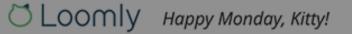
BRAND SUCCESS PLATFORM

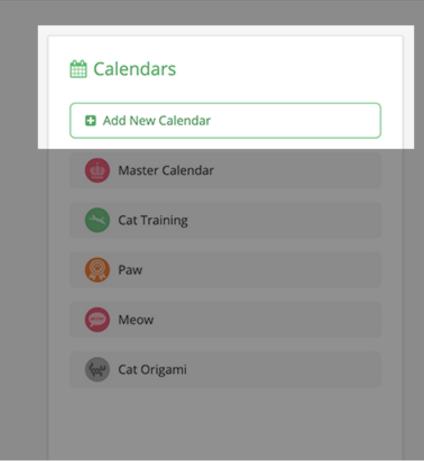


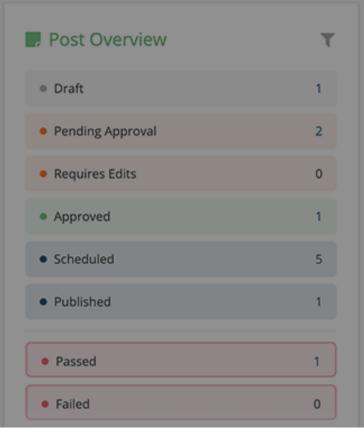


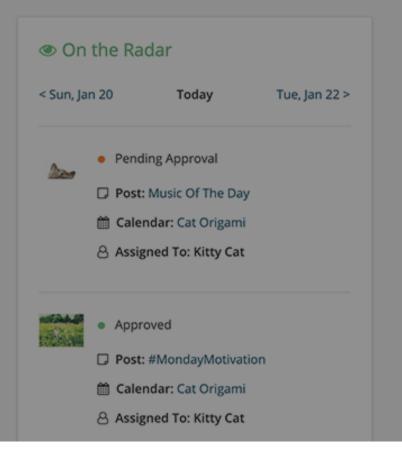




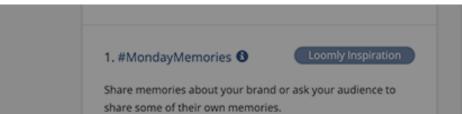


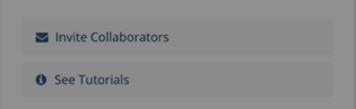






On your Dashboard, click on "Add new calendar" to create a new calendar.







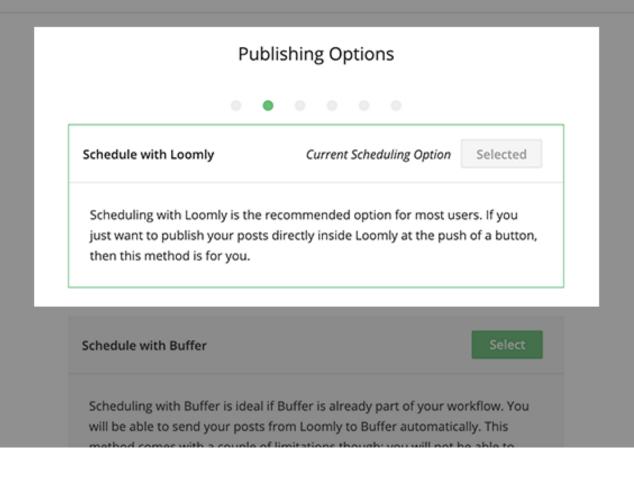


	Set Calendar Details
	• • • • •
	Add Logo Image
Ca	alendar Name 🕚
Ca	alendar Time Zone Separate from your account time zone

Define a name, time zone and logo for your calendar and hit "Create"!



