

Use our Social Planner social media tool to keep all your social media managed in one spot. With you can manage your social accounts, save time by scheduling posts, and learn what your social audience thinks. Follow these steps to get started:

Step 1: Connect Your Social Media Accounts

- Integrate the account(s) you wish to use. Click the icons to integrate Facebook, Google My Business (GMB), Instagram, or LinkedIn.

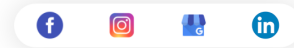
Manage Your Social Media In One Place



Manage Social Accounts

Keep your social presence active by publishing posts across multiple social media networks at once!

We recommend adding 2 social accounts to start with.



Save Time By Scheduling Posts

Ensure your social channels remain active by scheduling posts in advance!

NOTE: This pop-up will only appear the 1st time you access the Social Planner. To add or change accounts later, please use the Settings feature (gear icon) within the Social Planner.

- When you integrate an account, a popup window will appear, asking you to give permissions to LeadConnector. Granting the requested will allow the integration to be complete.

What is LeadConnector allowed to do?



LeadConnector may not work properly if you turn off these options.

Receive your email address

☒ YES

Create and manage content on your Page

The Demo Account - Demo

☒ YES

Read content posted on the Page

The Demo Account - Demo

☒ YES

Manage accounts, settings, and webhooks for a Page

The Demo Account - Demo

☒ YES

Show a list of the Pages you manage

The Demo Account - Demo

☒ YES

Cancel

Back

Done

LeadConnector's [Privacy Policy](#)




[Help Center](#)

- Select one or multiple Facebook, GMB, Instagram, or LinkedIn account pages to integrate. Click "Next."

What Pages do you want to use with LeadConnector?

In the next step, you will determine what LeadConnector can do with the Pages you selected.

All Pages (3) Select All

	The Demo Account - Demo 111298518172118	<input checked="" type="checkbox"/>
	Jeff 1686007295003145	<input type="checkbox"/>
	Rock 269616649469	<input type="checkbox"/>

Cancel Next

[LeadConnector's Privacy Policy](#) [Help Center](#)


- Click "OK," and LeadConnector will be integrated with your system.

You've now linked LeadConnector to Facebook

You can update what LeadConnector can do in your [Business Integrations Settings](#). To finish setup, LeadConnector may require additional steps.


OK

- The page(s) you selected above to allow permissions are now ready to connect. Select one or multiple and click "Allow". The now be complete.



Choose Facebook pages you want to connect

Pages

<input checked="" type="checkbox"/>		The Demo Account - Demo
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Cancel Allow

- NOTE:** You may have multiple accounts from the same source connected (i.e., multiple Facebook pages, GMB pages, etc.)

Step 2: Navigate Through the Social Planner Dashboard

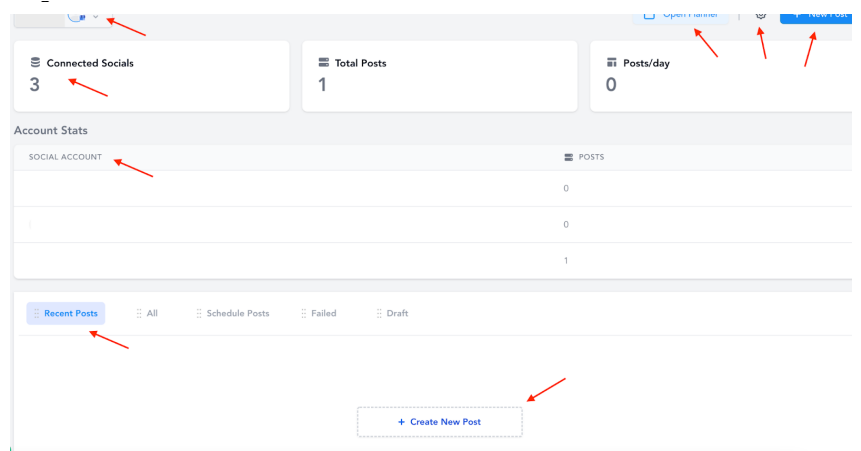
- In the top left corner, you can search through your existing, connected accounts or add a new account.
- In the top right corner, you can click "Open Planner" to view a calendar display of your scheduled posts.
- The gear icon in the top right corner will direct you to the "Manage Social Accounts" page, where you can add or remove account button (like the example shown below).

+ Connect a new Google My Business profile

- Using the trashcan icon, you can remove an account.

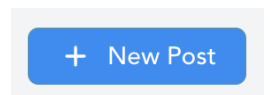


- Stats like "Connected Socials," "Total Posts," and "Posts Per Day" are available to give you a glimpse of your posting content.
- "Account Stats" gives you a posting number breakdown per social account.
- Under "Recent Posts," you can sort through all scheduled, failed, or drafted.
- You can click "+ Create New Post" to add a new post.

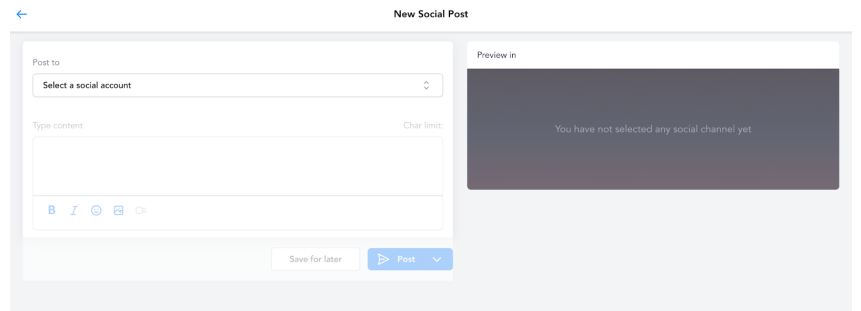


Step 3: Compose a Post

- Click "Create New Post" or "New Post" to add a post.



- In the new window, choose which account you would like to post to.
- Type out and customize the content.
- Preview it on the right-hand side of the screen.



- You can either "post" to share now or "save for later" to schedule for a later time.

Post Now

Send out this post to the selected social channels/accounts



Schedule Post

Schedule a post for a later date or time



Delete

Delete this post forever.

- Manage your scheduled posts from the Social Planner dashboard in the list found at the bottom of the page or in the Planne

