

How to Change and Customize Brand Time Zones for Agencies on Nuelink

In this guide we will show you how to easily change and customize your time zones for each brand on Nuelink. Keep in mind that the ability to set different time zones for each brand is a feature available only on the [Nuelink Agency plan](#).

With the Nuelink Agency plan, you have the option to set a local time zone in your account settings and customize diverse time zones for each brand in the queue settings.

Note: Please note that only owners and admins have the ability to change the time zone; editors and clients do not have this permission.

Contents of this guide:

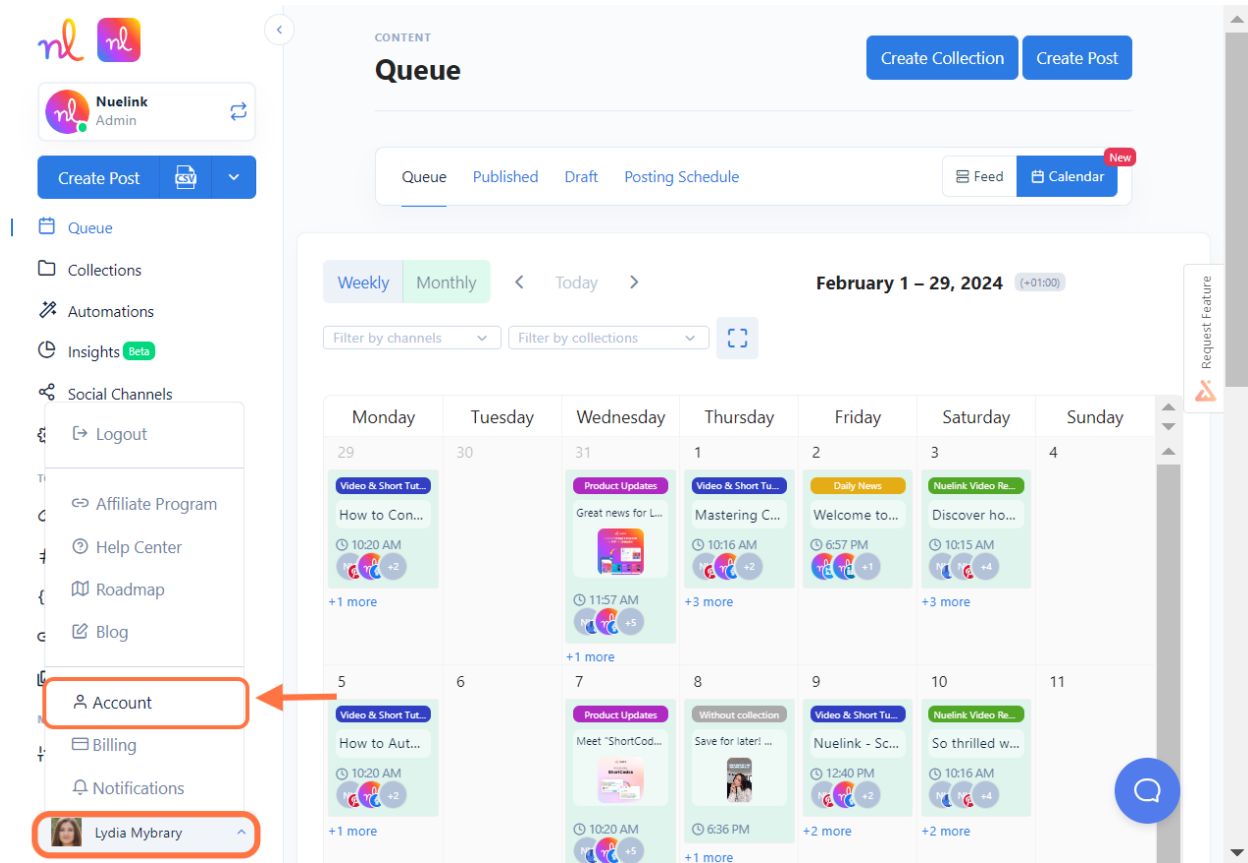
- [Change Time Zone on Account Settings:](#)
- [Set a Different Time Zone for Brand in Queue Settings:](#)
- [Time Zones FAQs & Troubleshooting:](#)

