

How To Post An Event On Facebook

1. Log into your account on Facebook and go to your business page.
2. Click the button on the menu bar labeled “Page” (you should be on this page by default). On the left hand side of the page under your Facebook Icon will be a button labeled “Events”, Click it.
3. Click the blue button labeled “+ Create Event”
4. Fill out details for your event including the basic information, details, tickets (if needed), and options.
5. Choose One:
 - If you would like to publish the event **NOW**, click the blue “Publish” button and jump to “[Using Facebooks Event Publishing Tools](#)” below.
 - If you would like to publish the event **LATER**, click the blue drop down arrow and select “Schedule”.
6. Select the Date and Time next to the “Publication Date” header. Please note that the date and time must be at least 15 minutes from the current date and time. Click the blue “Schedule” button.
7. Facebook will redirect to a page which will confirm publication time and date.

Using Facebooks Event Publishing Tools

1. Log into your account on Facebook and go to your business page.
2. Click the button on the menu bar labeled “Publishing Tools”.
3. On the left hand side of the page will be a header labeled “Events”. Under this header will be listed : Published Events, Scheduled Events, and Archived Events.

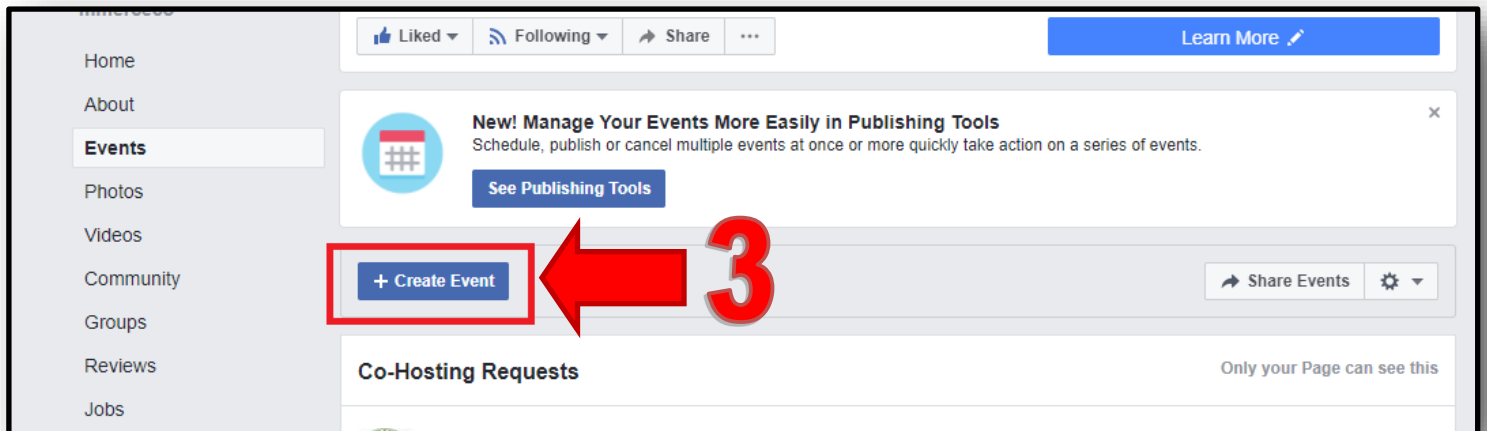
- [3A. Click Scheduled Events if you have scheduled your event.](#)

On the right hand side will be a blue button labeled “Publish Now”. Next to this button will be a (...) button. Select this button to see additional options for your event. Once the event scheduling time has passed, follow the steps above but follow 3A instead.

- [3B. Click Published Events if you have already published your event.](#)

On the right hand side of the screen will be “Interested” “Going” and “Reach” headers. Under these headers it will show the related statistic for each event.

