

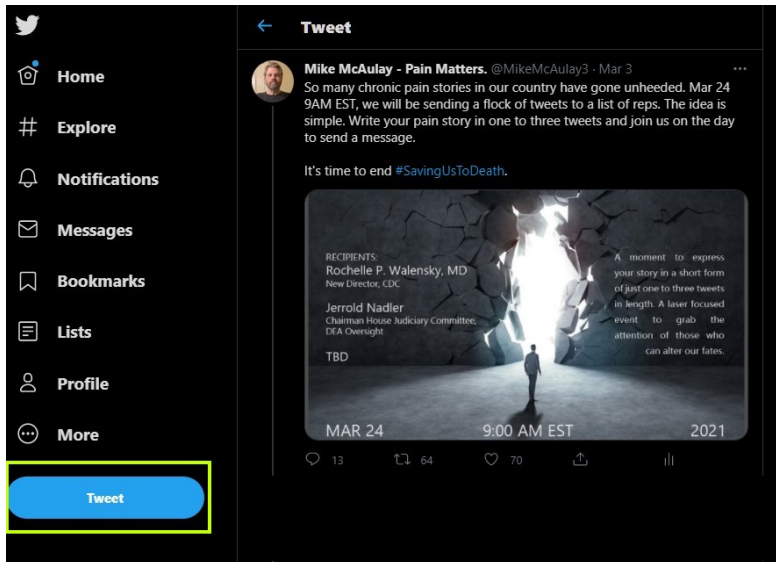
# How to schedule tweets




## Where do I start?


The first thing to understand is that this feature isn't available from the main Twitter apps. To access it you'll need to sign into the website. I would suggest doing it from a computer for ease of writing but you can obviously use something like Safari to browse to it on your smart device.


Once you've logged on you'll want to create a new tweet. You do so by clicking the button that says "Tweet" (I chose the dark theme for my background, so your colors may look different.)









Great. Lets add some names from the list:



Unsent Tweets

@CDCDirector, @RepJerryNadler

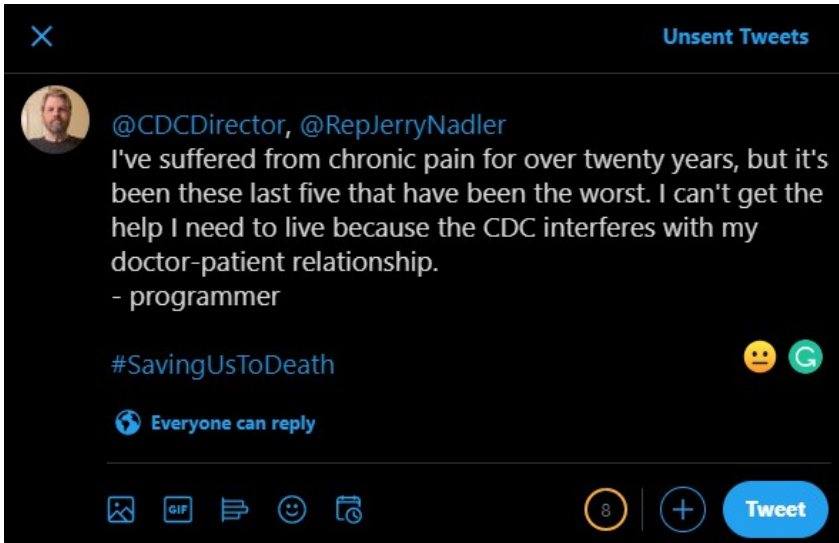


Everyone can reply

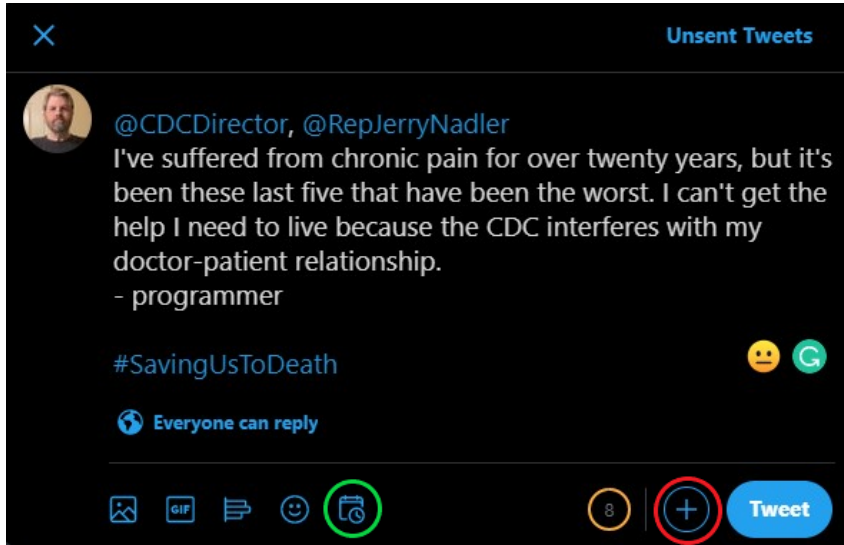


Tweet

It's worth noting that there will be a total of five recipients so they will take up some characters, so it's pretty likely you'll end up with at least two tweets. If you're really trying to keep it to one tweet, you could write five copies of the tweet, addressed only to one of the recipients at a time. I'm happy to work with anyone trying to get this stuff sorted.



Ok, we've written our story, now what?



Take note of a couple of things. The button with the plus sign surrounded by the red circle is for creating tweet threads. Unfortunately Twitter doesn't allow users to schedule tweet threads at this time. So we'll need to do this a different way. Nearly in the middle of the bottom there is graphic meant to look like a calendar and a clock. I've put a light green circle around it to make it easier to spot.

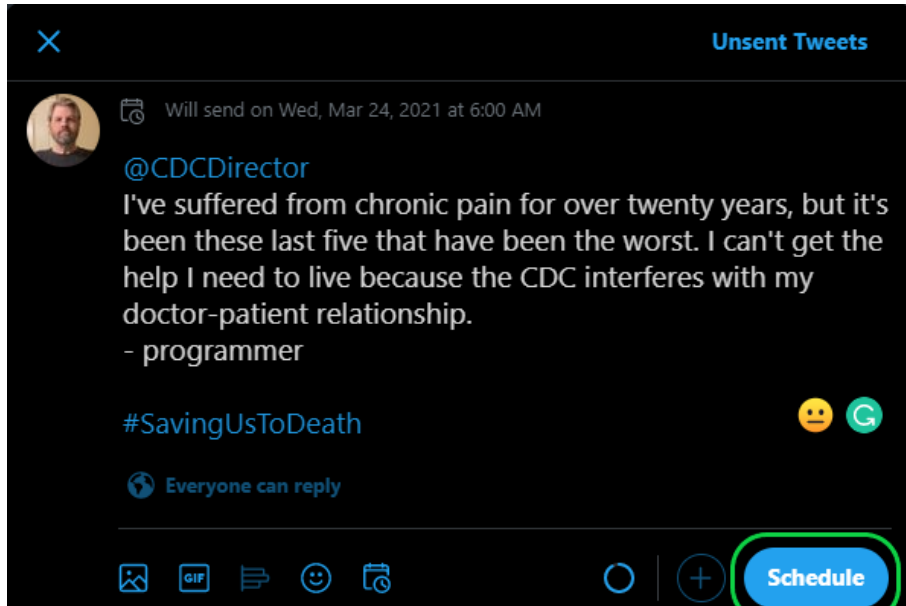
Due to the lack of thread scheduling we will be scheduling each tweet for the story at a time. Once you've completed the first tweet which should look something like the above image, we'll want to schedule it. Go ahead and click the button that looks like the calendar and clock.

You should then see something like this:

The screenshot shows the Twitter scheduling interface. At the top, there is a blue header with a close button (X) on the left, the word "Schedule" in the center, and a blue "Confirm" button on the right. Below the header, a status bar indicates "Will send on Wed, Mar 24, 2021 at 6:00 AM". The main form is divided into sections: "Date" and "Time". The "Date" section has three dropdown menus: "Month" (set to "March"), "Day" (set to "24"), and "Year" (set to "2021"). A green circle highlights the downward chevron in the "Month" dropdown. The "Time" section has three dropdown menus: "Hour" (set to "6"), "Minute" (set to "00"), and "AM/PM" (set to "AM"). Below these, the "Time zone" is set to "America/Los Angeles", which is highlighted with a green rounded rectangle. At the bottom of the form, there is a blue link labeled "Scheduled Tweets".

