

WISCONSIN

Focus on Energy

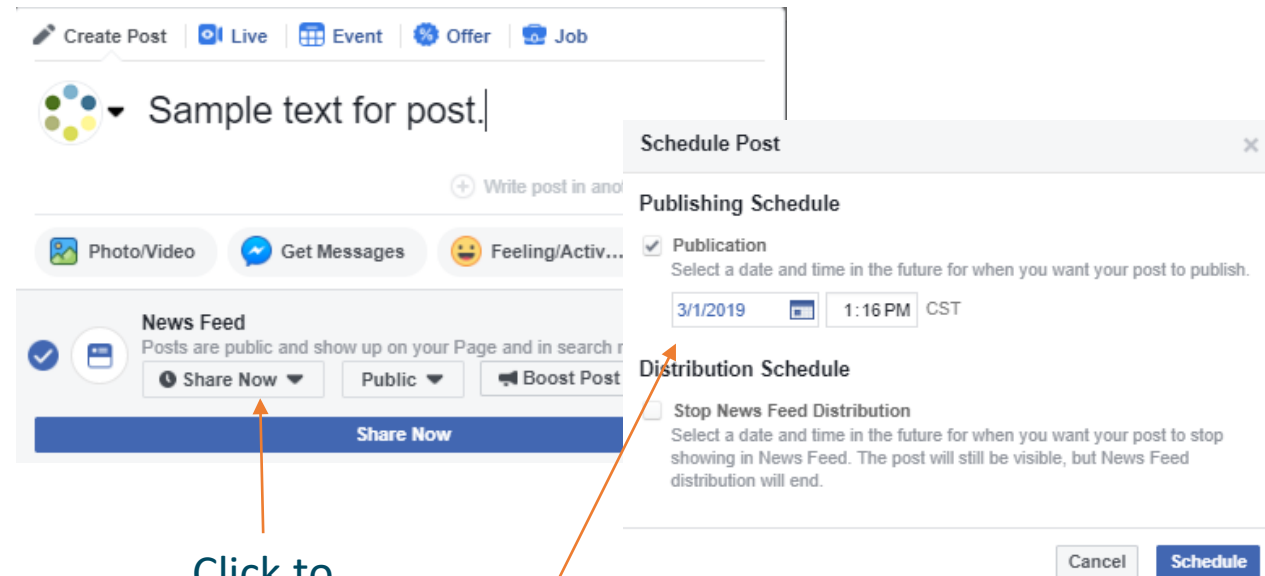
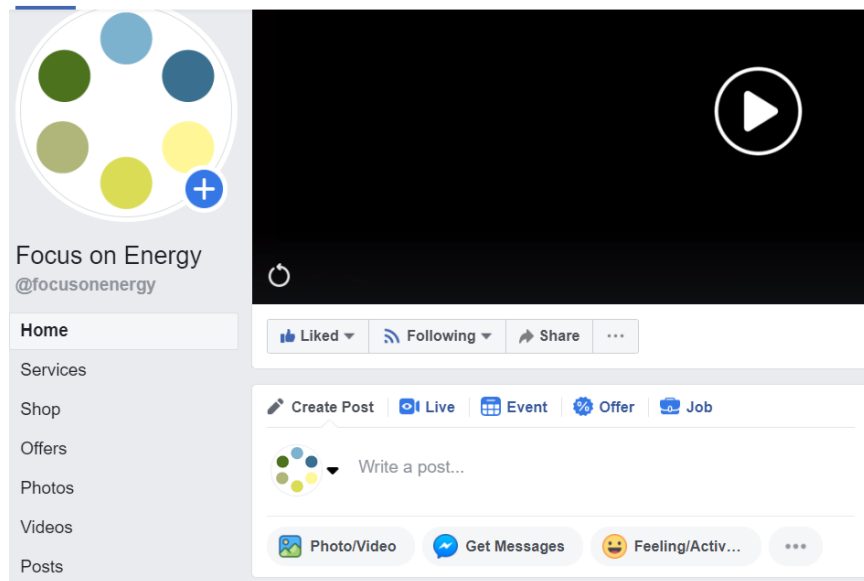
Posting/Sharing Content on Facebook (for Business Pages)

2/28/19

How do I post to my page?

