







Posting to Facebook

1.  **Social Media** 
Social Media Posts
 Embed This

2. Facebook page information
 You need to connect your Facebook account to fetch the pages you are allowed to post to.
[Login to Facebook](#)

3. 
 OuterBanksThisWeek.com will receive:
 your public profile and email address. ⓘ
[Edit This](#)
[Continue as Phil](#)


 OuterBanksThisWeek.com would like to manage your Pages and
 publish as Pages you manage.
 [Choose what you allow](#)
 Not Now [OK](#)

4. Facebook page information
 Jenna OneBoat [Logout](#)
 Profile ID: me
Pages
 
 Outer Banks This Week - Local/Travel Website (Id: 143354532346303)
 Select the Facebook pages you want to make available to post to.
[Save Facebook Settings](#)

ENABLE FACEBOOK SHARING:

On *Dashboard Navigation* > *Social Media Posts*

Enabling **Facebook Settings** allows for sharing of app content on the business's Facebook wall by letting the system post on your behalf and manage your pages.

1. After logging in to the interface dashboard, select the **Social Media Posts** link under the Social Media header on the dashboard navigation.
2. Select the **Login to Facebook** link and a new browser window will open. Log into Facebook.
3. Select the **Continue As** button on the Facebook page asking for permission for the site to receive your email address, and select **OK** to the page asking to manage.
4. Facebook will generate an access token and redirect you back to the interface. Select button next to the Facebook page(s) you want to make available to post to. Select **Save Facebook Settings**. The interface is now connected to your profile.

Posting to Facebook

5.

Post to Facebook

Post to your Wall (*Cameron House Inn*)

Message
Optionally, a brief message to precede the link.

▾ **Schedule post**
If you'd like to post this in the future rather than right away, specify the date and time here.

Time to post

Date	Time
E.g., 09/23/2015	E.g., 11:13am
09/23/2015	11:13am

SHARE APP CONTENT ON FACEBOOK

Under *Dashboard > My Apps > Add*

- Once Facebook sharing is set up, you can easily post app content to your business's Facebook page. For example, to post an activity report, select the **Activity Report** link under the **Add** column on the Dashboard. Fill in the report information and follow the steps below:
 - Select the check box next to **Post to your Facebook Page**.
 - In the **Message** field, add a brief message that will precede the link in the post (optional).
 - To post the item in the future rather than right away, specify the date and time by selecting the dropdown next to **Schedule Post** and adding the **Date** and **Time**. Select **Save** to publish the app content and post to Facebook.

NOTE: You can see all posted and scheduled posts on the Social Media Posts page of the dashboard.

Title	Type	User	<u>Date submitted</u>	Scheduled publish time	View on Facebook
Test Event 3	Link	admin	10/20/2016 - 1:54pm	Immediate	Permalink

MODERATE FACEBOOK COMMENTS ON YOUR CONTENT

Under *Dashboard > Edit > Configuration Settings*

In order to moderate user Facebook comments on your interface content, you need to enter your Facebook User ID. This is a numeric value (not your user name). You may be able to find this value by using the [Find my Facebook ID](#) service. Under the Dashboard, select the **Edit** tab and **Configuration Settings**. Make sure **Enable Facebook Comments** is checked and scroll down to enter your **Facebook User ID**. Select **Save**.