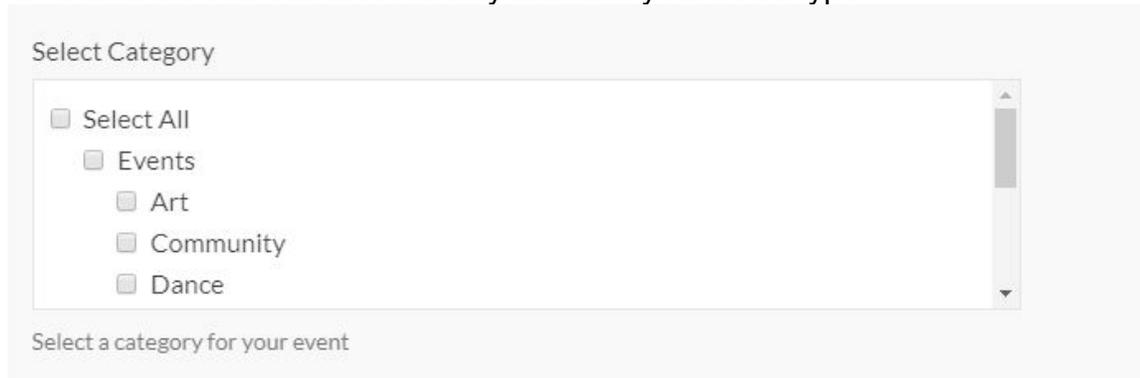


How To Submit an Event

In order to submit an event on BlackCulturalEvents.com you are required to **login and/or register** before you can submit an event. Please read these instructions thoroughly and have them available when you submit your event so you can follow all of the steps. You should also have **all of the correct information and material you will need before you start** to fill out the form. **See the last page for instructions on editing events.**

1. Select Category
 - a. Check the box that most closely matches your event type

A screenshot of a web form titled "Select Category". It features a list of checkboxes: "Select All", "Events", "Art", "Community", and "Dance". Below the list is a text prompt: "Select a category for your event".

Select Category

- Select All
- Events
 - Art
 - Community
 - Dance

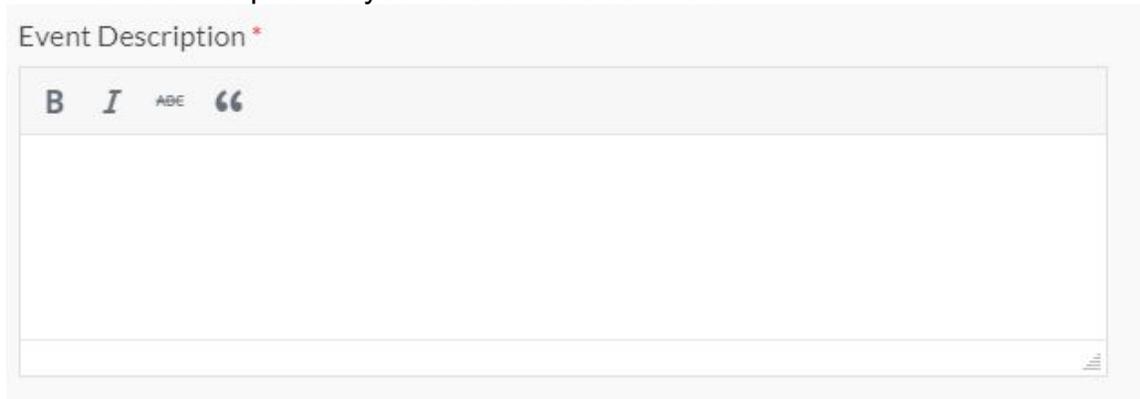
Select a category for your event

2. Event Title (required)
 - a. Enter the title of your event in the text field. Do not use all caps.

A screenshot of a text input field labeled "Event Title *". The field is empty and has a small "x" icon on the right side.

Event Title *

3. Event Description (required)
 - a. Enter a description of your event in the text field

A screenshot of a rich text editor labeled "Event Description *". It includes a toolbar with icons for bold (B), italic (I), underline (ABC), and quote ("). The main area is a large empty text box.

Event Description *

B *I* ABC “

4. Location

- a. Enter the venue name and address of your event.

Location *



Road Map
 Terrain Map
 Satellite Map
 Street View

5. Regular or Recurring Event

- a. The button for a regular event is checked by default. If your event will be recurring check the recurring button.

