City of Chicago

Farmers Market Registration

User Guide [Ver. 1.0]

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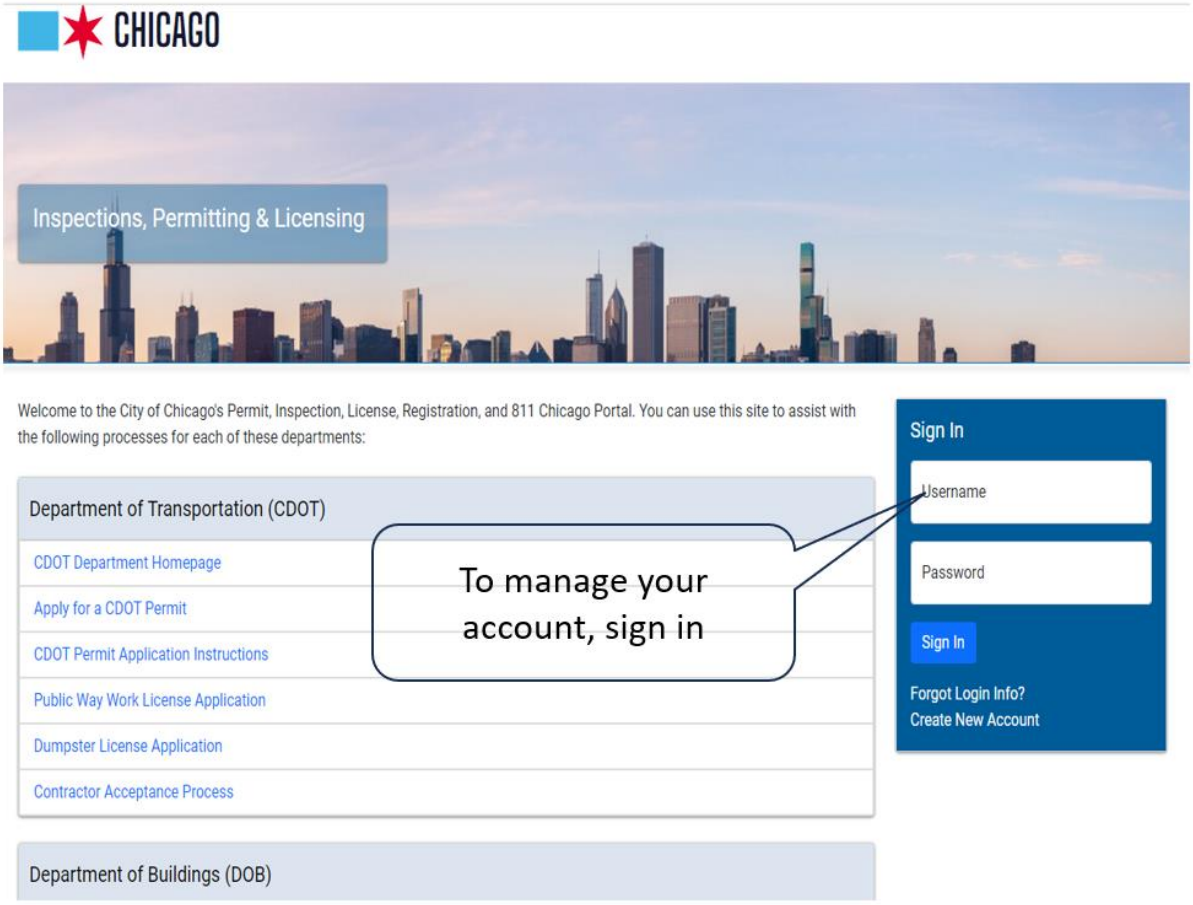
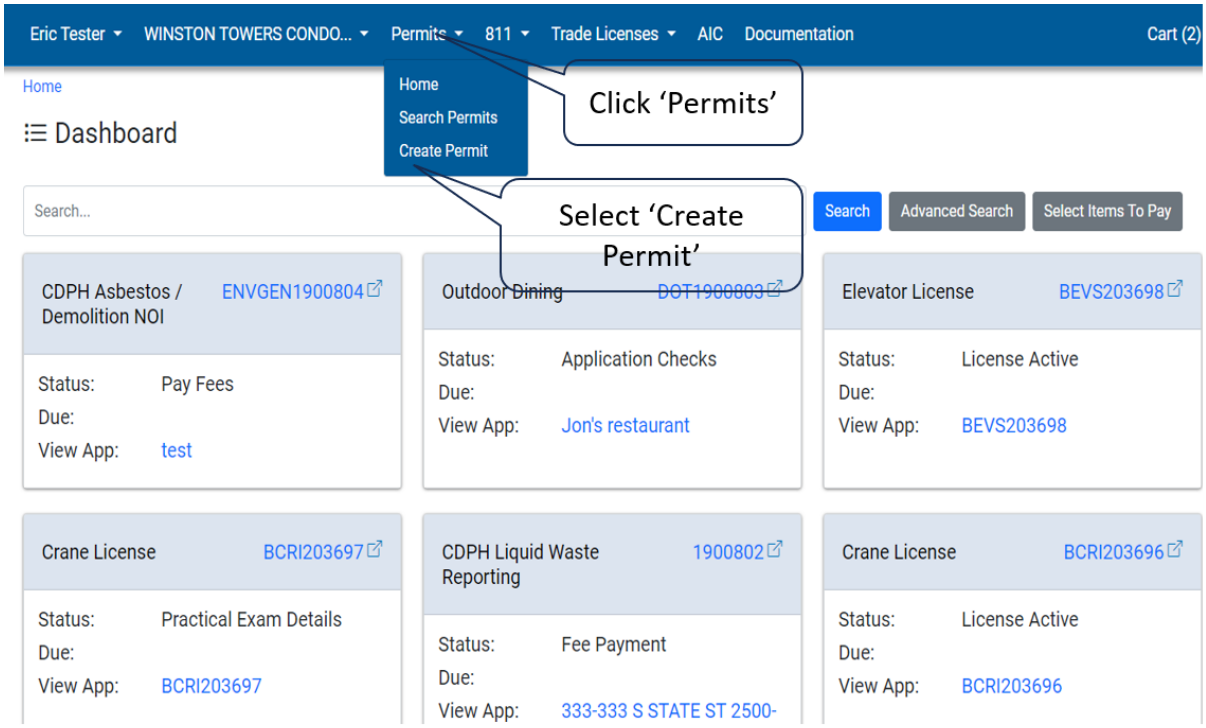
Farmers Market Registration