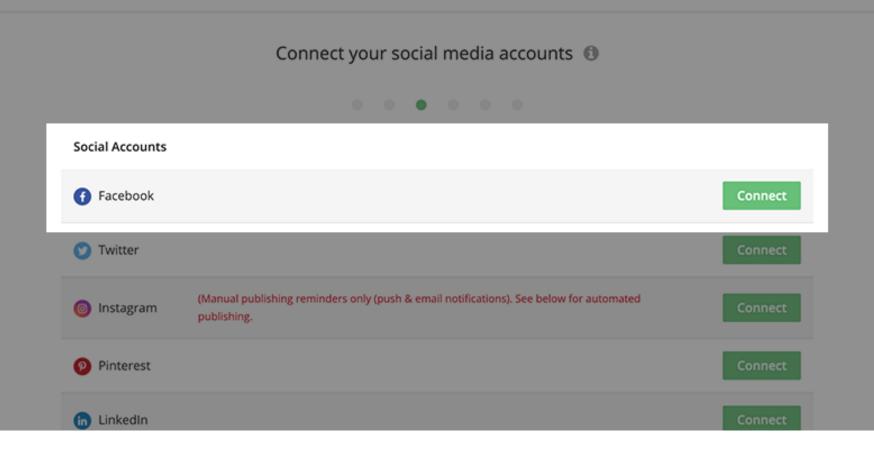




Select a publishing method



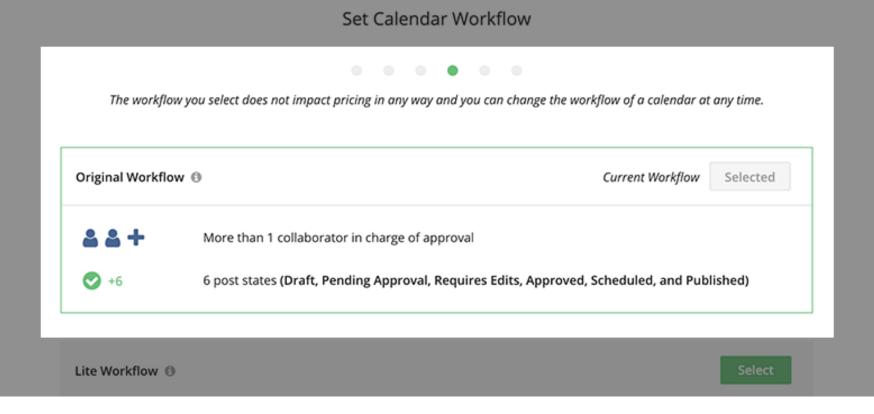




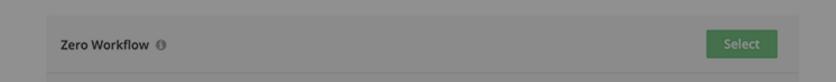
Connect your social media accounts.



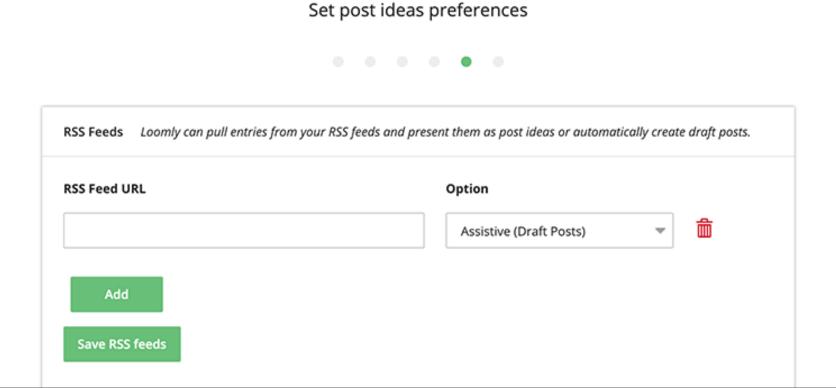




Choose the workflow option that best suits your needs.





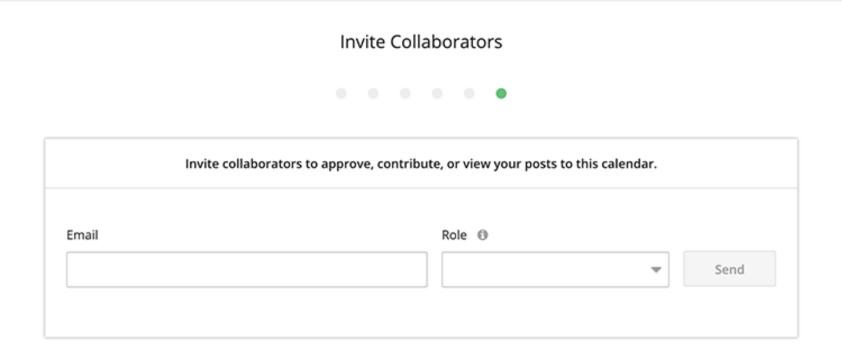


You can connect an RSS feed to your calendar to generate Post Ideas or Draft posts (this step is optional)



