




Loomly









BRAND SUCCESS PLATFORM

 **Calendars**

[+ Add New Calendar](#)









-  Master Calendar
-  Cat Training
-  Paw
-  Meow
-  Cat Origami

 **Post Overview**


 Draft	1
 Pending Approval	2
 Requires Edits	0
 Approved	1
 Scheduled	5
 Published	1
 Passed	1
 Failed	0

 **On the Radar**



< Sun, Jan 20 Today Tue, Jan 22 >

-   Pending Approval
- Post: Music Of The Day
-  Calendar: Cat Origami
-  Assigned To: Kitty Cat
-   Approved
- Post: #MondayMotivation
-  Calendar: Cat Origami
-  Assigned To: Kitty Cat

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

1. #MondayMemories  [Loomly Inspiration](#)

Share memories about your brand or ask your audience to share some of their own memories.

-  Invite Collaborators
-  See Tutorials

Stay tuned!

Create a New Calendar



Set Calendar Details



Calendar Name ⓘ

Calendar Time Zone ⓘ *Separate from your account time zone*

(GMT-08:00) Pacific Time (US & Canada) ▼

Industry ⓘ

Art & Entertainment ▼

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



Publishing Options



Schedule with Loomly

Current Scheduling Option

Selected

Scheduling with Loomly is the recommended option for most users. If you just want to publish your posts directly inside Loomly at the push of a button, then this method is for you.

Schedule with Buffer

Select

Scheduling with Buffer is ideal if Buffer is already part of your workflow. You will be able to send your posts from Loomly to Buffer automatically. This method comes with a couple of limitations though; you will not be able to

Select a publishing method

Back

Skip, setup step later

Next



Create a New Calendar



Connect your social media accounts ⓘ



Social Accounts

 Facebook

Connect

 Twitter

Connect


 Instagram

(Manual publishing reminders only (push & email notifications). See below for automated publishing.)

Connect

 Pinterest

Connect

 LinkedIn

Connect

Connect your social media accounts.

Back

Skip, setup step later

Next



Create a New Calendar



Set Calendar Workflow



The workflow you select does not impact pricing in any way and you can change the workflow of a calendar at any time.

Original Workflow ⓘ Current Workflow Selected

More than 1 collaborator in charge of approval

+6 6 post states (Draft, Pending Approval, Requires Edits, Approved, Scheduled, and Published)

Lite Workflow ⓘ

Select

Choose the workflow option that best suits your needs.

Zero Workflow ⓘ

Select

Create a New Calendar



Set post ideas preferences



RSS Feeds *Loomly can pull entries from your RSS feeds and present them as post ideas or automatically create draft posts.*

RSS Feed URL	Option	
<input type="text"/>	Assistive (Draft Posts) ▼	

[Add](#)

[Save RSS feeds](#)

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

[Back](#)

[Skip, setup step later](#)

[Next](#)



Create a New Calendar



Invite Collaborators



Invite collaborators to approve, contribute, or view your posts to this calendar.

Email

Role 

Invite collaborators to join and contribute to your calendar.

Back

[Skip this step and finish](#)

Finish



Meow does not contain any posts.
[Create a post today!](#)

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



Meow! does not contain any posts.
[Create a post today!](#)

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.



Meow! does not contain any posts.
[Create a post today!](#)

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.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

+ Add Post

Add Subject

3:00 PM

Quick Post

Build Post

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

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1 New Year ⓘ + Bloody Mary Day ⓘ + Kwanzaa (US) ⓘ +	2 Motivation and Inspiration Day ⓘ + Happy Mew Year Day For Cats ⓘ + Science Fiction Day ⓘ +	3 Drinking Straw Day ⓘ +	4 World Braille Day ⓘ + Spaghetti Day ⓘ + Trivia Day ⓘ + Escape Room (Movie Release) ⓘ +	5 Bird Day ⓘ +	6 Shortbread Day ⓘ + Bean Day ⓘ +
7 Tempura Day ⓘ +	8 Bubble Bath Day ⓘ +	9 Apricot Day ⓘ +	10 Hellboy (Movie Release) ⓘ + Bittersweet Chocolate Day +	11 Milk Day ⓘ + The Upside (Movie Release) +	12 National Pharmacist Day ⓘ +	13 National Sticker Day ⓘ + Critics' Choice Awards ⓘ +

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.

International Kite Day ⓘ +	Australian Open ⓘ +	Food Day ⓘ	Cuisines ⓘ	Australian Open ⓘ +	Australian Open ⓘ +	Disc Jockey Day ⓘ +
Australian Open ⓘ +		Australian Open ⓘ +	Cable Car Day ⓘ +			Penguin Awareness Day ⓘ +
		Glass (Movie Release) ⓘ +	Australian Open ⓘ +			



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