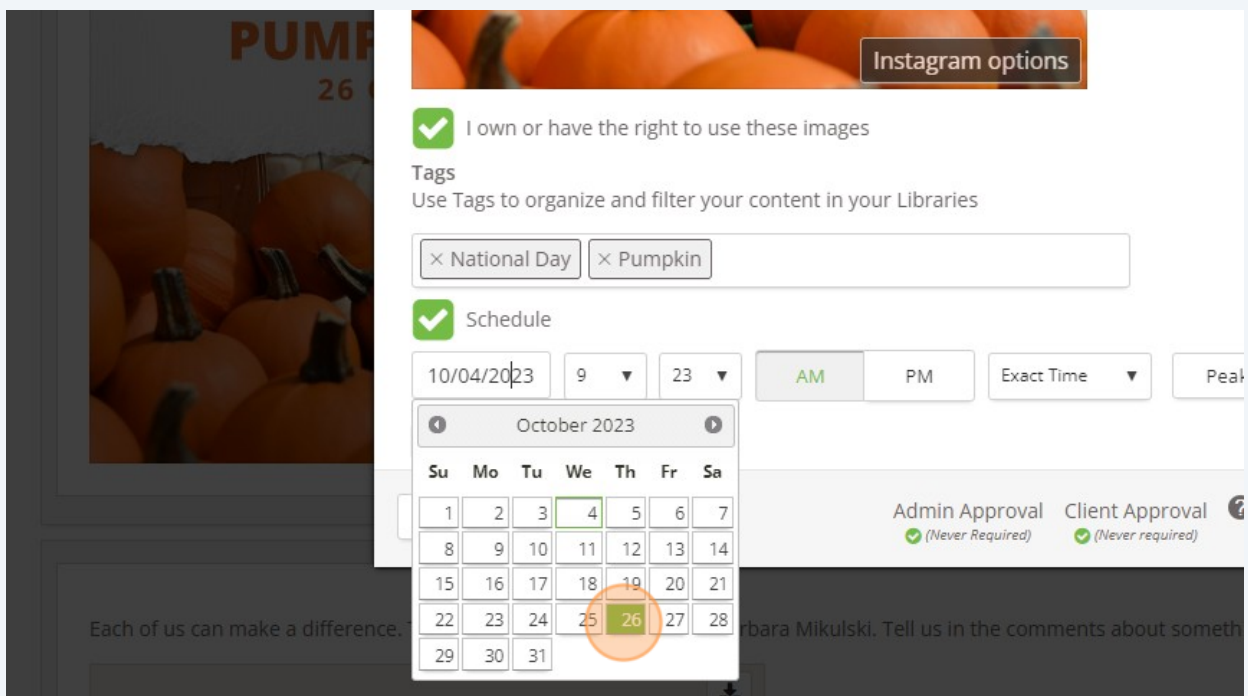
Click "Schedule"