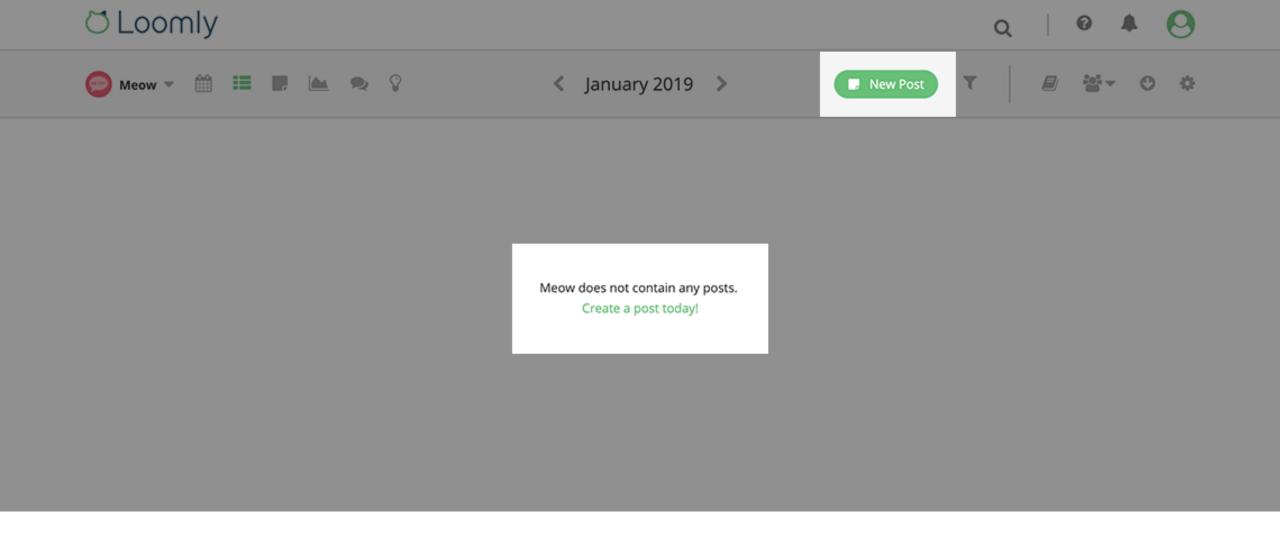
Next





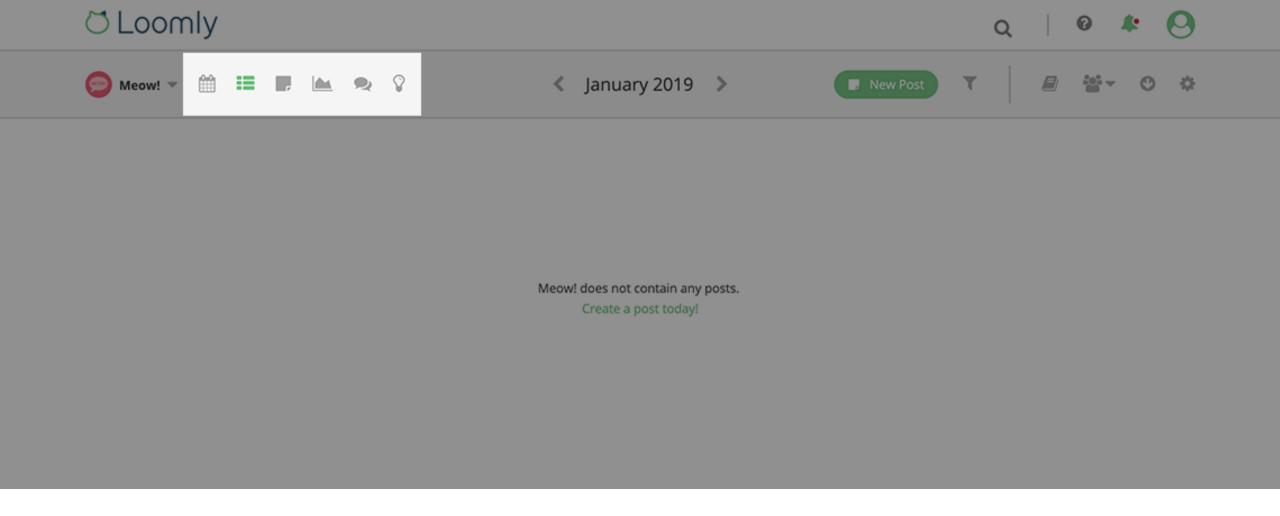
Invite collaborators to join and contribute to your calendar.