To manage your account, sign in using your credentials.



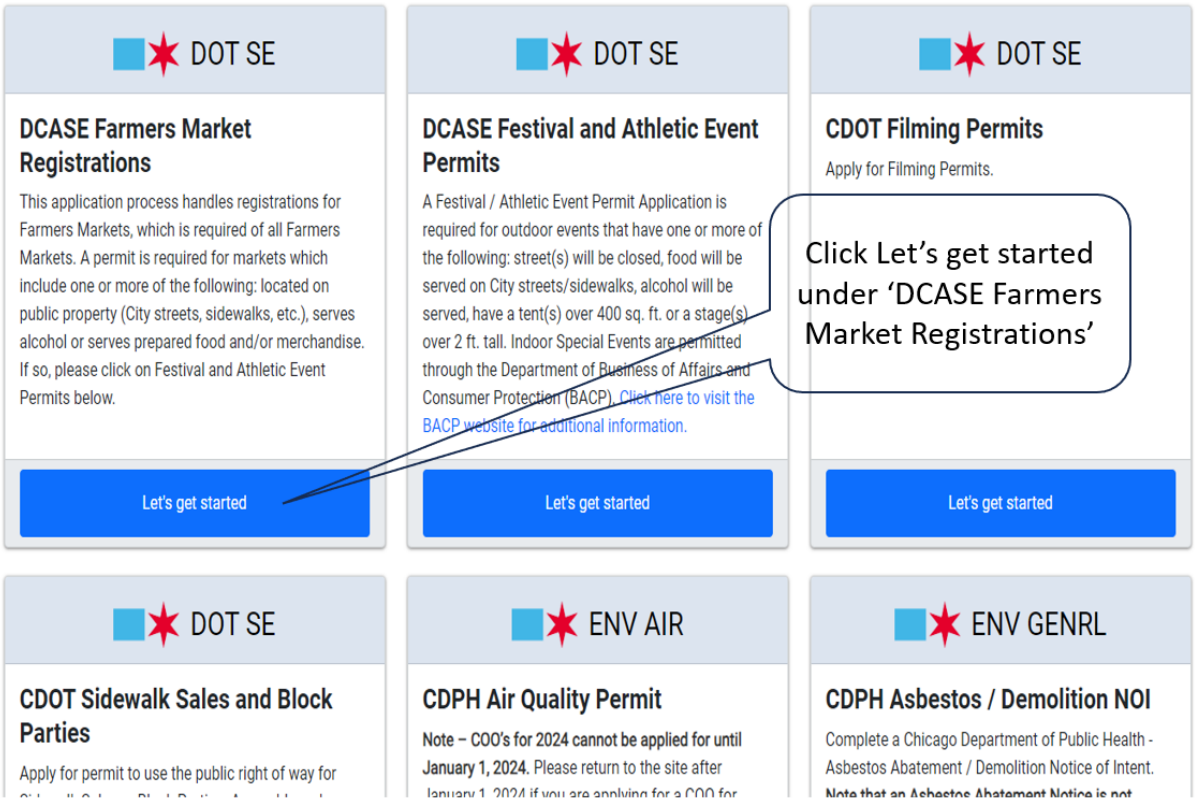
Create a new Registration

- Click the ‘Create New’ drop-down
- Select ‘Permit Application’



