

Getting the most from your ContentCal trial...

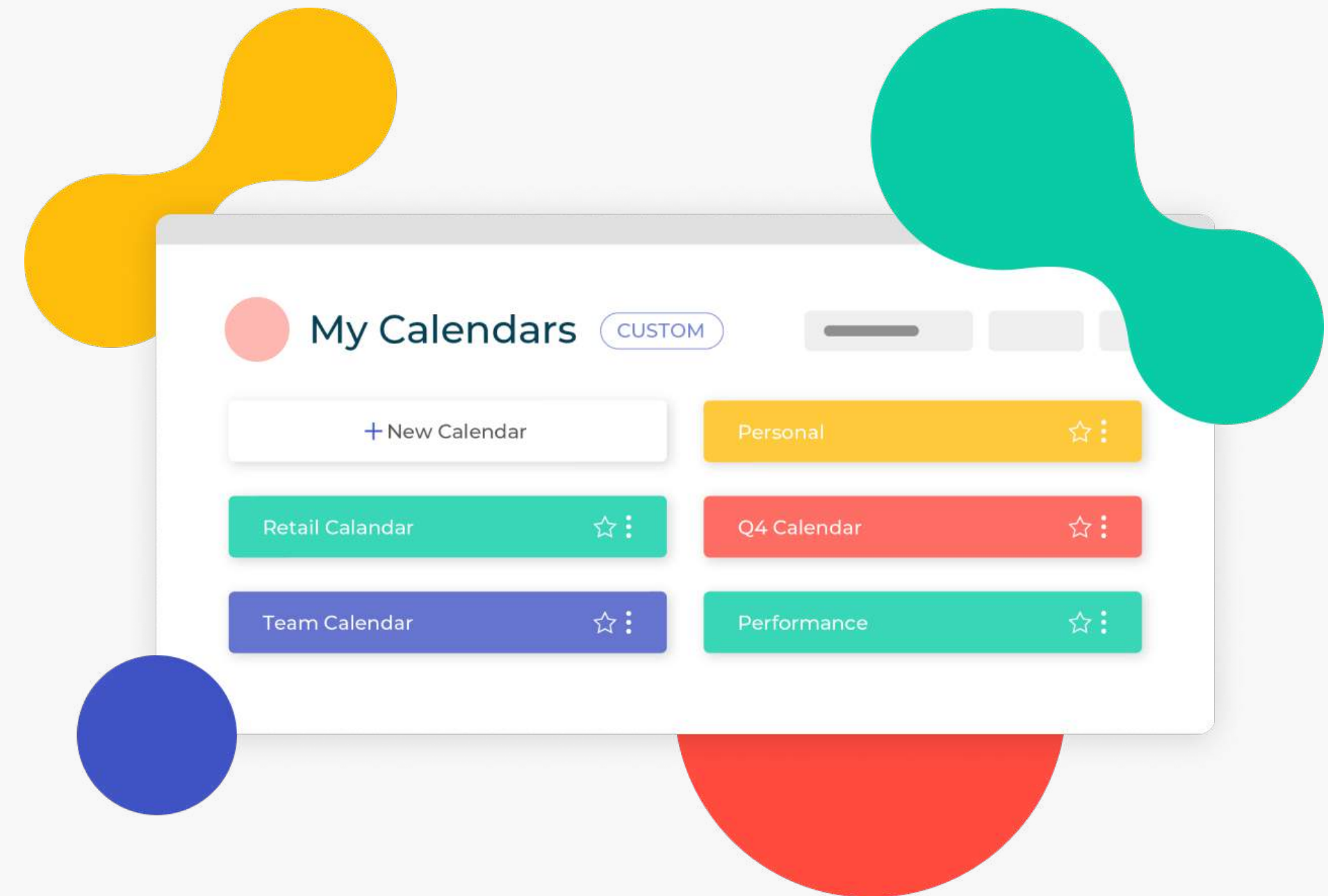
5 steps to ContentCal expertise





Step 1: Create a calendar

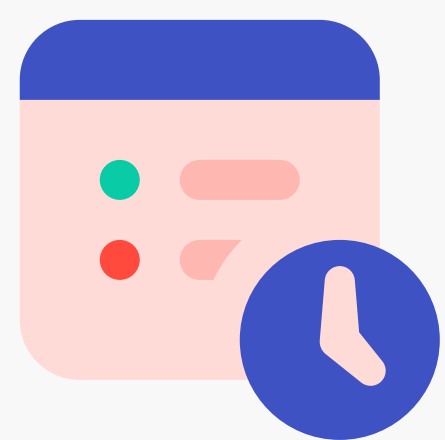
After creating your account it's time to add your first calendar. Click the '+ New Calendar' button on the home screen to get started. We recommend naming this calendar after your business or client to keep things simple.