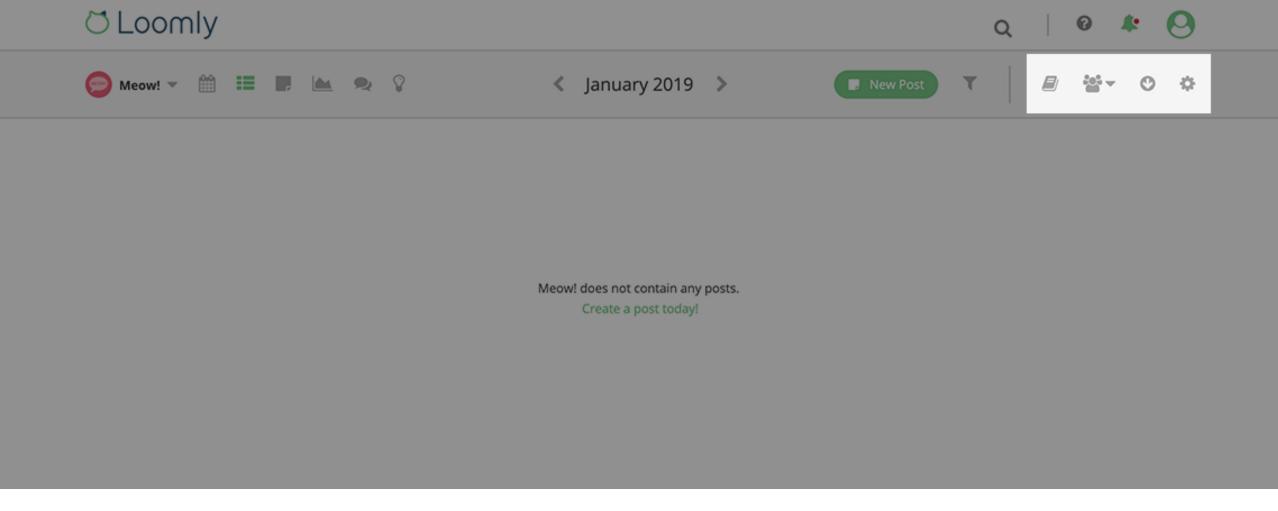
Inside a calendar, you can create a new post by hitting the green "New post" button.



