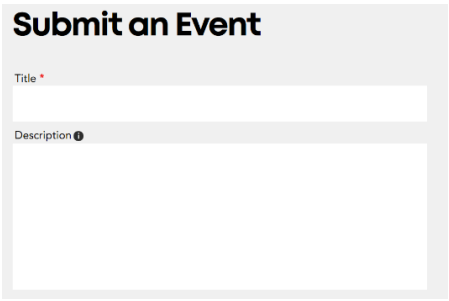
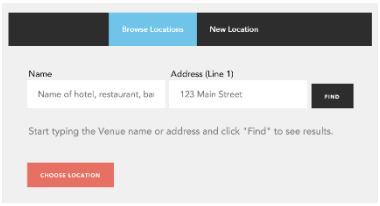
Discover Los Angeles Event Submission Step by Step

1. Shortcut url: https://www.discoverlosangeles.com/events/submission

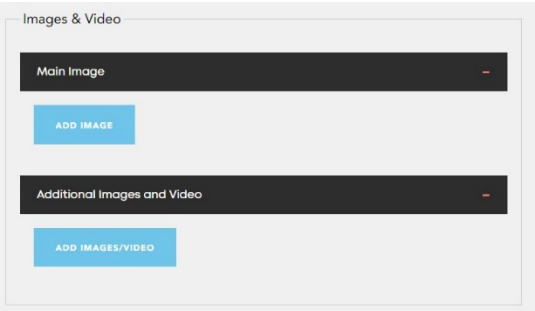
2. 

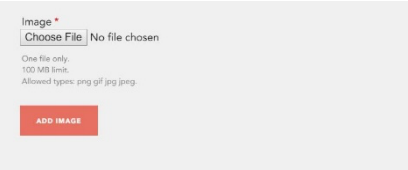
Please enter the **Title** of your Event, using concise, descriptive words. Think of it as a Billboard. Below that enter a short 50-75 word paragraph that highlights the best parts of the event and important info.

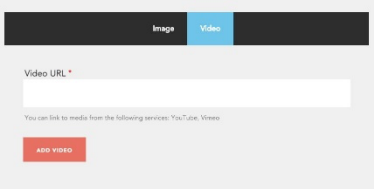
3. Scroll down to enter the **Start Date** of your event, and the **starting time** of the event, including am or pm. Next, enter the **End Date** of the event as well as the **end time**. (*Note: if the event spans more than one day, you may enter each day as a separate event)



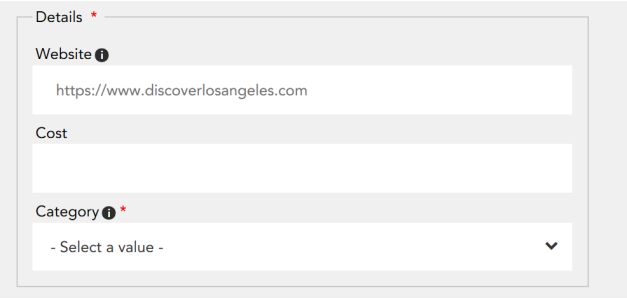
4. Scroll further to press "**Add Location**" and begin typing your event's location. If it is a known venue, it should populate automatically. If it is a specialty location, you can manually enter the information here, under the "**New Location**" tab.

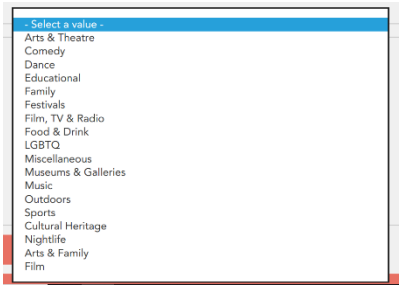




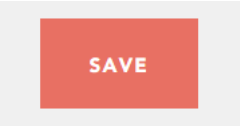


5. Scroll to the "**Main Image**" field and press "**Add Image**". Choose your file from your desktop via the button. Please note **images 1600 x 1200, 72 dpi work best** for this format. Make sure the file is a .png or a .jpg. If you have a video, please enter it here at the "**video**" tab and enter the url from YouTube.





6. Now enter the url of the event **website**, or where tickets or more information may be found. The ticket fee or **cost** of entry is entered next. Then select a **category** which matches the demographic of your event best.



7. Don't forget to **save**!