Set a Local Time Zone in Account Settings:

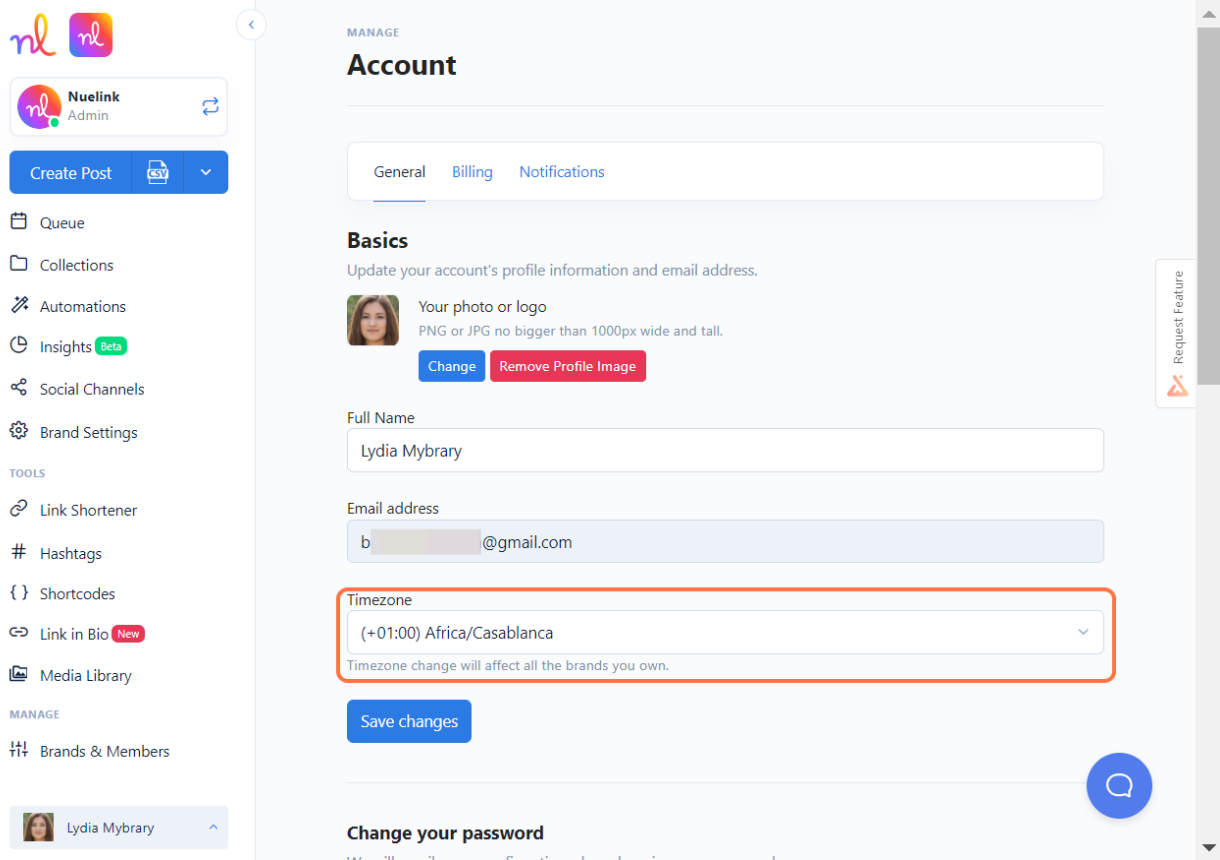
Typically, on the Nuelink Agency plan, we adopt the owner's account time zone as the default for all brands under the account. However, if the time zone is adjusted in the settings of a specific brand, that brand will then have its own separate time zone.