Step 2: Create a post

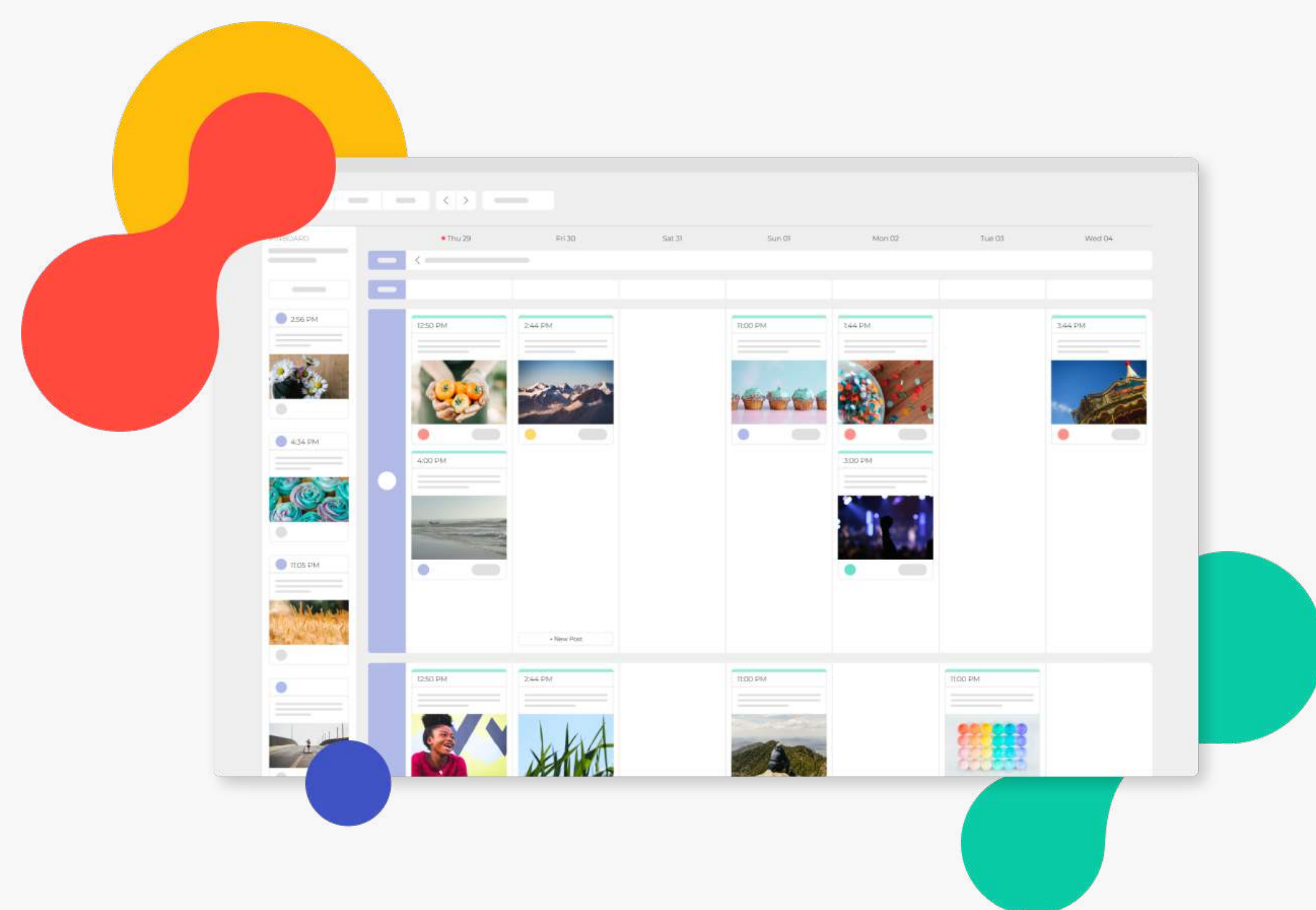
Enter your newly created calendar to find the Publish area. Click anywhere on your empty calendar to start creating a post. Within the new post modal, choose your channels, add your post copy, and attach any media. When you're ready, click 'Add post' and it will save to your calendar as a draft.

Recommended Reading:
[Our guide to posting and approving content](#)



Step 3: Connect your channels

Connect ContentCal to your social media channels to publish your content. Head to 'Setup' in the top right corner of the 'Publish' area to get connecting.

