

Schedule a blog post for later

Choose a date and time for a post to go live, instead of publishing it now.

You can write a post now and choose when it goes live. That's handy for a seasonal post you'd like out on a certain day.

Steps

1. Log in to your site editor.
2. In the side panel, click **Blog**, then **Manage Posts**.
3. Click the **Edit** icon next to the post.
4. Click the **Post Settings** icon.
5. If the post hasn't been published yet, click **Schedule post** in the status area.
6. Choose the date and time you want it to go live, then follow the prompts on screen to confirm.
7. Check that your choice was saved.

If you can't find **Schedule post**, or you aren't sure it saved, send us the post's title and the date and time you want. We'll set it up.

Tips

- Check the post once it should be live, on a phone as well as a computer.
- If your post mentions a date, hours or a sale, double check them before you schedule it.
- To publish straight away, click **Publish** in the same place. See [Write and publish a blog post](#).
- The publish date decides where a post sits in your blog's list. Changing it moves the post up or down the list.
- To change or stop a scheduled post, email us. For a post that's already live, see [Edit or unpublish a blog post](#).

Need a hand?

Email hello@zossoz.com with your business name, the post title and the date and time you'd like it to go live, and we'll take care of it. We reply within one business day. See [Request a change](#).

Related guides: [Write and publish a blog post](#) · [Edit or unpublish a blog post](#) · [How your site posts work](#) · [Publish your changes](#)

More guides: [the Zossoz Help Center](#) · [Questions? Email \[hello@zossoz.com\]\(mailto:hello@zossoz.com\)](#)