Select Application Type

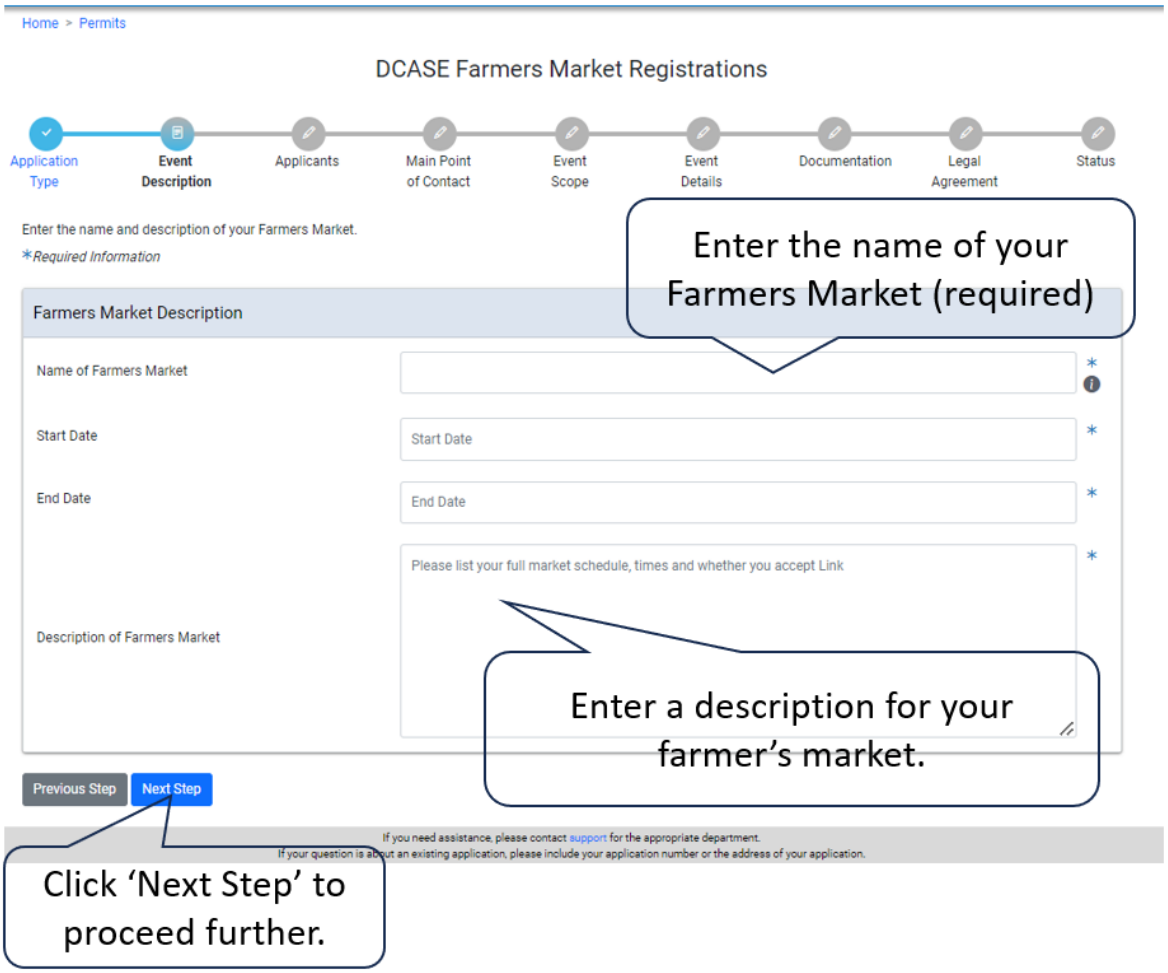
- Select Farmers Market Registrations



Farmers Market Description

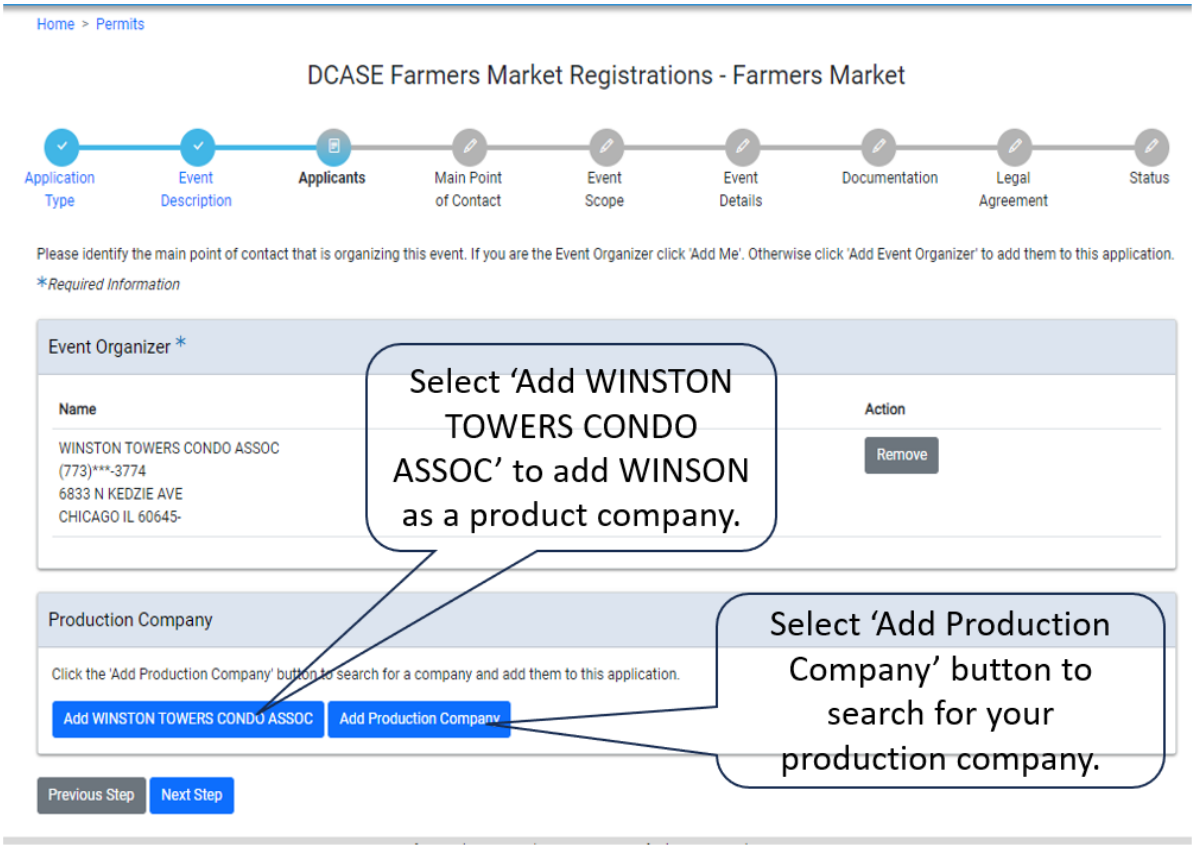
Event Description

- Name of Farmers Market
- Description of Farmers Market



