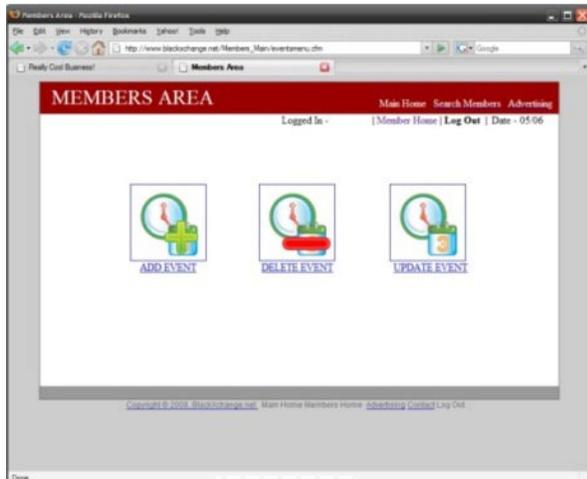## SECTION 6 - EVENTS

EVENTS

FIGURE 20

Have a new event that you would like to share publicly? A gathering for various companies or a BBQ for business owners, then you may add the event to the calendar for all to see. To add an event simply click "**ADD EVENT**" and enter in the necessary information. When your event has expired, simply delete the event by clicking on "**DELETE EVENT**", and choose the specific event/events you would like to discard. If you feel at any time that you need to alter the information in your event, simply press "**UPDATE EVENT**" and you will be able to make changes to the event that you have chosen.
(See figure 20)

TO ADD AN EVENT:

ADD EVENT

Choose "**Add Event**". **(**Refer to Figure 21)
Enter in the information about your event.
For your event, please add as much information as possible, you may add in the date of the event, the time, the event name, the contact person, address, description and directions to your event.

Please keep in mind that all highlighted yellow fields must be entered in before you upload your event.

Once you have entered all the information for your event, simply press "**Upload Event Information**" or "**Reset**" to clear the event information and start over. (Refer to Figure 22)

FIGURE 21

FIGURE 22

BLACKXCHANGE.NET™
YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

TO DELETE AN EVENT:

DELETE EVENT

Choose "**Delete Event**".
Chose the title of the event you would like to delete. All event titles are in a highlighted blue. By clicking on the title, it will automatically delete your event, so please be sure that you would like to delete this event at this time. (Refer to figure 23)

After your event has been deleted, you will be redirected to an alternate page letting you know that "Your Event has been deleted!". (Refer to figure 24)

* Please keep in mind that once you have deleted an event, you will NOT be able to retrieve it. If you feel that you have made a mistake in your event information, do not delete your event, you are able to update your event by click on the "**Update Event**" icon on the previous page.
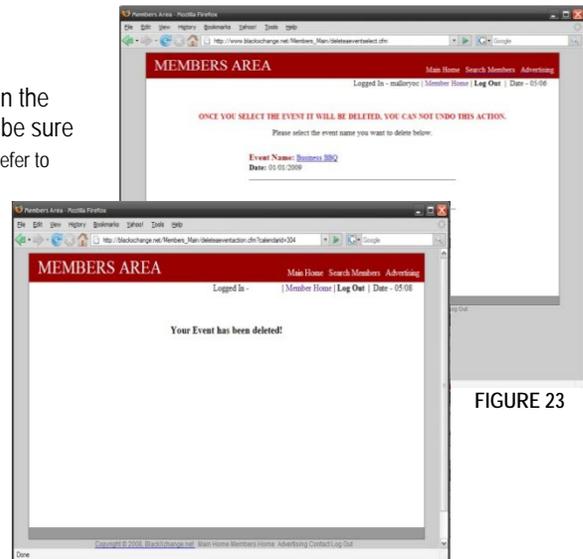

FIGURE 23

FIGURE 24

BLACKXCHANGE.net™ YOUR SEARCH ENGINE OF THE BLACK COMMUNITY

TO UPDATE AN EVENT:

Reset :: Update Event Information ::

FIGURE 25

UPDATE EVENT

Choose "**Update Event**".

Click on the title of the event that you
would like to update/alter.

By chosing to update this event, you will be able to alter any of the information that you have previously provided. If you delete any of the highlighted yellow fields, you will need to put in new information. Please remember that any highlighted yellow text area must not be left blank.

After you have updated/altered the information on the event, proceed to click "**Update Event Information**". This will save all the entered iformation that you have provided. If you wish to clear the whole form, simply press "**Reset**" and all the information that you have previously entered will be deleted. (Refer to Figure 25)

*Please keep in mind that once you reset an event, your original information that you have provided will show. If you wish to start a new event and delete this one, please follow the steps to "delete an event" and then begin a new event by choosing "add an event".

If you have any questions at any time, please feel free to contact us. **Office:** (559) 251-1200 **Fax:** (559) 251-1222
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