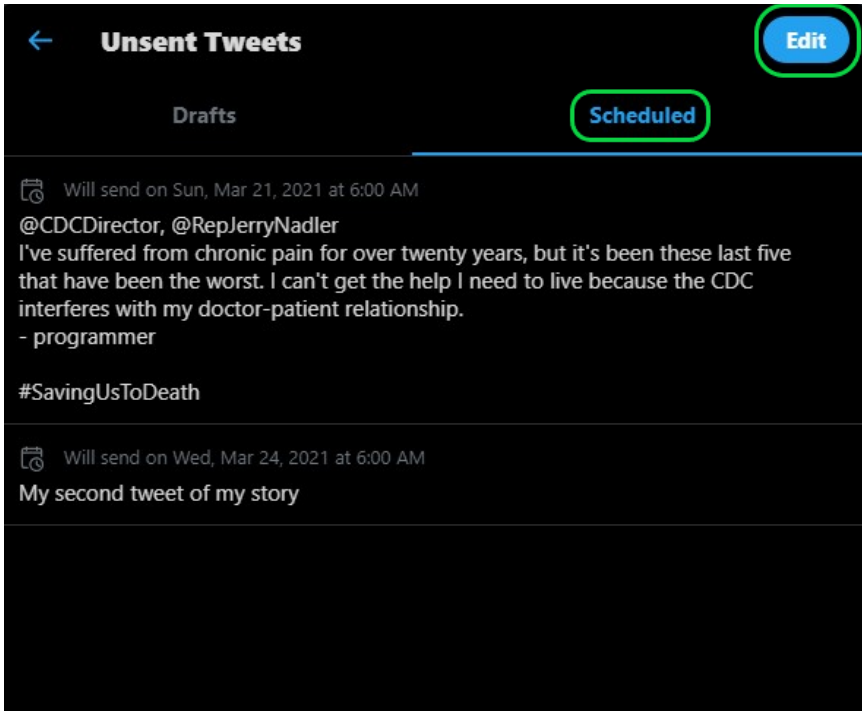
This is the scheduling view. There a couple of things to note here. First is how to change the values. I've put a circle around a button with a downward chevron. Click that to expand a list to choose from. This works for all parts of the date and time. Secondly not what time zone you are scheduling from. I live in Washington so I'm three hours behind EDT time. So with a target time of 9:00 AM EDT I need to set my tweet to send at 6:00 AM PDT. Once you've set the correct value for the 24<sup>th</sup> click the "Confirm" button.

You should now see the scheduling final screen:



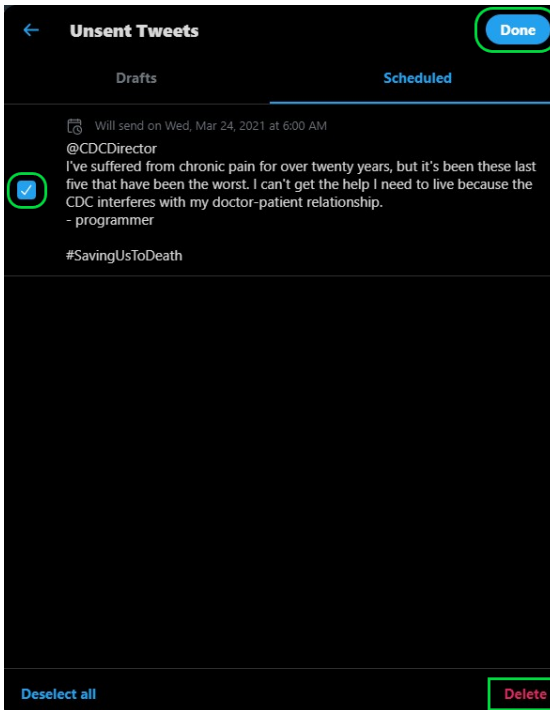
Click the Schedule button in the bottom right corner. You've created the first tweet. Repeat these steps for each tweet that contains part of your story until complete.

What happens if I made a mistake? The good news is you can easily fix it. In one of the first screens there was a text button to click that said “Unsent Tweets.” Clicking on that will open a new view for viewing and editing scheduled tweets as well as drafts. It looks like this:



Note the Edit button and the Scheduled text button. If the line is under the text “Scheduled” you’ve got the right section selected. If it’s under drafts just click on “Scheduled.” If you need to cancel the tweet to edit one or more, click the “Edit” button. You’ll see it’s now in a selection mode.

The image below shows I've already selected the item:



As you can see the check mark is selected. Simply click the delete text button then the Done button. It doesn't appear they support editing of you tweet from this view, so you'll need to paste you story back into the new tweet you create to schedule again.

Well, that should get you there. Thanks again for your participation. Lets make our voices heard together as one.