Applicants

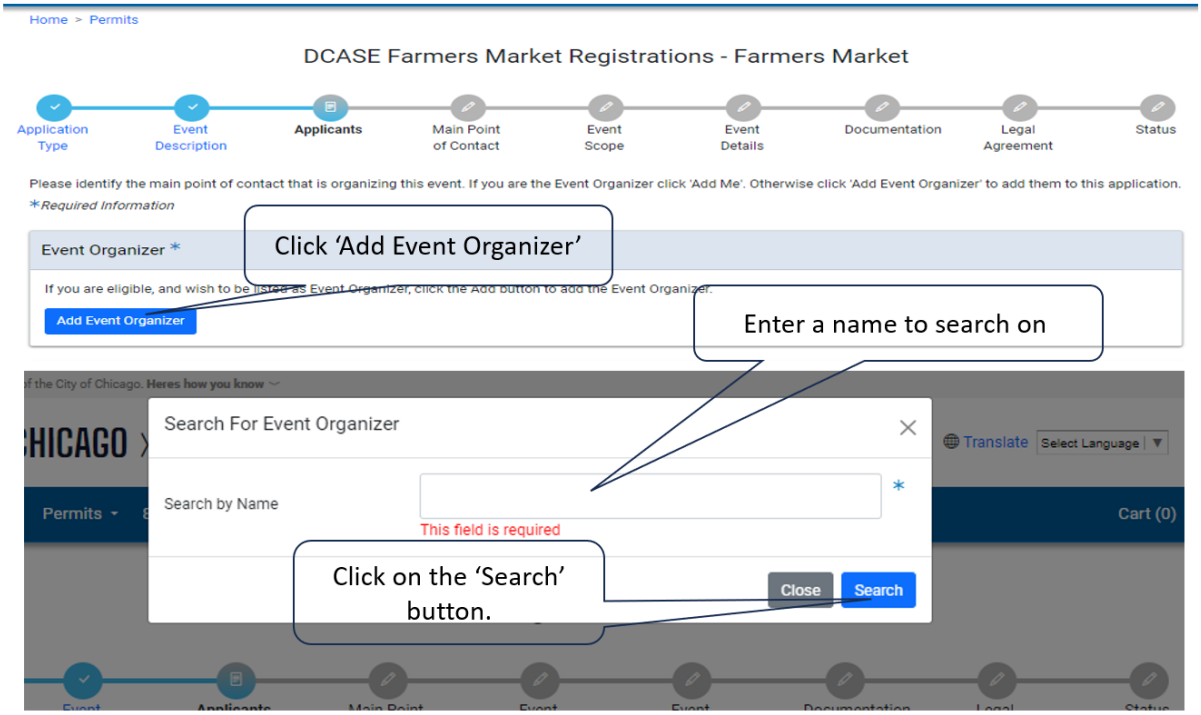
- Event Organizer - will be added automatically based on the license available to the user or else the 'Add Event Organizer' option will be available to add an event organizer.
- Production Company

