



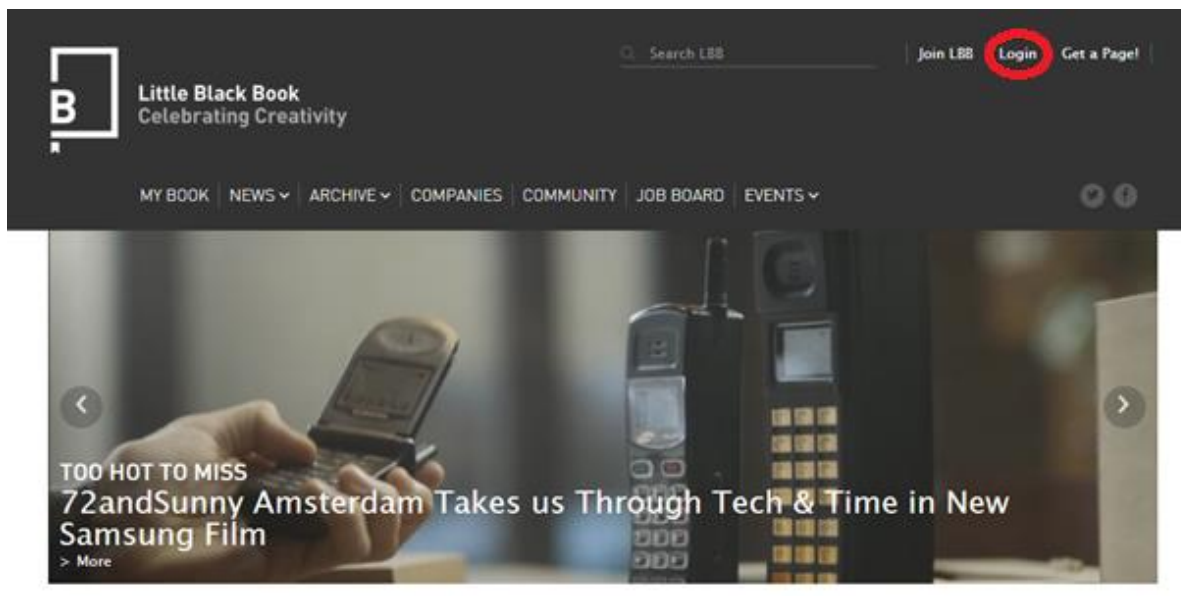
**Little Black Book**  
Celebrating Creativity

## How to Upload Events to Little Black Book

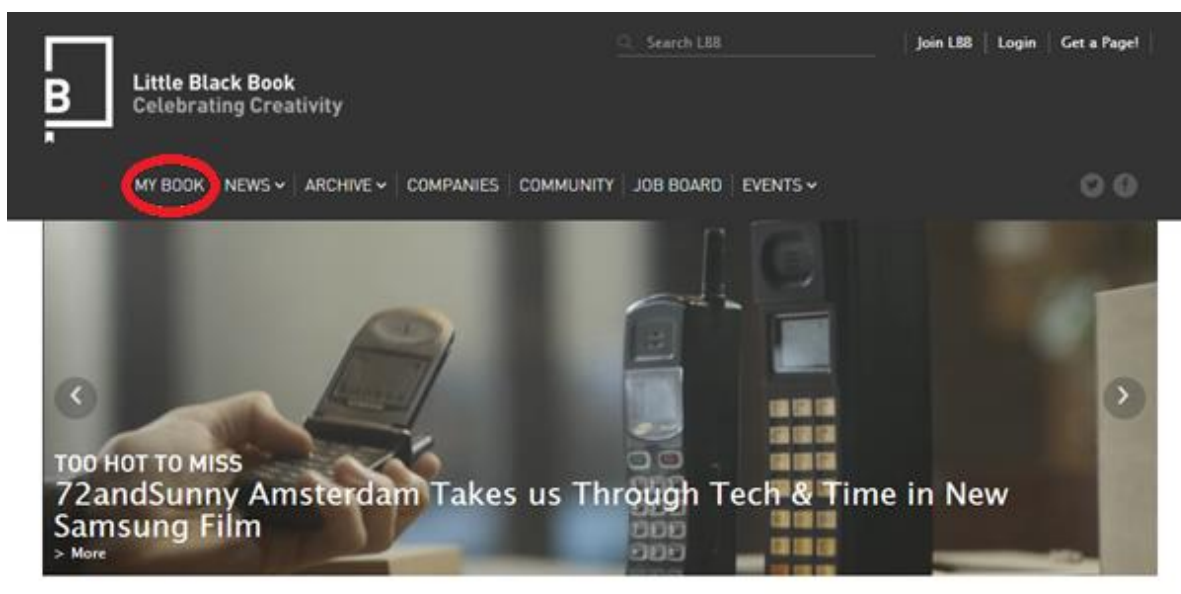
What's included in this pack:

- Step-by-step guide to uploading any events you may be running.

1. Go to [lbbonline.com](http://lbbonline.com) and **LOGIN** to your company page



2. After logging in, click on the **MY BOOK** tab





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### 3. Click **BUSINESS**

The screenshot shows the top navigation bar of the Little Black Book website. The user is logged in as 'admin3'. The main navigation menu includes 'MY BOOK', 'NEWS', 'ARCHIVE', 'COMPANIES', 'COMMUNITY', 'JOB BOARD', and 'EVENTS'. Below this, the 'MY BOOK' section is active, with tabs for 'FEED', 'BUSINESS', and 'PERSONAL'. The 'BUSINESS' tab is circled in red. The main content area displays two articles: 'The Quarry's Scot Crane Cuts the Legendary John Hammond for Guinness' and 'Hearts made from LEGO™'. A right-hand sidebar shows the user's profile 'ADMIN3' with options for 'My Book', 'Latest News', 'People', and 'Companies', and a 'Messages' notification with a count of 2.

### 4. Click + **LIST AN EVENT**

LITTLE BLACK BOOK

Admins

LBB EDITORIAL

Admins

Subscription status: **Active**

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Moderation status: **Approved**

Profile

Followers **55**

Contacts **6**

Links **2**

Images **8**

News posted **836** + [POST NEW ARTICLE](#)

Work posted **2049** + [ADD WORK](#)

Events posted **260** + [LIST AN EVENT](#)



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5. Add the **Title** of your event and who the **Organizer** is (i.e. your company)

The screenshot shows the 'Event details' form with the following fields and elements:

- Title\***: Input field with a red circle around it.
- Organizer**: Input field with a red circle around it.
- Type**: Dropdown menu.
- Image**: 'Choose file' button (circled in red) and '(Jpeg, PNG, GIF up to 1MB)' text.
- Date start\***: Input field.
- Time start**: Input field with a note 'Time format must be HH:MM.'
- Date end**: Input field.
- Time end**: Input field with a note 'Time format must be HH:MM.'
- City\***: Input field.
- Description**: Text area.

6. Choose the **Type** of event from the dropdown menu and, if applicable, add your company logo or the event logo by clicking **Choose file** and uploading the relevant image

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- Time end**: Input field with a note 'Time format must be HH:MM.'
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- Description**: Text area.



7. Enter the **date and time the event starts** and the **date and time the event ends**. You can also enter the **city** in which your event is being held

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Events posted **260** + LIST

Job posted **4** + POST A JOB

Event details

Title\*

Organizer

Type

Image  (jpeg, PNG, GIF up to 1MB)

Date start\*

Time start   
Time format must be HH:MM.

Date end

Time end   
Time format must be HH:MM.

City\*

Description

8. Enter a short **Description** of your event. You can also enter in any **Ticket URLs** so people can RSVP to your event. Once the above is completed, click **Save changes** and your event posting will be live immediately.

Date end

Time end   
Time format must be HH:MM.

City\*

Description

Helvetica Neue

Description

Ticket url

Publish news