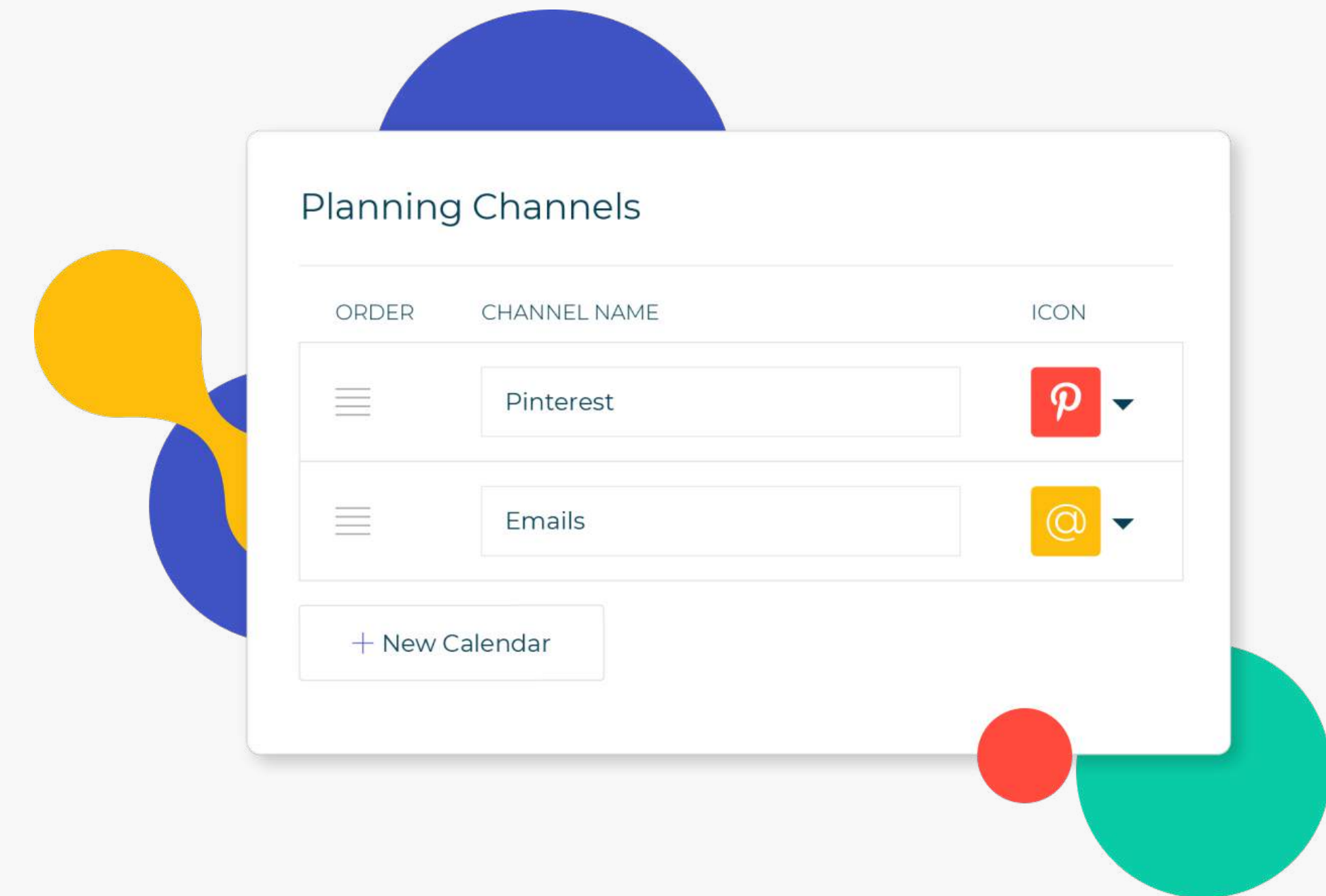


Recommended Reading:
[Managing connections](#)

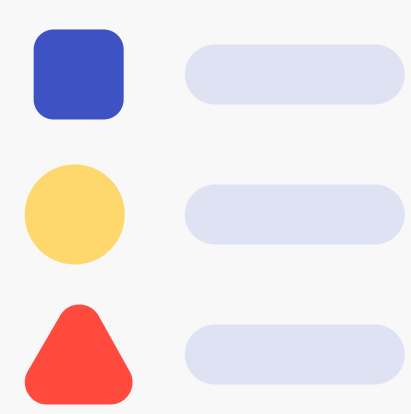


Step 4: Create your planning channels

ContentCal isn't just for social media! Add planning channels to your calendar to create all your content for anything from emails, press releases and blogs, right through to events and webinars. Planning channels are added in the 'Setup' area. [Ask for a demo](#) of our Articles feature, to discover how you can use planning channels to create and plan your long-form content too.