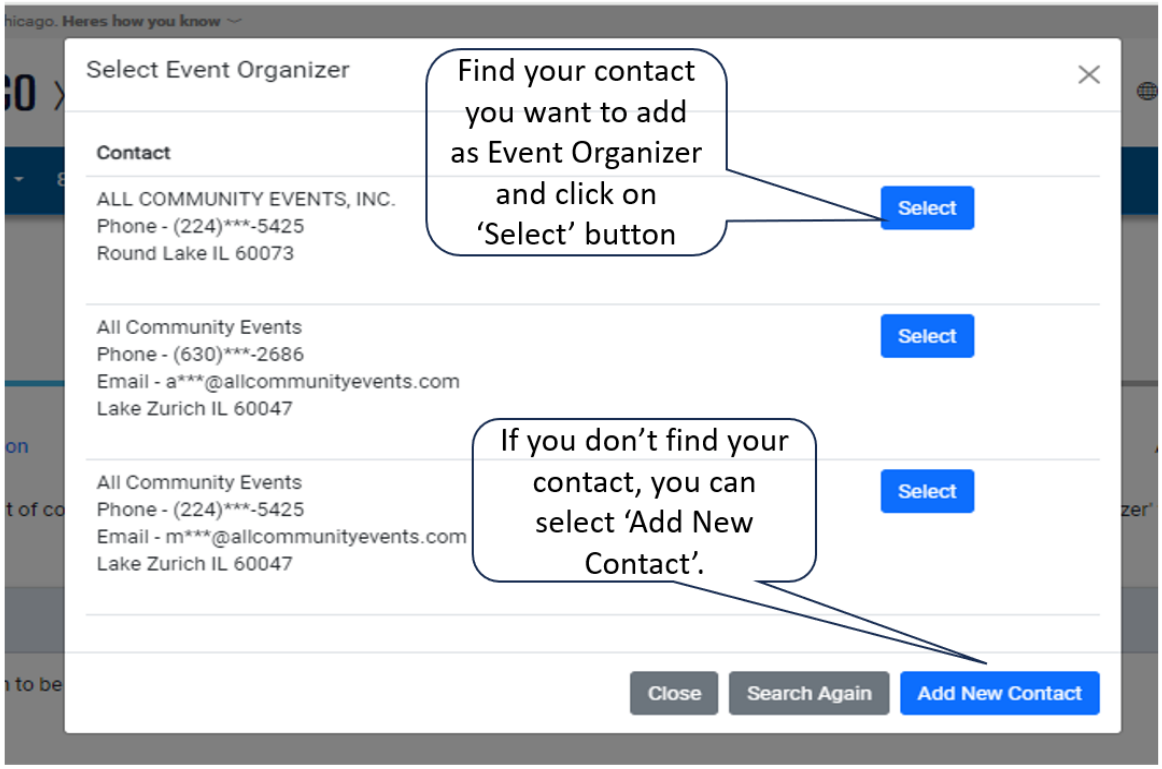


Event organizer is the only required applicant. Production Company is optional.

Event Organizer

- Selecting ‘Add Event Organizer’ button.

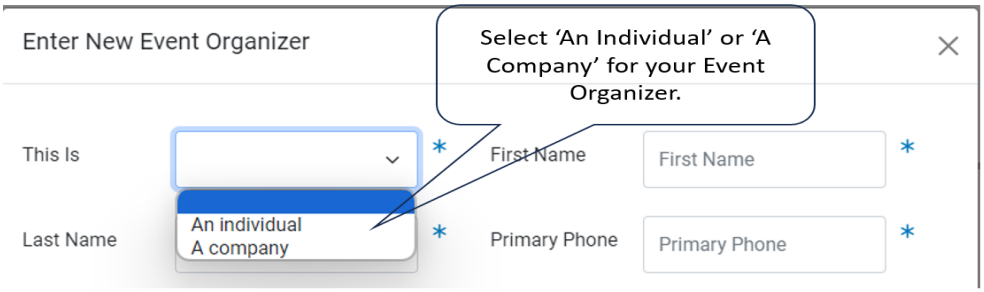




Add New Contact

- Selecting the 'Add New Contact' button.

