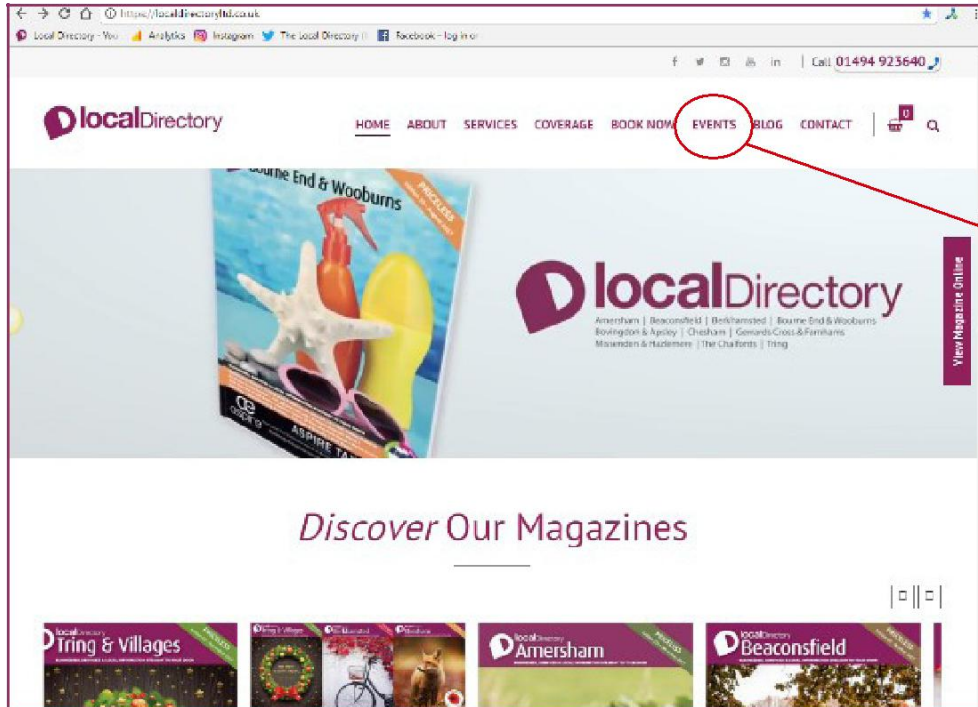


# A guide to listing a Charity/ Non-Profit event on the Local Directory website.

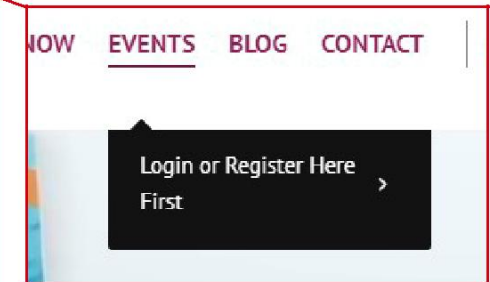
# Step 1.

Go to the Events menu on the Local Directory website:

[www.localdirectoryltd.co.uk](http://www.localdirectoryltd.co.uk)



To view our Events Calendar click on “Events”. To create an event follow the steps below.



Hover over the “Events” link and click on “Login or Register Here First”.



# Step 2. Register or Login

The screenshot shows the top navigation bar with links: HOME, ABOUT, SERVICES, COVERAGE, BOOK NOW, EVENTS, BLOG, CONTACT. A search icon is on the right. Below the navigation is a purple banner with the text "LOGIN OR REGISTER HERE FIRST" and a breadcrumb trail: Home > Events > Login or Register Here First. The main content area contains text about event submission and a "View My Magazine Online" button on the right. At the bottom, two buttons are circled: "LOGIN HERE" (circled in red) and "REGISTER HERE" (circled in blue).

The registration form includes the following fields: First Name, Last Name, Username, Email, Password, Confirm Password, Charity or Non-Profit Name, Your Job Title or Position, Charity or Non-Profit Website, Telephone, and Mobile. A "CREATE ACCOUNT" button is located at the bottom of the form.

Click on the “Login Here” button, or if you haven’t made an account yet, click on the “Register Here” button instead.

**Make sure that you fill in all necessary details correctly.**

The login form includes the following fields: Username or Email, Password, and a "Remember Me" checkbox. A "LOGIN" button is located below the fields. At the bottom, there are links for "Forgot password?" and "Not a Member? Create Account".

# Step 3.

## Adding an Event or Changing an Event

HOW TO ADD YOUR EVENT [Home](#) [Events](#) [How to Add Your Event](#)

HOW TO ADD OR MANAGE YOUR EVENTS:

1. [Add a new event here](#), or
2. [Manage your existing events here](#) (if you have previously created any)

(Once we have approved your event details, it will go live in our events calendar)

### Event Name

The event name. Example: Birthday party

### When

This is a recurring event.

From  to

Event starts at  12:00 AM to  12:00 AM  All day

[View Magazine Online](#)

Once you are registered and signed in, hover over the “Events” menu and click on “How to Add Your Event”, then click on “Add a new event here” and fill in the details as seen in image below.

If you want to edit an event, click on “Manage your existing events here”.

Publication of an event is subject to our approval only.