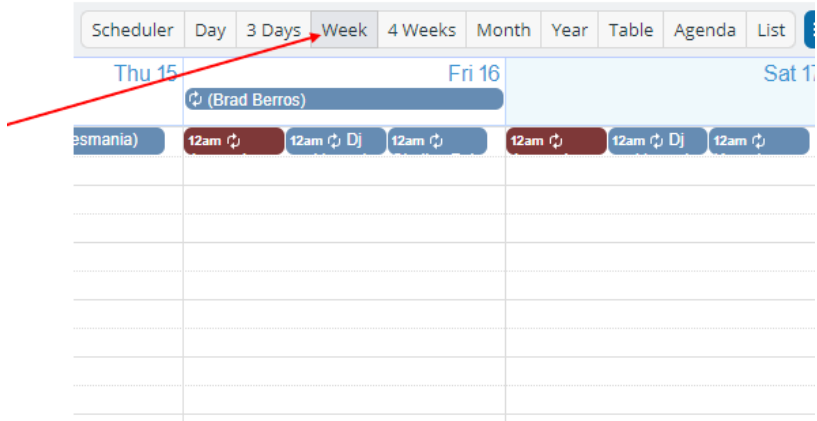
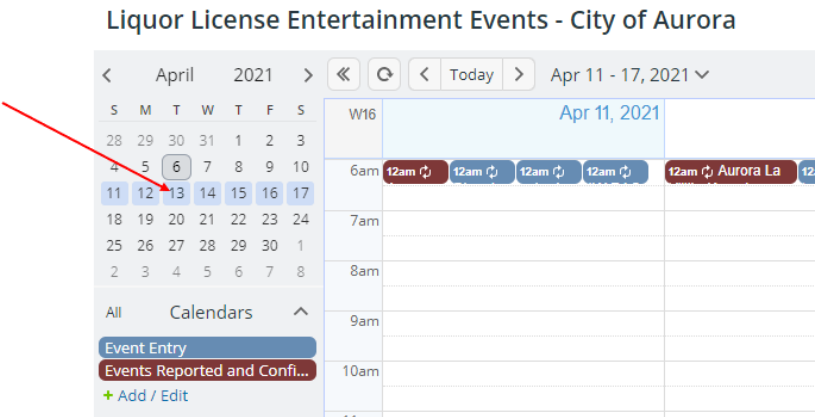


## Instructions for Liquor Licensee Entertainment Reporting for the City of Aurora

- 1) Click on the following link to view the City Calendar:  
<https://teamup.com/ks6x8g9nxkavdsdz9g>
- 2) To change the view of the calendar, you can use the tabs on the right.  
 (By day, 3 days, week, 4 weeks, month, year, table, agenda and list.)
- 3) From the left of the calendar, select a day from the week you would like to enter your scheduled events.



- 4) Select the view of “week” from the right.



- 5) To enter a single event:
  - a. Double click on the day and time that your event will begin and the following pup-up will appear.

Enter the event title... ×

From: 04/11/2021 12:00 PM Save

To: 04/11/2021 1:00 PM Options

All day  
 Repeats

Reminders: 0.enabled

b. Fill in the following fields using the following formats:

The screenshot shows an event creation form with the following fields and callouts:

- Event Title:** "Business Name: Performer/Event Name (type of event)"  
**Example:** City of Aurora: City Lights (Karaoke)
- Edit Start & End Time.** Note: If the event carries into the next day, use 11:45pm as the end time, same day.
- Where Field:** Enter the address for your establishment.

The form includes fields for "Enter the event title...", "From" (04/11/2021 12:00 PM), "To" (04/11/2021 1:00 PM), "All day", "Repeats", "Reminders" (0 enabled), "Calendar" (Select or type), "Who", "Where" (Show on map), and "Description". A green "Save" button and an "Options" dropdown are also visible.

c. Once you have filled in this information, click the green "Save" button on the right.

6) Your event has been entered! Continue to enter the rest of your events by repeating step #5.

7) To enter a recurring event:

a. When adding your event details, make sure to click on "Repeats"

The screenshot shows the event creation form with the "Repeats" section expanded. The "Repeats" checkbox is checked, and the "Daily" option is selected. The "Repeat every" field is set to 1 day beginning 04/11/2021, and the "and continuing" dropdown is set to "forever". A green "Done" button is visible. The "Time Zone" is set to "America/Chicago".

b. Do **NOT** select "Forever" as your event will show up indefinitely until told to stop.

- 8) Please note-When entering events into the calendar, you will only be able to see the entries you make during your thirty (30) minute session. Any events entered before this session will not be viewable to you and will appear on the calendar as “reserved”.
- 9) To log out of your session, simply close out the page or the browser.
- 10) To edit any information AFTER you have saved it, please send an email to our office at [cityclerk@aurora-il.org](mailto:cityclerk@aurora-il.org).
- 11) If you have any questions, please feel free to contact our office directly.