- Your Event Organizer

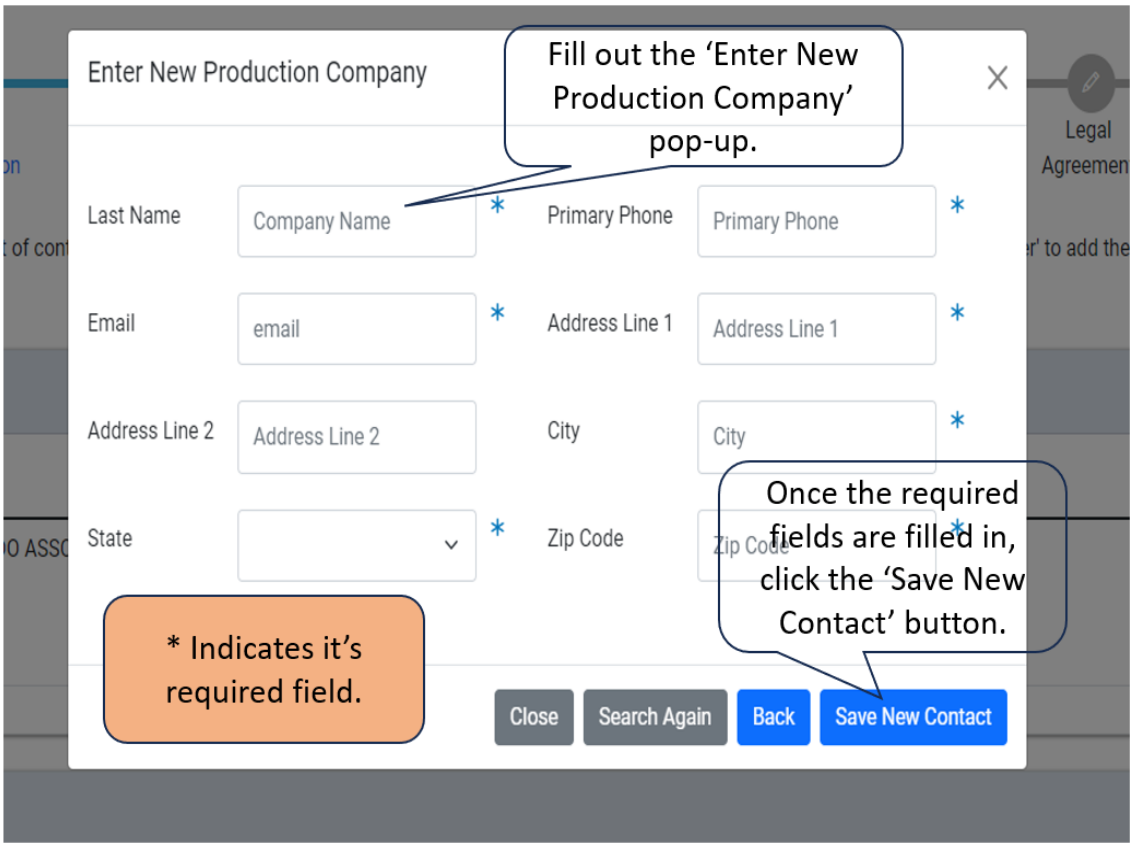


Production Company

- Selecting ‘Add Production Company’ button.