11 The calendar date and time appear.

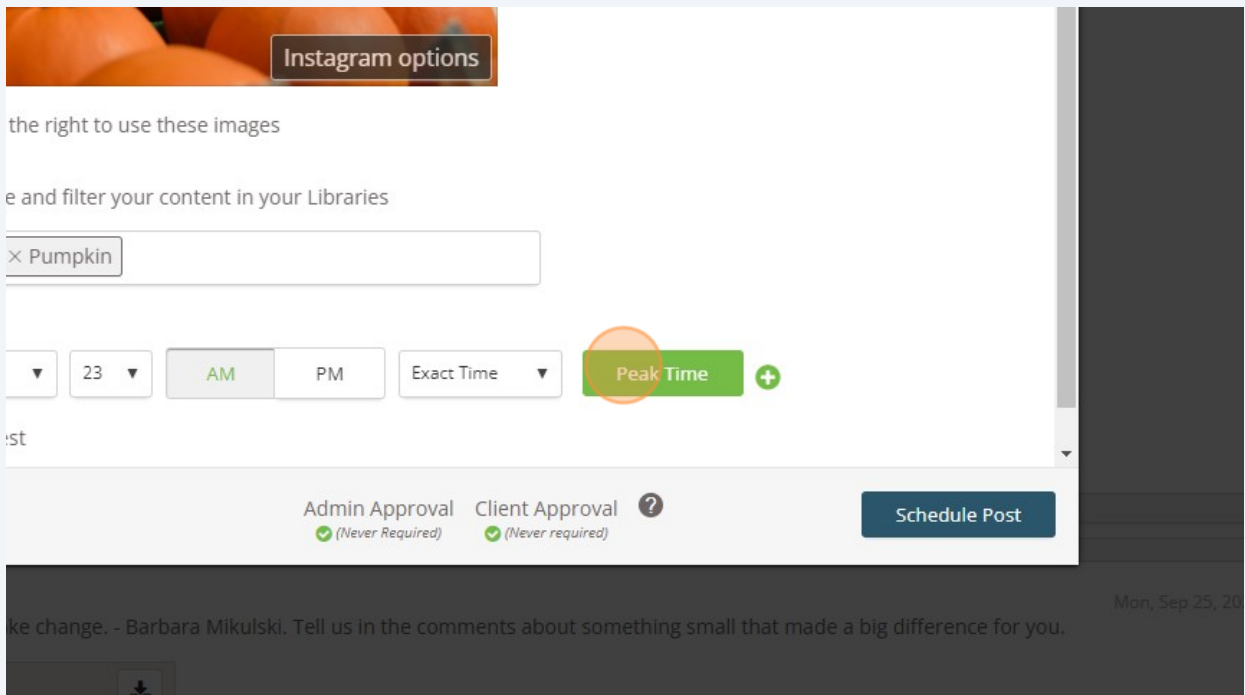


12 Click the date you'd like the graphic to be posted. You can click the current date or a day in the future.



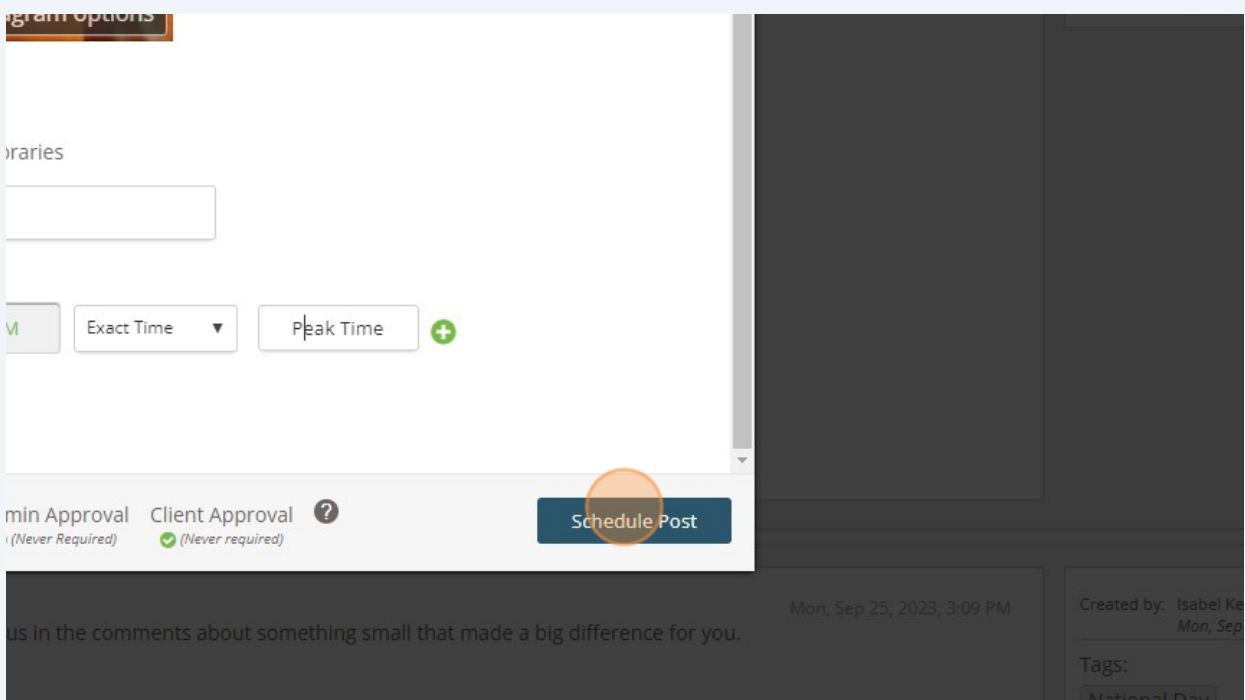
13

Click "Peak Time" for SOCi to provide the most optimized time to post, or pick a time instead.



