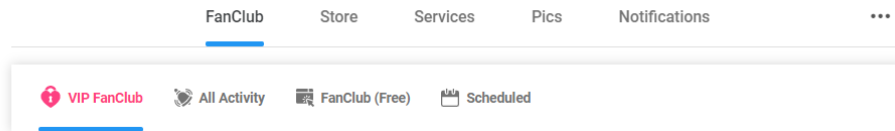


## How to schedule posts in your VIP FanClub!

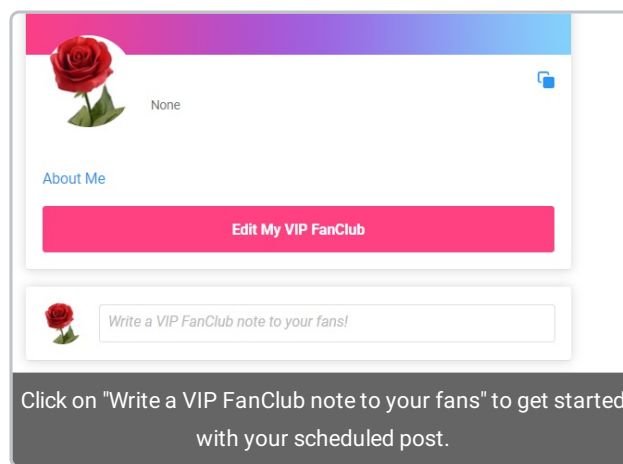
Last Modified on 09/23/2021 4:47 pm EDT

We've made it so easy to manage your VIP FanClub with our scheduling tool! With scheduled posts you can keep your VIP FanClub active and your fans engaged, while you have more time to do what you love!

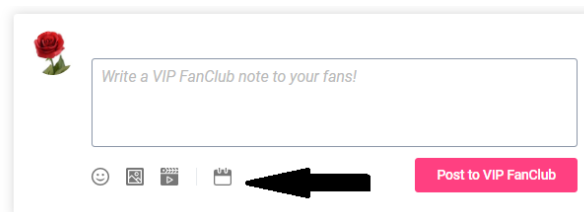
To schedule a post or multiple posts in your VIP FanClub, go the to FanClub tab and click on the 'VIP FanClub' sub-tab.



Next, you will need to click inside of the blank box at the top of your VIP FanClub, as if you were creating a regular post.



Then, click the calendar icon to set a date and time for your post to launch.



Now you can set a date and time to launch your post!

### Schedule a Post

Create your posts in advance and schedule them to publish automatically.  
Select the date and time you would like to publish your post.

Month:  Day:  Year:

Hour:  AM/PM:

Time Zone:

This post will go live on Thu, Sep 23, 2021 at 6:00 PM (EDT)

[SCHEDULE](#)

Your time zone will be automatically set to match your system time zone!

Once you've set a time and date, you can create your post. You'll be able to upload your vid, pics or type your note now! As soon as your post is ready, hit the pink 'Schedule' button!

This post will be sent on Thu, Sep 23, 2021 at 6:00 PM (EDT)

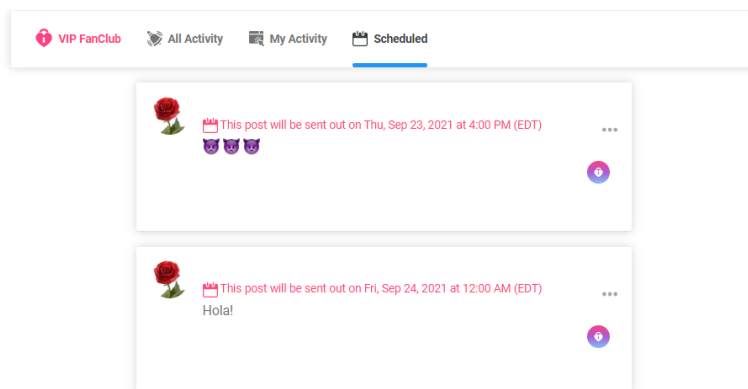
Write a VIP FanClub note to your fans!

Schedule

You'll see a notification with the scheduled time at the top of your post!

***Where can I find my scheduled posts?***

Your scheduled posts can be found under the "Scheduled" sub-tab in your VIP FanClub. See below:



Within this tab your posts will be organized according to their scheduled time, not the order that they were created in. *Please note that, after your post has been created, it cannot be edited or changed, you will need to delete it to remove it.*

***How do I delete a scheduled post?***

To delete a post before it is launched, go to the 'Scheduled' tab in your VIP FanClub > Click the 3 grey dots to the right of the post > next, hit 'Delete'.