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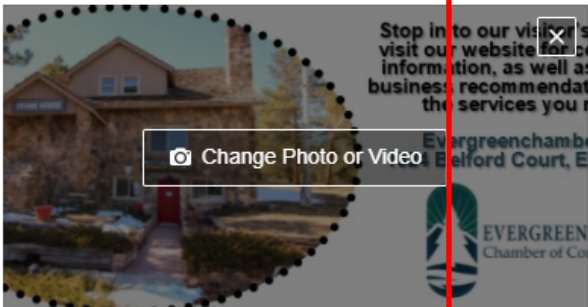
Evergreen Chamber of Commerce

Gwendoline Home Find Friends

New Event by Evergreen Chamber of Commerce

Basic Info
This info will also appear in News Feed and any ads created for this event

Event Photo or Video



Change Photo or Video

Event Name 0 / 64

Location

Frequency

Starts MDT

Ends MDT

Details
Let people know what type of event you're hosting and what to expect

Category

Description

Keywords

Tickets
Let people know what to expect

Ticket URL

4

FILL OUT EVENT DETAILS

Options
Choose who can edit and post in your event

Co-hosts

Posting ☒ Anyone can post (reported posts must be approved)
☐ Anyone can post (all posts must be approved)
☐ Only hosts can post

Guest List ☒ Display guest list

Event Tips Website



Boost Event Save Draft **Publish**

NOW **LATER**

How To Post An Event On Facebook


Schedule Event Publication ×

Select a date and time in the future for when you want your event to publish.

Publication Date 3/12/2018  12:00 PM  MDT

Cancel Schedule

6




Events 12


Events

- Calendar
- Birthdays
- Discover
- Past

Event insights will appear here when the event is published.

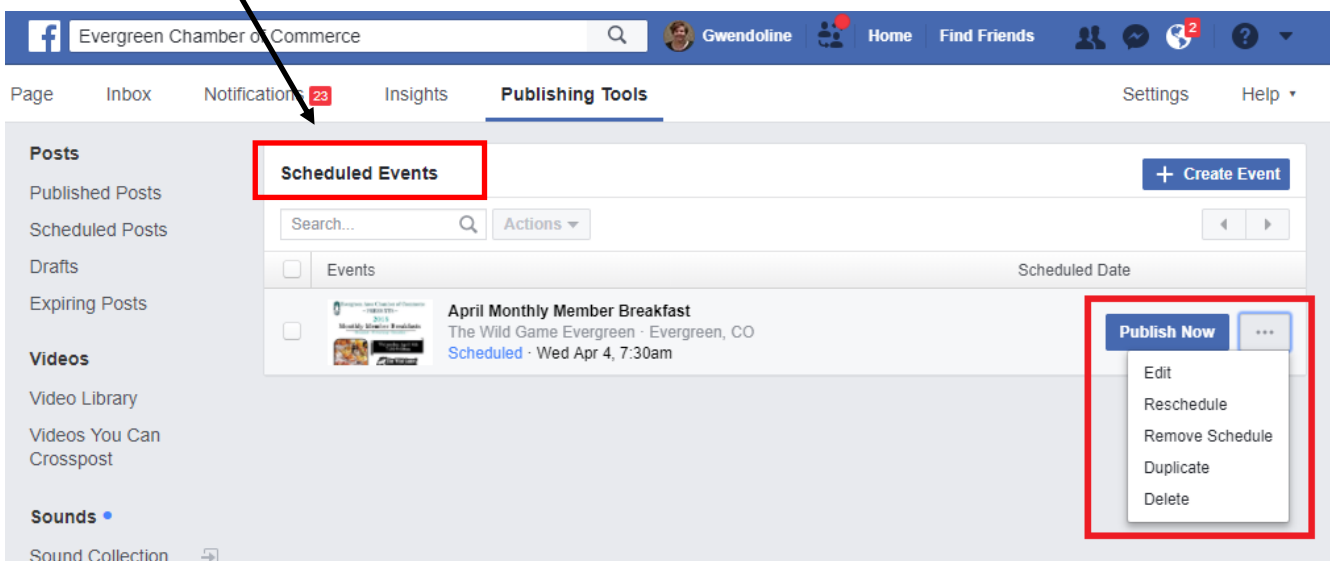
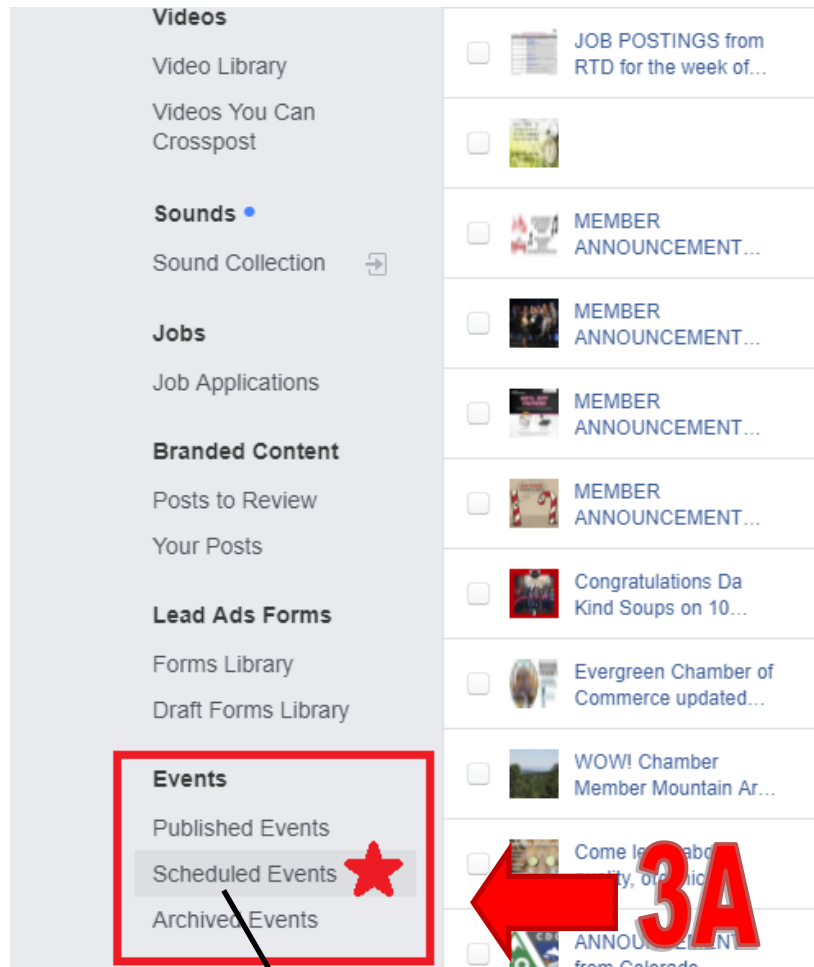
7