Posting

- To post to your page, go to your timeline and click in the section that says “Write a post...”
- To post instantly, press “Share Now”. To schedule for later, change the settings and schedule for the date and time you would prefer.



Click to
schedule

Select date &
time of
scheduled post

Posting Links

- You can add in links by copying & pasting into this box and waiting for an auto-generated preview to appear. Once the preview is there, you can delete the typed out link and post with your own caption.
- Once the link auto-generates, you will have the option to choose which photo will be the preview photo. You can select one auto-generated from the page or upload your own.

*Need to authenticate page with Facebook to upload own photo.

Select
auto-
generated
photo



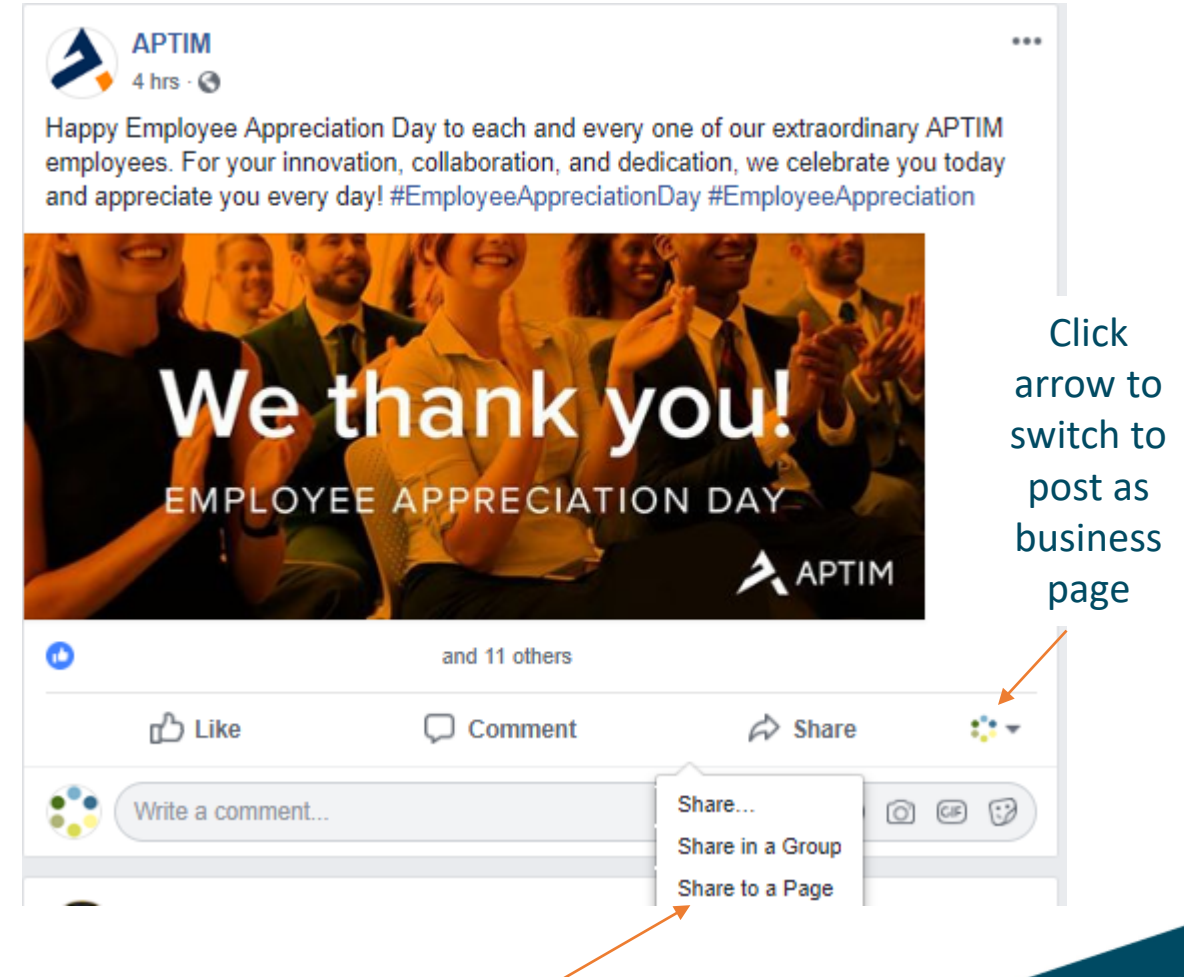
Delete
once
preview
generates

Upload
own
photo*

How do I share a post from another page?

