

Scheduling a Publish

Last Modified on 01/31/2025 10:21 am PST

In certain instances, you may want to make edits to a page but delay the time of publishing on the CalLutheran.edu website. This can be useful when you are preparing for an upcoming campaign that launches on a certain date, or when you are planning ahead for a future semester's website updates.

Modern Campus CMS has a feature that works like a time machine, so that you can schedule a page to be published in advance. As long as you know the date and time to publish, all of your future website wishes can come true.

icon for best view.

How to Schedule a Publish

1. Go to the Schedule Feature

After you are finished [Editing a Page](#), click the [Publish](#) button at the top of the screen and choose the [Schedule](#) option, as seen in the example below.

2. Customize the Schedule Options

In the **Publish** window and beneath the **Schedule** tab, enter the **Date** and **Time** that you would like the changes on this page to go live. Optionally, you can repeat publish by inputting a number in the **Repeat every** field and selecting a measurement of time from the corresponding drop-down menu. See these settings in the example below.

3. Click Schedule

When you are finished, click the [Schedule](#) button. Your page is now scheduled to be published at the time you selected, and you will receive an email for confirmation.

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