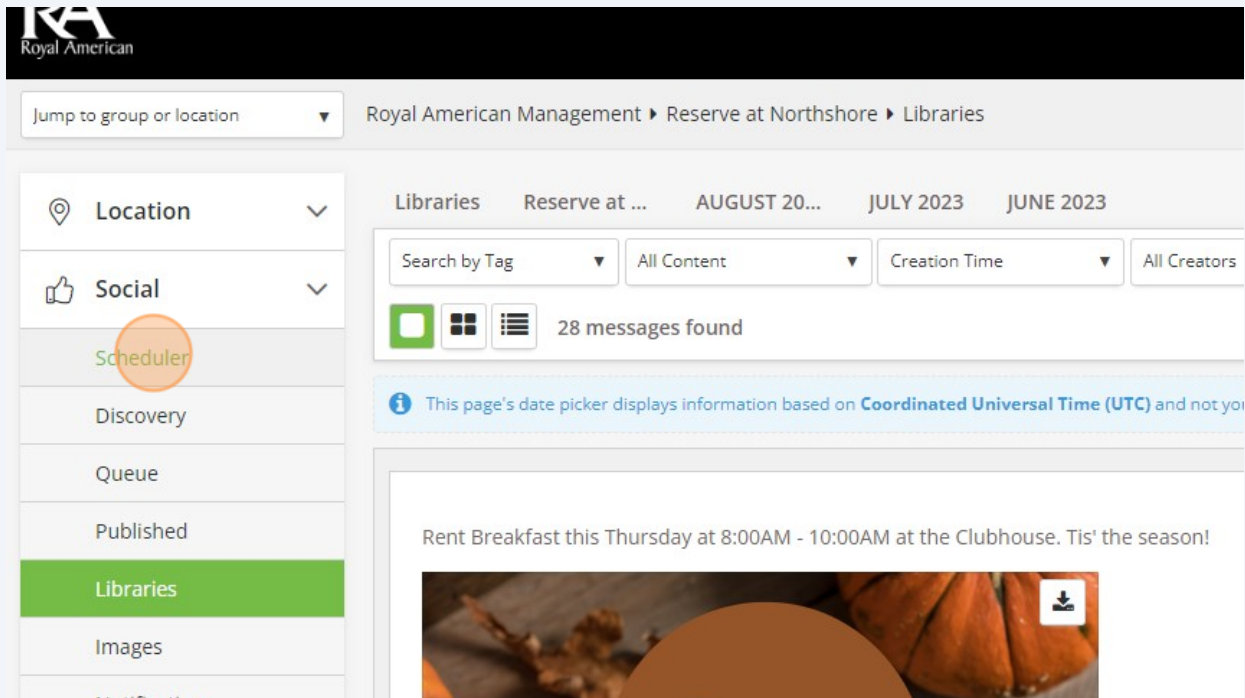
14

Click "Schedule Post"



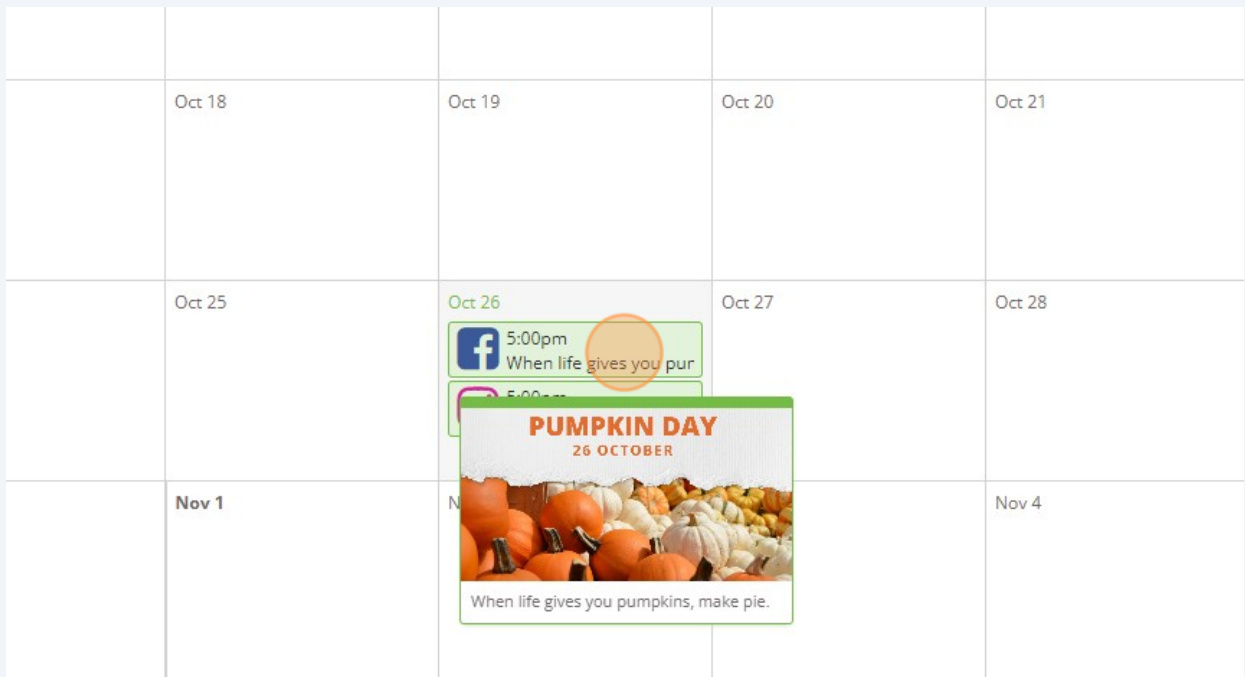
15

Once you've scheduled your post, click on "Scheduler" in the navigation menu on the left hand side.



16

You'll see your post on the calendar for the date and time you have scheduled. Click into the post if you need to make any changes before it goes live.



17 Then click "Save".

