**Bulk Scheduling in Hootsuite**

**Building Your Post CSV**

When using Hootsuite, you can upload your messages on their interface, one at a time or use save time, using the bulk uploader. To use the Hootsuite bulk scheduler, you'll need to create a .csv file of all the messages you’d like to upload.

You can use Google Docs, [NotePad++,](https://notepad-plus-plus.org/) [TextEdit](https://support.apple.com/guide/textedit/welcome/mac) (Mac) or [BBEDit](https://www.barebones.com/products/bbedit/) (formerly Text Wrangler) to build your csv. Simply add all of the details with commas separating each section. i.e. mm/dd/yyyy hh:mm,post message,link Save the text file then rename it, changing the file extension from .txt to .csv.

**The format should be:**

**Column 1:** Date and time must be formatted as one of these:

* day/month/year hour:minute
* month/day/year hour:minute
* year/month/day hour:minute
* year/day/month hour:minute

When scheduling the time, the first message must be set at least 10 minutes from the time you upload.

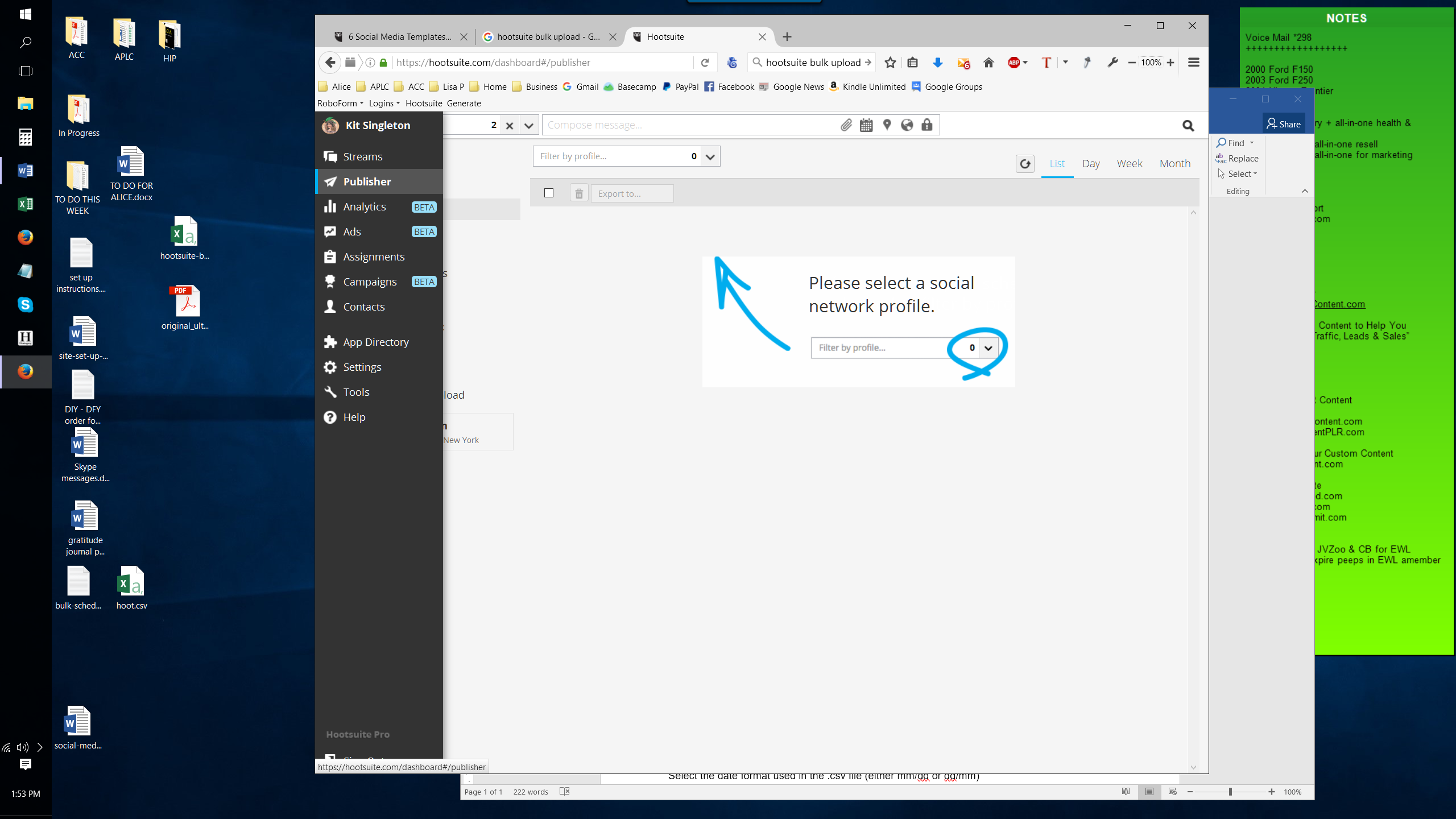
To schedule more than one post, times need to end in either a 5 or a 0 (zero); for example, 11:15 or 11:20. Only one message can be sent per 5-minute increment.

**Column 2:** Your message goes here. Twitter has a limit of 280 characters including the URL.

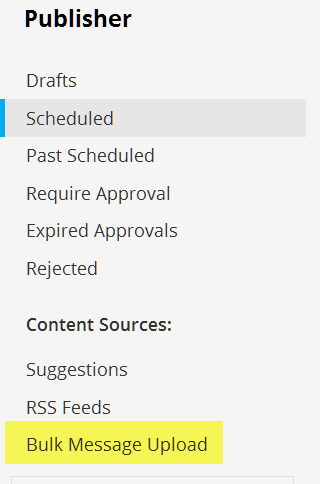
**Column 3**: The link you want to include in your message. If your link is long, use a link shortening program such as Ow.ly

**To Schedule**

From the Hootsuite launch menu, click the Publisher airplane icon



Under Content Sources, click Bulk Message Upload.



Browse your computer and select a bulk schedule file. Click to open.

Select the date format used in the .csv file (either mm/dd or dd/mm)

Choose the social network(s) you want to publish the messages to. Click "Submit"