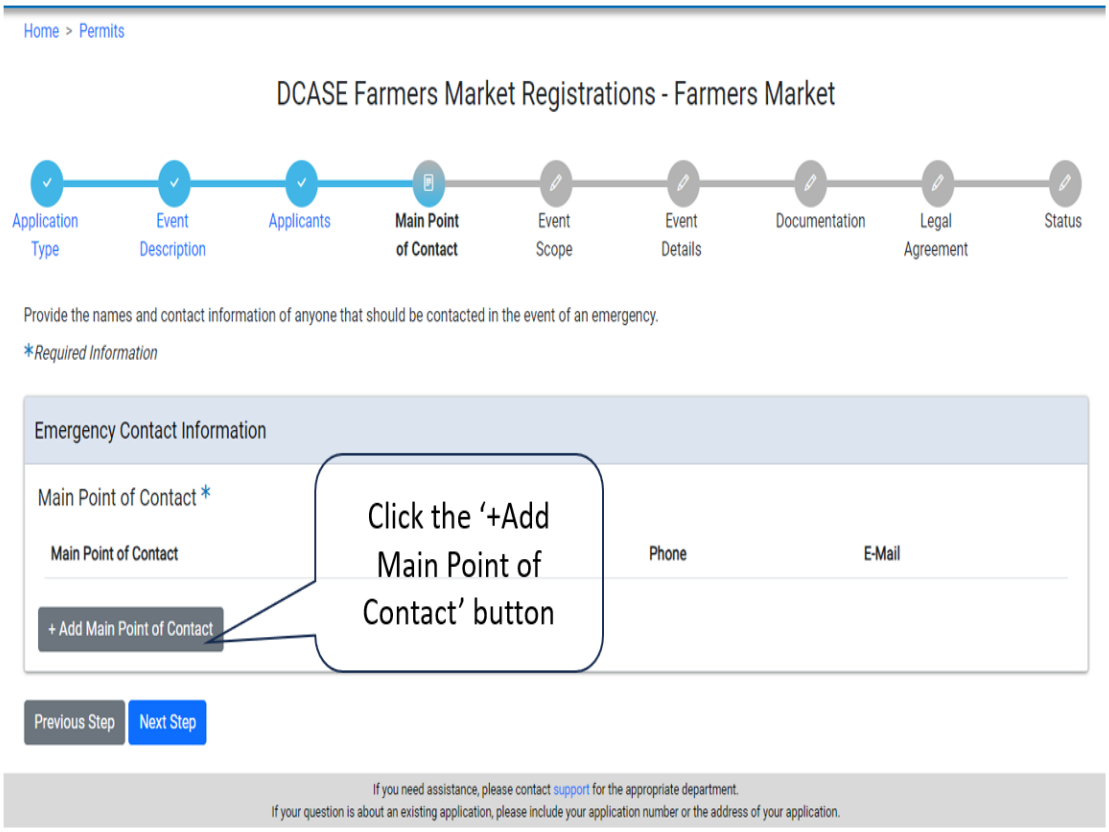
Add New Contact

- Enter New Production Company

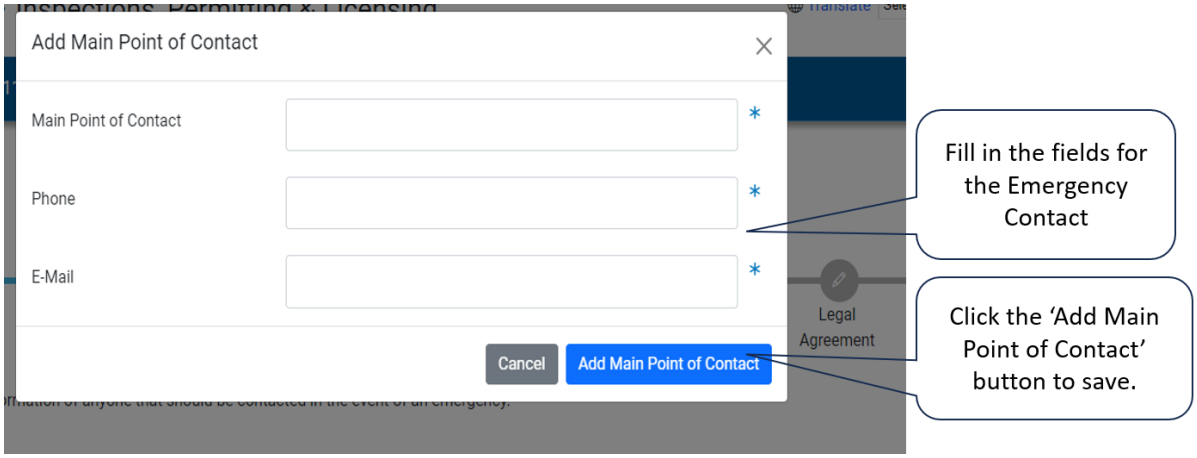


Emergency Contacts

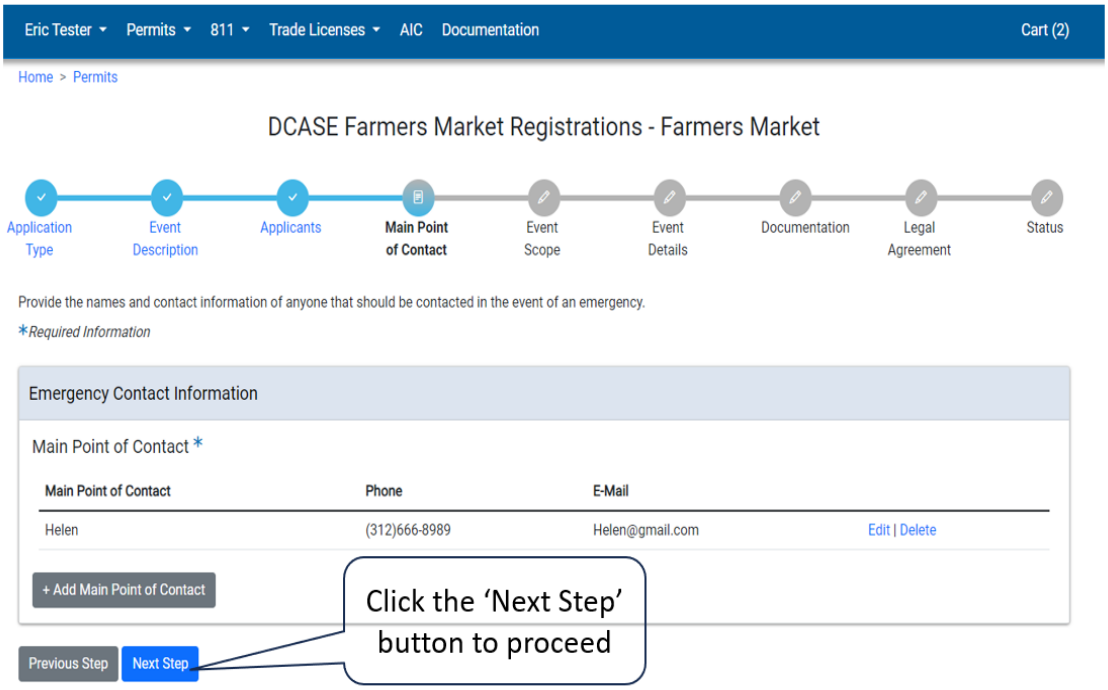