Regular event
 Recurring event

6. Start Date/End Date

- a. Click on the calendar icon to choose the start and end dates for your event.

Start Date * 

Enter Event Start Date. eg.: 2013-09-05

End Date * 

Enter Event End Date. eg.: 2013-09-05

7. Start Time/End Time

- a. Enter time your event starts and ends using the **24 hour format**. eg. 16:00 would be used for 4:00 pm. **Your event will not display if you do not enter the time in the 24 hour format.** If you need help converting the time format [click here](#). Also make sure to use the colon when entering the time in the 24 hour format.

Start Time *

Enter event start time. eg. 16:25 (Follows 24 hrs format)

End Time *

Enter event end time. eg. 18:25 (Follows 24 hrs format)

8. Registration Fees

- a. If there is a fee for tickets or registration enter the amount.

Registration Fees

Enter Registration Fees, in USD eg.: \$50

9. How to Register?

- a. If there is a website URL or instructions on how to register or buy tickets enter it here.

How to Register?

B *I* ABC “

Short description for registration process

10. Phone/Email/Website

- a. If there is contact info enter the phone, email and website information. **Your website URL must include http://**

Phone

You can enter phone number, cell phone number etc.

Email *

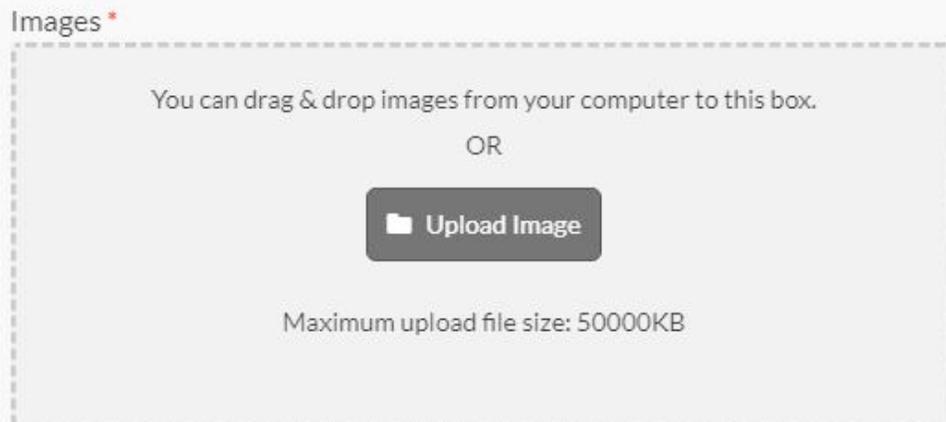
Enter your email address.

Website

Enter website URL. eg.: <http://myplace.com>

11. Images (required)

- a. An image is required to submit an event or directory listing. **The image should be a minimum size of 250×165** and either .jpg, .gif, or .png format. Note: After your image has uploaded successfully a thumbnail of your image will be displayed.



12. Video

- a. If you have a link to a video you can enter it here.

Video

Add video code here

13. CAPTCHA I am not a robot/Terms and Conditions

- a. Check the box stating that you are a not a robot and follow any instructions provided.
- b. Check the box agreeing to the terms and conditions of submission.

 I'm not a robot 
reCAPTCHA
Privacy - Terms

Accept **Terms and Conditions.**

14. Continue/Preview

- a. You can click the Preview button to see the information you have entered or you can click Continue to complete your submission.

Edit An Event

To edit an event that you have submitted **you must login**. Once you have logged in you should be taken to your user page. If you do not land on your user page click on your user name (next to the words Log Out) and you will get to your user page. On your user page it will list the events that you have submitted. At the bottom of each event there is a button to edit the event or delete the event. Click the Edit button:



27 Aug Dorian Holley

Nate Holden Performing Arts Center 4718 W Washington Blvd Los Angeles, CA 90016

August 27, 2017

7:00 pm To 9:00 pm

Treat yourself and your loved ones to a self-indulgent night of live music – A Tribute to Marvin Gaye by the Dorian Holley Band! You won't want to miss out on this one-night only concert dedicated to "The Prince of Motown." We can't wait to see you here at the...

[Read more...](#)

♥ Add to favorites 0

Package Name: Free

Expires On: February 14, 2018

[Edit](#) [Delete](#)

A new tab will open with your event info filled into the Submit Event page. Make whatever changes are necessary and then follow steps 13 and 14 above.