If you are handling many brands in one Agency account, set a time zone in the account settings first (step 1), then set a different time zone for each brand in the queue settings (step 2).

1. Click on your Account at the bottom right corner, Click “Account” on the menu:

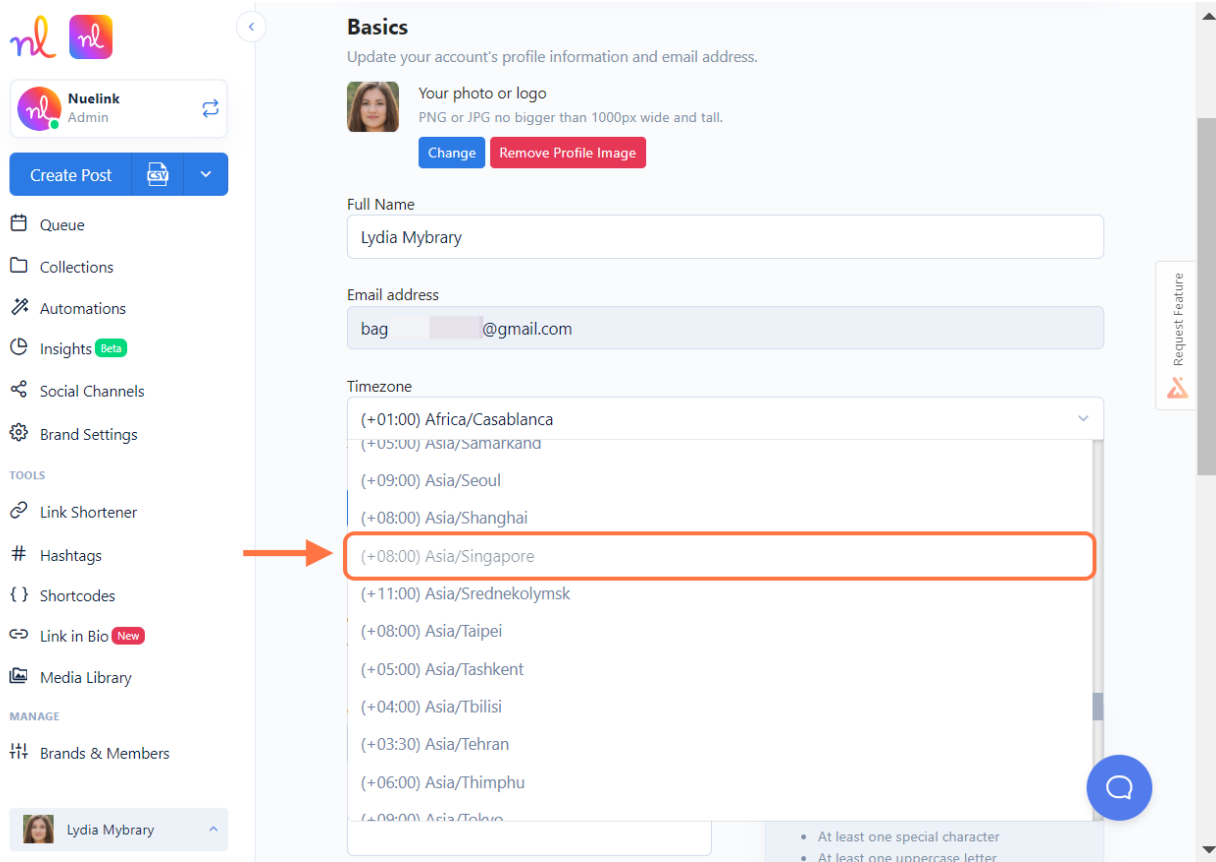


2. Scroll down to “Time zone”:



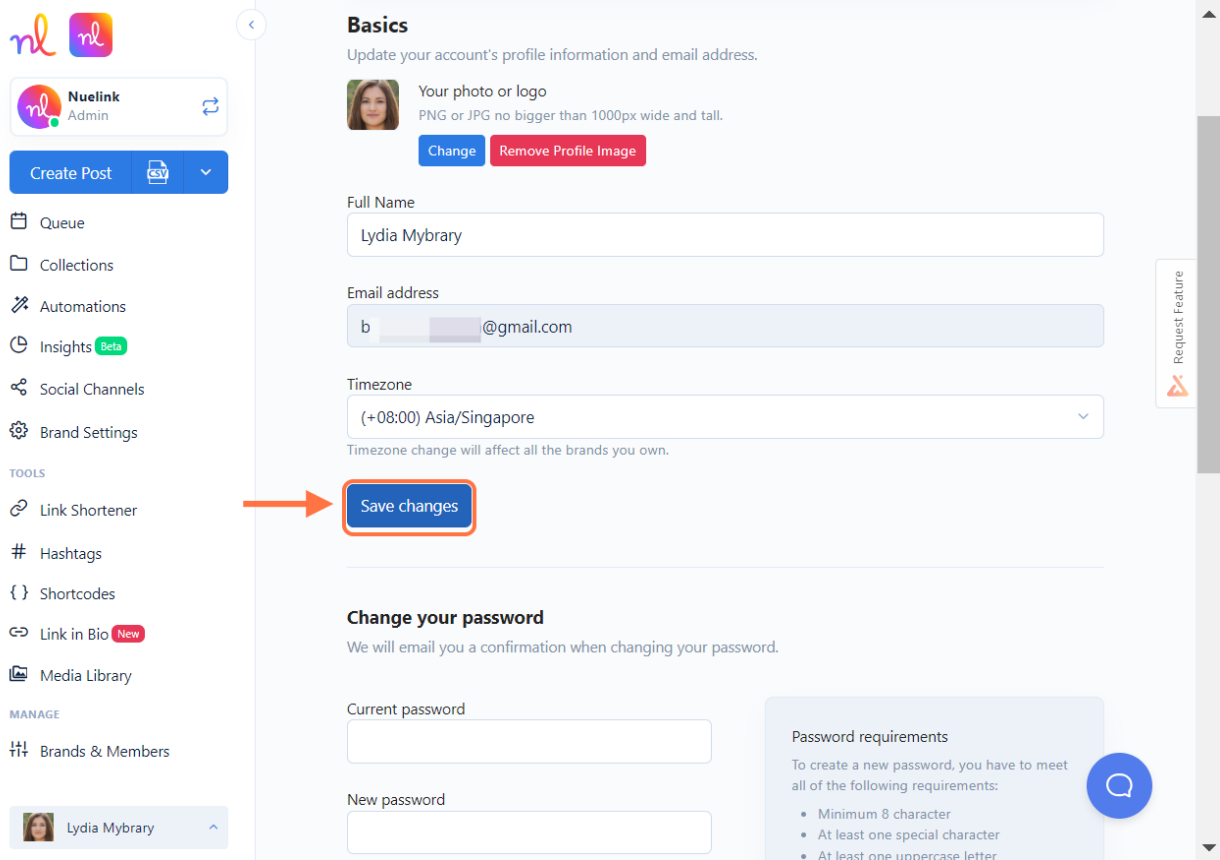
3. Select your preferred “Time Zone”:

On the Agency plan, changing the account time zone will affect all the brands you own, unless you customize different time zones for each brand's queue.



4. “Save” your time zone:

When you save time zone changes, they will apply to all brands owned by this account, unless you set a custom timezone to each brand in the queue settings.



Customize the Time Zone of a Brand in Queue Settings:

With the Nuelink Agency plan, you can set different time zones for each brand. Each brand will then operate based on its own time zone, separate from the owner's local time zone, and other brands' time zones.

1. Go to "Queue" and click on Posting Schedule:

The screenshot displays the Nuelink Admin dashboard. On the left is a sidebar with navigation options: Queue (highlighted with a red box), Collections, Automations, Insights (Beta), Social Channels, Brand Settings, and a 'TOOLS' section containing Link Shortener, Hashtags, Shortcodes, and Link in Bio (New). Below these is a 'MANAGE' section for Brands & Members, with a user profile for Lydia Mybrary at the bottom.

