

Publish a notice to Facebook, Instagram or WhatsApp

From a published notice's page, send it to the connected social accounts: choose post or story, check the preview and publish.

3 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage noticeboard permission for the notice.
- ✓ At least one account must be connected in Settings, Integrations section (this needs the Manage integrations permission). With no connection the Social card does not appear.
- ✓ The notice must be published or archived. Instagram and stories need an image or a video.

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STEP 1 OF 4 · 30 S

Find the Social card

Open **Noticeboard** and select a published notice. In the right column the **Social** card lists Facebook, Instagram, WhatsApp and Telegram.

Each row shows **Publish** if the account is connected, **Not connected** if it is not, **Published** if the notice already went out there. On Instagram **Publish** stays grey until the notice has an image or a video.

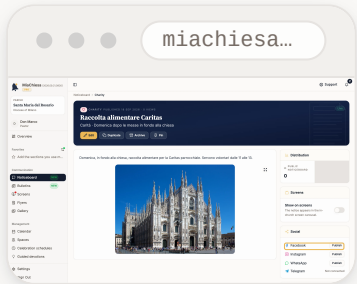


Fig. 1 Only rows showing Publish are ready to send.

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Choose the format

In the **Facebook** (or **Instagram**) row select **Publish**. **Publishing format** opens: choose **Post** or **Story**.

A story is only available with an image or a video: otherwise "Stories require an image or video" appears. On Instagram, if the notice has images, you are asked to crop them before publishing.

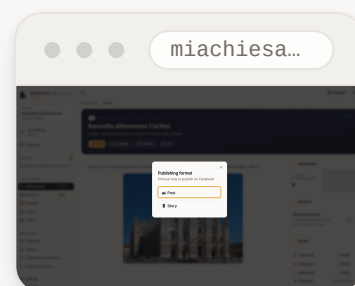


Fig. 2 Choose Post for the page timeline, Story for temporary content.

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Check the preview and publish

The **Publish on Facebook** dialog shows title, text and images as they will appear. If something is wrong, select **Cancel** and fix the notice with **Edit**.

If everything is right, select **Publish**.

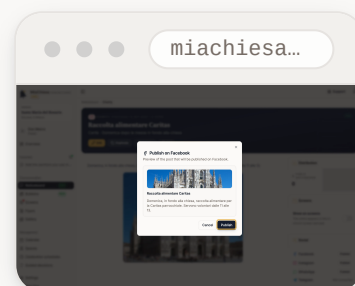


Fig. 3 The preview is the last check before sending.

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Check it went out

The message "Published on Facebook!" appears and the row shows **Published**.

WhatsApp and **Telegram** have no preview: **Publish** sends straight away and confirms with "Published on WhatsApp!" or "Published on Telegram!".

While you write, too

You can pick the socials in the editor as well, in the **Publish to social** card: the notice goes out there together with its publication.

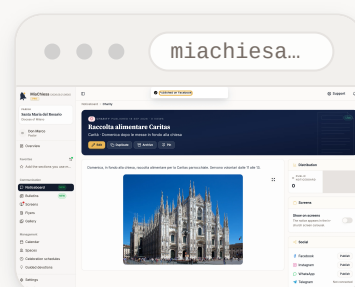


Fig. 4 The message confirms the post went out.

What you have achieved

- ✓ The notice is published on the chosen socials, in the right format.
- ✓ The Social card remembers where it already went out.

Troubleshooting

The Social card is missing



No account is connected for this community, or the notice is a draft or scheduled.
Connect the accounts in Settings → Integrations.

I see "Facebook token expired. Reconnect the page from Settings."



The page connection has expired. Reconnect it from Settings → Integrations, then try again.

Publish on Instagram is grey



Instagram requires an image or a video. Add them to the notice with Edit and try again.

I see "Error publishing to Facebook"



Sending failed and the row is not marked Published. Try again later; if it persists, check the connection in Integrations.