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

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

3. Event Description (required)
   a. Enter a description of your event in the text field
4. Location
a. Enter the venue name and address of your event.

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.

6. Start Date/End Date
a. Click on the calendar icon to choose the start and end dates for your event.

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.
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?
   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.

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.

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:

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.