AutoDrop Starter Content Calendar Walkthrough

1. Welcome

Your Content Calendar is the backbone of your content workflow. It keeps your posts organized by date, platform, and status, ensuring you always know what's scheduled and what's pending.

2. Accessing the Calendar

• Notion Dashboard: This calendar is also embedded in your live Notion dashboard template. It can be found in the Templates Tile.

3. First-Time Setup

• Save Your Copy: Immediately "Save As" with a unique name for your project.
• Adjust Columns: Make sure the core columns (Date, Platform, Caption, Media Link, Status) are visible.
• Optional: Add extra columns for notes, hashtags, or any additional fields your workflow needs.

4. How to Use the Calendar

• Column Guide: - Date: When the post is scheduled to go live. - Platform: The social platform (Instagram, TikTok, Facebook, etc.). - Caption: Your post text. - Media Link: URL or folder path to the photo/video file. - Status: Draft, Scheduled, or Posted.

• Pro Tip: Use filters to view upcoming posts by platform or to quickly check which posts are still in Draft status.

5. Example Workflow

1. Enter the date for your next post in the Date column.
2. Select the platform from the dropdown menu.
3. Paste your caption and link to the media file.

4. Update the Status column as you draft, schedule, or publish. 5. Review and update the calendar daily to stay consistent with your posting plan.

6. Next Steps

• Fill out at least one full week of planned content.

• Use the Prompt Builder template in your Templates folder to refine your captions.

• When ready to scale, upgrade to **AutoDrop Pro** to unlock automation and scheduling features.