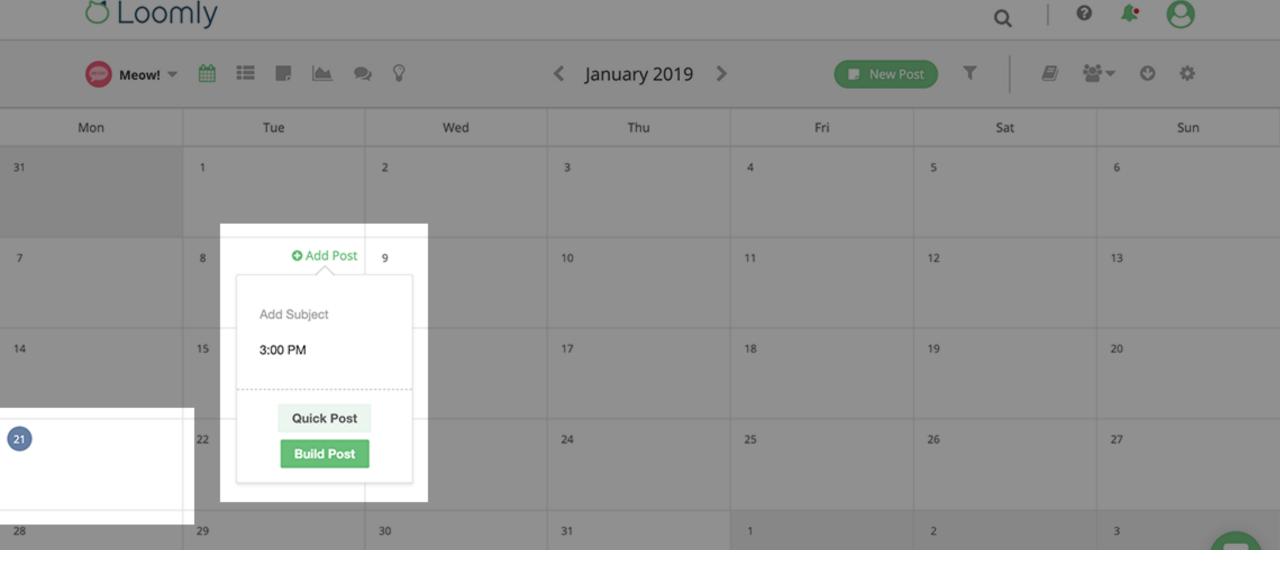


From the left-hand side of your navigation bar, you can access Calendar View, Post View, Advanced Analytics, Interactions & Post Ideas, as well as sort and filter your posts.

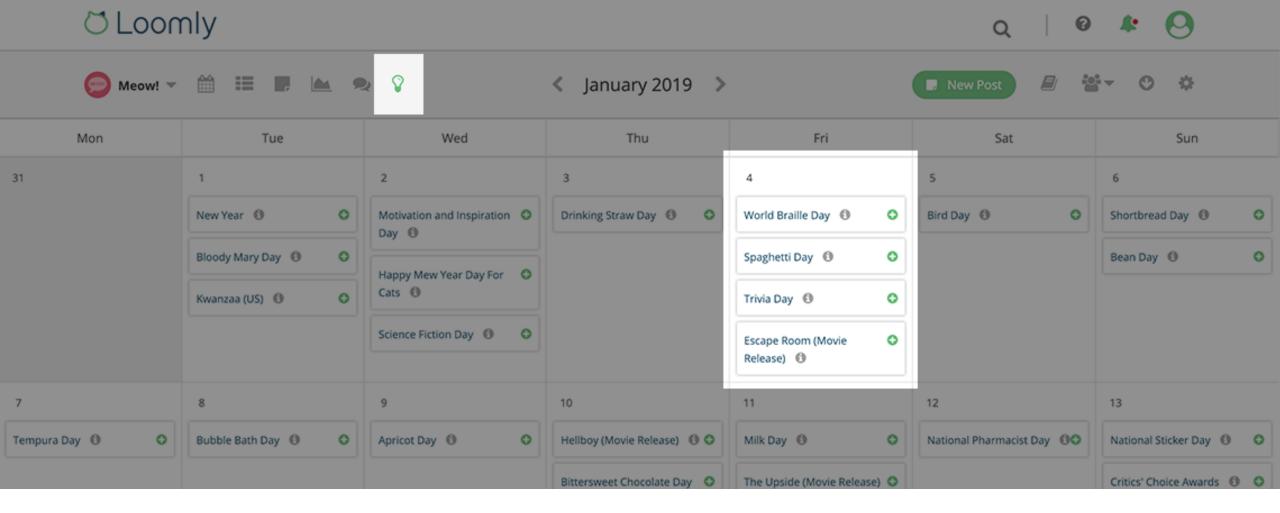




From the right-hand side of your navigation bar, you can invite collaborators, notify them that some work is pending review and update the settings of your calendar.



In Calendar View, today's date is highlighted and you can create posts & quick posts from each calendar cell.



Also in Calendar View, you can display Post Ideas instead of your posts, by clicking on the small "Post Ideas" icon on the left-hand side of your navigation bar.





Thanks for watching this tutorial!
You should be ready to create your first calendar in Loomly now!