The main content area is titled 'Queue' and includes buttons for 'Create Collection' and 'Create Post'. A tab bar at the top of the main area contains 'Queue', 'Published', 'Draft', and 'Posting Schedule' (highlighted with a red box and an arrow). To the right of the tabs are 'Feed' and 'Calendar' buttons, with a 'New' badge on the Calendar button.

The 'Posting Schedule' view shows a calendar for February 1 – 29, 2024. It includes filters for 'Weekly' and 'Monthly' views, a 'Today' button, and dropdowns for 'Filter by channels' and 'Filter by collections'. The calendar grid shows posts scheduled for various days, including 'Video & Short Tut...', 'Product Updates', 'Daily News', and 'Nuelink Video Re...'. Each post card displays a title, a time, and a share count. A 'Request Feature' button is visible on the right side of the calendar.

2. Scroll down to “Timezone”:

The screenshot displays the Nuelink Admin dashboard. On the left is a sidebar with navigation options: Queue, Collections, Automations, Insights (Beta), Social Channels, Brand Settings, and a TOOLS section containing Link Shortener, Hashtags, Shortcodes, Link in Bio (New), and Media Library. Below these is a MANAGE section for Brands & Members, showing a user profile for Lydia Mybrary. The main content area features a calendar view at the top with colored dots representing scheduled posts. Below the calendar is a legend for content types: Holiday Content, Nuelink Video Reviews, Video & Short Tutorials, Nuelink Facebook Community, Social Media Tips Carousels, Nuelink Blog, Social Media Tips, Newsletter Slides, Testimonials, The Newsletter, Daily News, and Product Updates. The central focus is the 'Timezone' settings panel, which is highlighted with an orange border and an orange arrow pointing to it from the left sidebar. This panel includes a toggle switch labeled 'Use account timezone of the owner.' which is currently turned on. Below the toggle is a dropdown menu showing '(+01:00) Africa/Casablanca'. A note states 'Timezone change will affect this brand only.' and there is a blue 'Update Brand Timezone' button. Below the timezone panel is a 'Shuffle Queue' section with a description 'This will randomize the order of your queued posts.' and a blue 'Shuffle Queue' button. A blue speech bubble icon is located in the bottom right corner of the main content area.

3. Turn On this option to set your brand queue to follow the Owner Account time zone:
If you enable this option, you won't be able to choose a different time zone for this brand without turning it off first.

The screenshot displays the Nuelink Admin dashboard. On the left is a sidebar with navigation options: Queue, Collections, Automations, Insights (Beta), Social Channels, Brand Settings, and a TOOLS section containing Link Shortener, Hashtags, Shortcodes, Link in Bio (New), Media Library, and a MANAGE section for Brands & Members. The user profile at the bottom left is Lydia Mybrary. The main content area features a calendar grid at the top with various time slots and colored dots representing scheduled posts. Below the calendar is a legend for content types: Holiday Content, Nuelink Video Reviews, Video & Short Tutorials, Nuelink Facebook Community, Social Media Tips Carousels, Nuelink Blog, Social Media Tips, Newsletter Slides, Testimonials, The Newsletter, Daily News, and Product Updates. The 'Timezone' section is highlighted with a red box and an orange arrow. It contains a toggle switch labeled 'Use account timezone of the owner. (Africa/Casablanca)', which is currently turned on. Below the toggle is a 'Save' button. The 'Shuffle Queue' section below it has a 'Shuffle Queue' button. A 'Request Feature' button is visible on the right side of the interface.

Timezone

☒ Use account timezone of the owner. (Africa/Casablanca)

Brand owners can update their timezone from the account settings.

[Save](#)

Shuffle Queue

This will randomize the order of your queued posts.