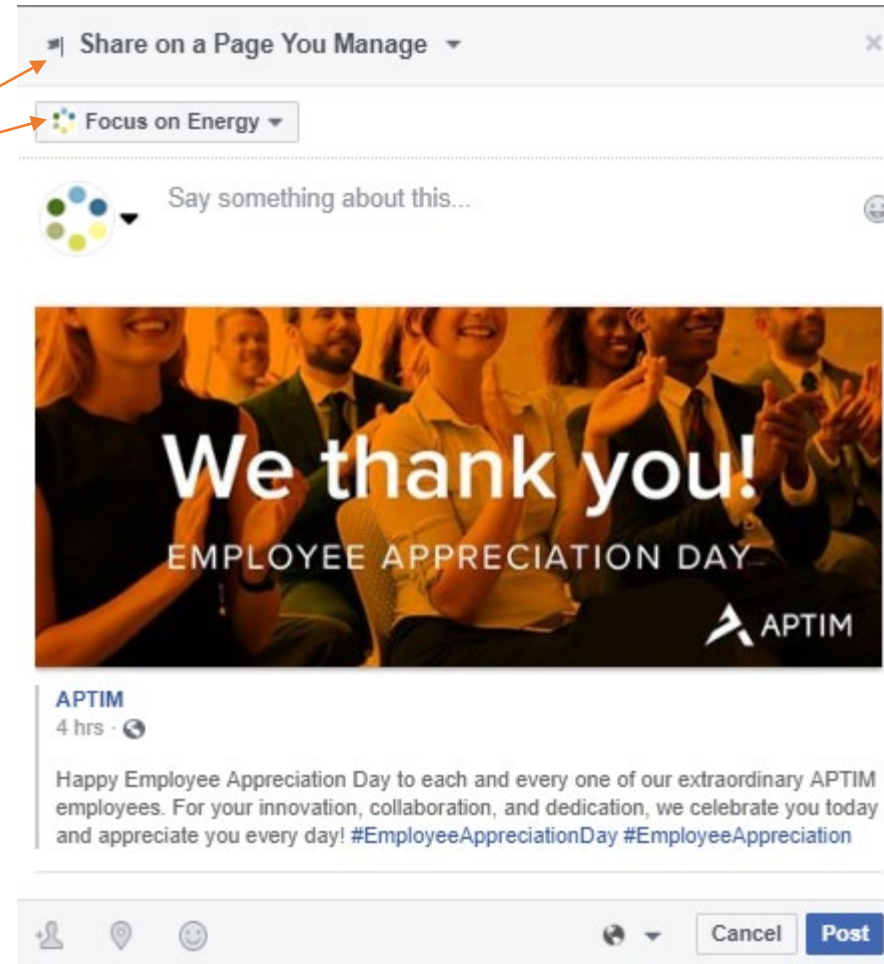
Share to your page

- Find the post you would like to share. This should be from a business page – personal posts from individuals cannot be posted on business pages.
- Make sure you are posting as your page (and not as yourself) by clicking the small icon on the lower right corner.
- Click “Share” and select “Share to a Page”.



Share to a page

- Select “Share on a Page You Manage” – and make sure you have your page selected.
- Write in your own caption for the shared post (optional).
- When the content is ready, click “Post”.



Questions?

- For questions on how to post content to your page, feel free to reach out to Focus on Energy marketing staff:
 - tradeally@focusonenergy.com | 800.762.7077
- Also, be sure to check out Facebook help articles on their website: [LINK](#)