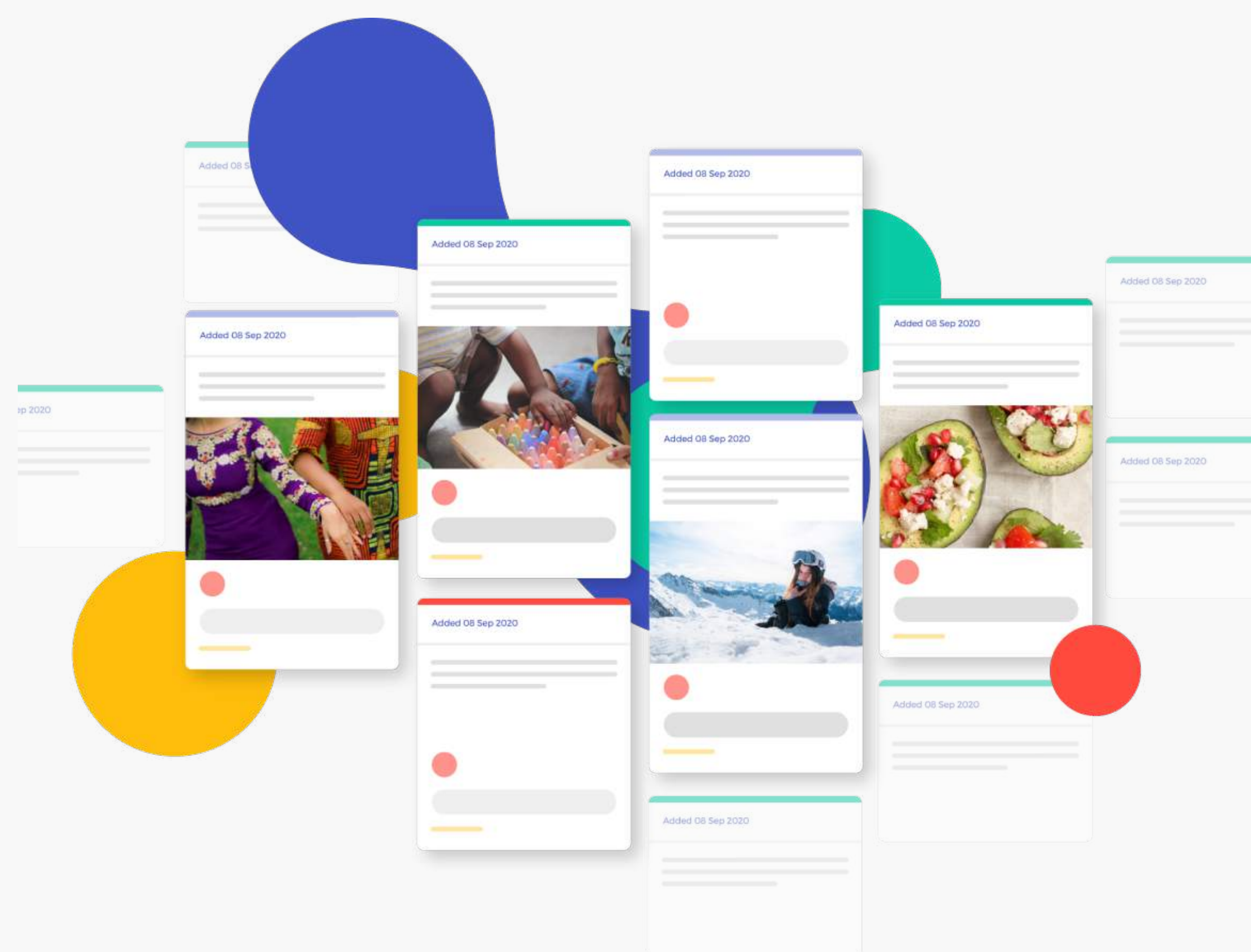


Recommended Reading:
[Planning Channels explained](#)



Step 5: Add ideas to the Content Hub

The content hub is your #1 place for collating content inspiration, ideas, drafts, and templates. You can add posts to your Content Hub without the pressure of having to choose a channel or publish date for your content.



Recommended Reading:
[How to use the Content Hub](#)