 This event will be published in 23 minutes
March 12 at 12 PM Edit ...

 Evergreen Area Chamber of Commerce

English (US) · Español · Português (Brasil) · +

Using Facebooks Event Publishing Tools



Using Facebooks Event Publishing Tools

Facebook interface for Evergreen Chamber of Commerce. The left sidebar shows navigation options: Published Posts, Scheduled Posts, Drafts, Expiring Posts, Videos, Video Library, Videos You Can Crosspost, Sounds, Sound Collection, Jobs, Job Applications, Branded Content, Posts to Review, Your Posts, Lead Ads Forms, Forms Library, Draft Forms Library, and Events. The Events section is highlighted with a red box and a red star. A red arrow points from the Events section to the Published Events section in the Publishing Tools section below.

Published Events

Scheduled Events

Archived Events



3B

Facebook Publishing Tools interface. The top navigation bar includes Page, Inbox, Notifications (23), Insights, and Publishing Tools. The left sidebar shows navigation options: Posts, Published Posts, Scheduled Posts, Drafts, Expiring Posts, Videos, Video Library, Videos You Can Crosspost, and Crosspost. The Published Events section is highlighted with a red box. The main content area shows a list of events with columns for Interested, Going, and Reach. The Events section is highlighted with a red box.

Published Events

Search...

Actions

Events	Interested	Going	Reach
 April Monthly Member Breakfast The Wild Game Evergreen · Evergreen, CO Wed Apr 4, 7:30am	#	#	#
 Monthly Business Mixer Genesee Pub and BBQ · Golden, CO Thu Apr 12, 5:00am	#	#	#