[Shuffle Queue](#)

4. Turn off following the owner timezone to set up a different time zone:

The screenshot displays the Nuelink Admin dashboard. On the left is a sidebar with navigation options: Queue, Collections, Automations, Insights (Beta), Social Channels, Brand Settings, and a TOOLS section containing Link Shortener, Hashtags, Shortcodes, Link in Bio (New), and Media Library. Below these is a MANAGE section for Brands & Members, showing a user profile for Lydia Mybrary. The main content area features a grid of scheduled posts at the top, categorized by content type (Holiday Content, Social Media Tips, Nuelink Video Reviews, Nuelink Facebook Community, Social Media Tips Carousels, Nuelink Blog, Nueletter Slides, Testimonials, The Nueletter, Daily News, Product Updates). Below the grid is the 'Timezone' settings section, which includes a toggle for 'Use account timezone of the owner.' and a dropdown menu currently set to '(+01:00) Africa/Casablanca'. An orange arrow points to this dropdown. Below the dropdown is a note: 'Timezone change will affect this brand only.' and an 'Update Brand Timezone' button. Further down is the 'Shuffle Queue' section with a description 'This will randomize the order of your queued posts.' and a 'Shuffle Queue' button. A 'Request Feature' button is visible on the right side of the interface.

5. Select your a time zone for your brand:

Modifying the time zone on this brand's queue settings will only affect this specific brand.

The screenshot displays the Nuelink Admin dashboard. On the left is a sidebar with navigation options: Queue, Collections, Automations, Insights (Beta), Social Channels, Brand Settings, and a TOOLS section containing Link Shortener, Hashtags, Shortcodes, Link in Bio (New), Media Library, and a MANAGE section for Brands & Members. The user profile at the bottom left is Lydia Mybrary. The main content area features a 'Timezone' section with a toggle for 'Use account timezone of the owner.' and a dropdown menu of timezones. An orange arrow points to the '(+01:00) Africa/Tunis' option, which is also highlighted with an orange border. Other timezones listed include Africa/Casablanca, Africa/Nairobi, Africa/Ndjamena, Africa/Niamey, Africa/Nouakchott, Africa/Ouagadougou, Africa/Porto-Novo, Africa/Sao_Tome, Africa/Tripoli, and Africa/Windhoek. Below the dropdown, there is a toggle for 'Pause Queue' and a blue chat bubble icon. A 'Request Feature' button is visible on the right edge of the interface.

Timezone

☐ Use account timezone of the owner.

(+01:00) Africa/Casablanca

(+03:00) Africa/Nairobi

(+01:00) Africa/Ndjamena

(+01:00) Africa/Niamey

(+00:00) Africa/Nouakchott

(+00:00) Africa/Ouagadougou

(+01:00) Africa/Porto-Novo

(+00:00) Africa/Sao_Tome

(+02:00) Africa/Tripoli

(+01:00) Africa/Tunis

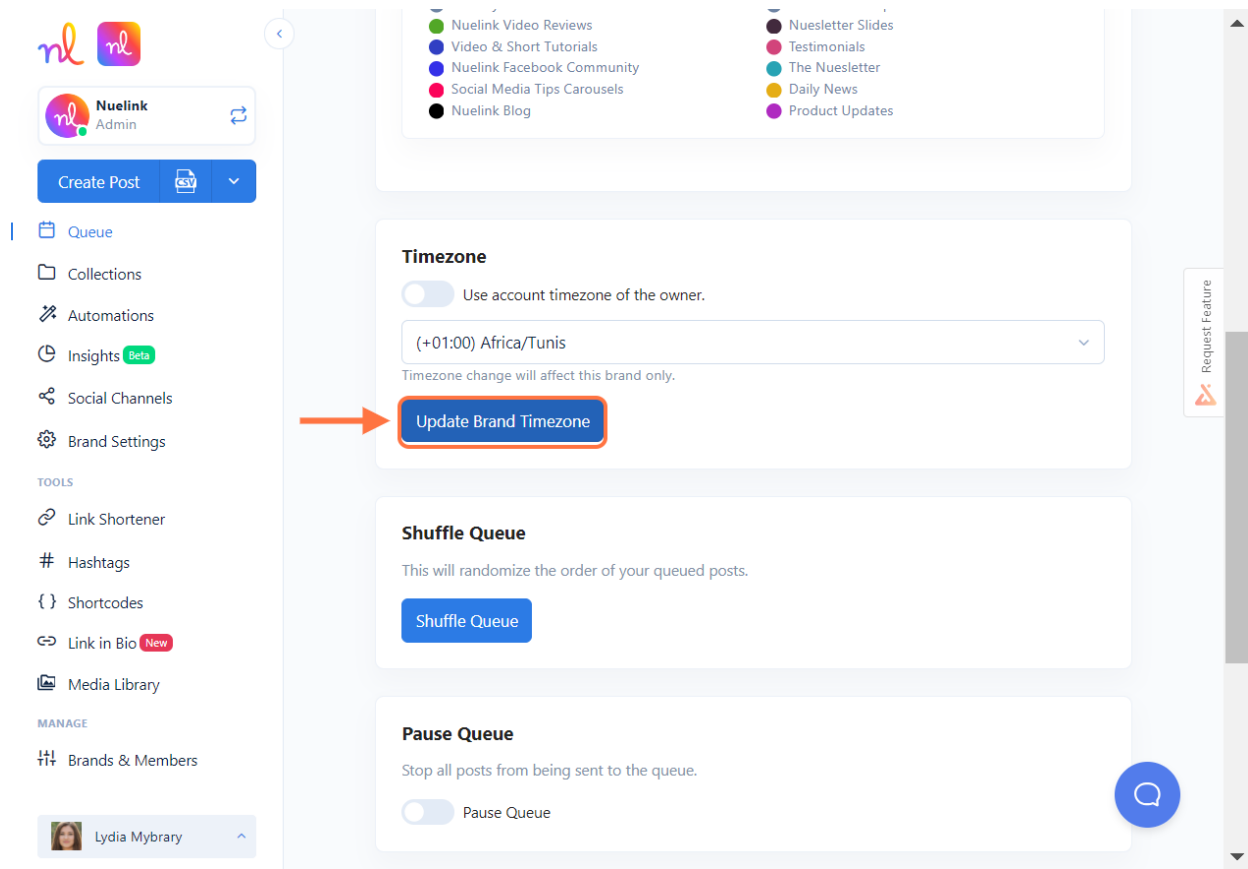
(+02:00) Africa/Windhoek

Stop all posts from being sent to the queue.

☐ Pause Queue

6. Confirm by clicking “Update brand time zone”:

Now, this brand's time zone is independent and separate from the time zones of the account and the other brands.



Time Zones FAQs & Troubleshooting:

What's the difference between account time zone and queue time zone?

For most Nuelink plans, changing the time zone from the account or queue settings is the same. However, if you are on the Nuelink Agency plan, you should set a general time zone for the account based on your local time and set different time zones for each brand you manage in the individual brand queue settings.

Does the time zone change apply to all the brands or only one brand?

If you change your time zone from account settings it will be changed on all the brands you own.

What roles can or can't change time zones?

For Agency plans, only owners and admins can change the time zone settings, while editors and clients cannot. However, on the Standard, Premium, and Business plans, only owners can change the time zone settings.

What's the difference between time zones in agency plans vs other time zones?

On the Agency plan, you can customize a time zone for each of your brands in their individual queues while keeping your local time zone set in your account settings.

Can I have a different time zone for each brand?

You can set different time zones for each brand only on the Agency Plan.

Finally, if you happen to have any additional inquiries, please read through our [Frequently Asked Questions](#) section.

Check our [Help Center](#) for further tutorials. We offer several videos and articles on effectively getting the maximum benefit out of Nuelink.

Still need help? [Contact Us](#).