- Add Emergency Contact Information



- Add Emergency Contact Information pop-up.



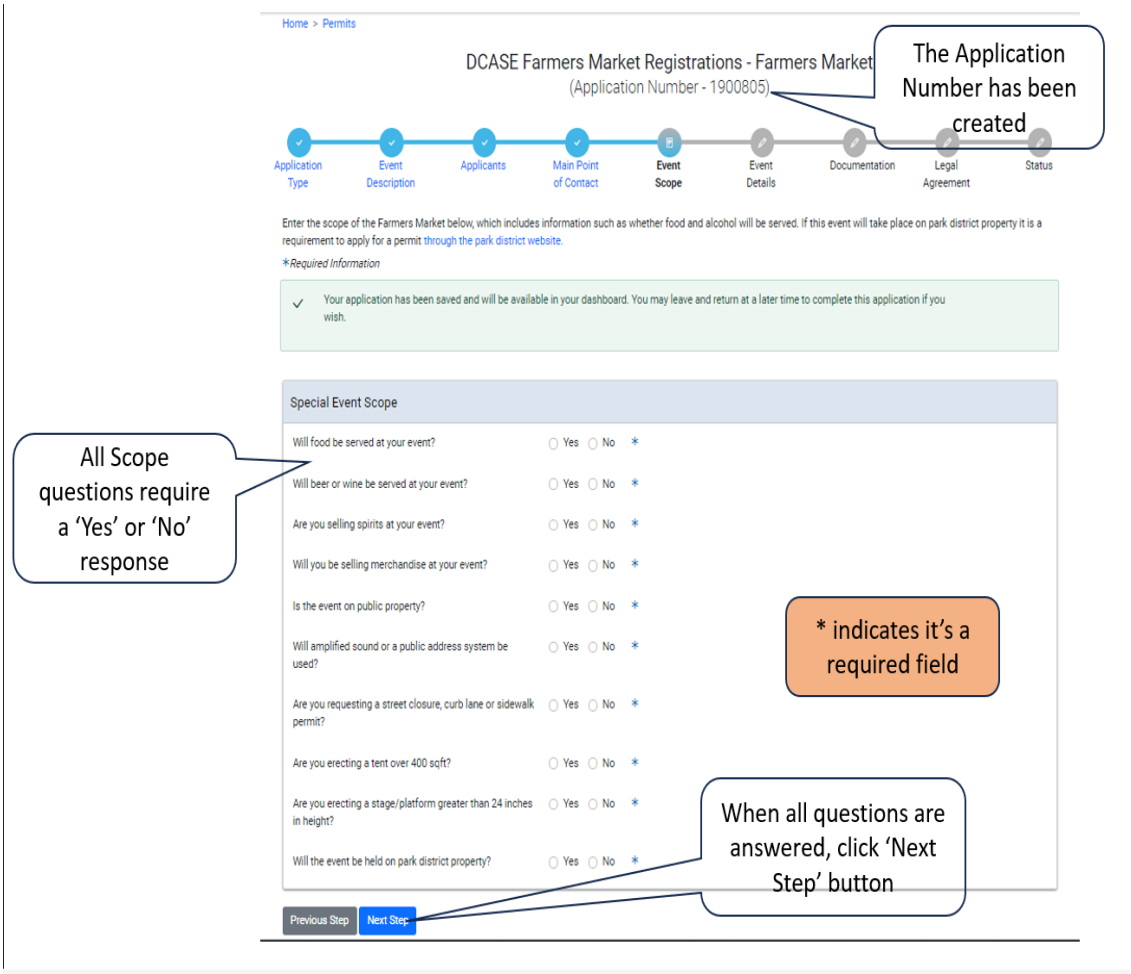
- Click the 'Next Step' button to proceed



Event Scope

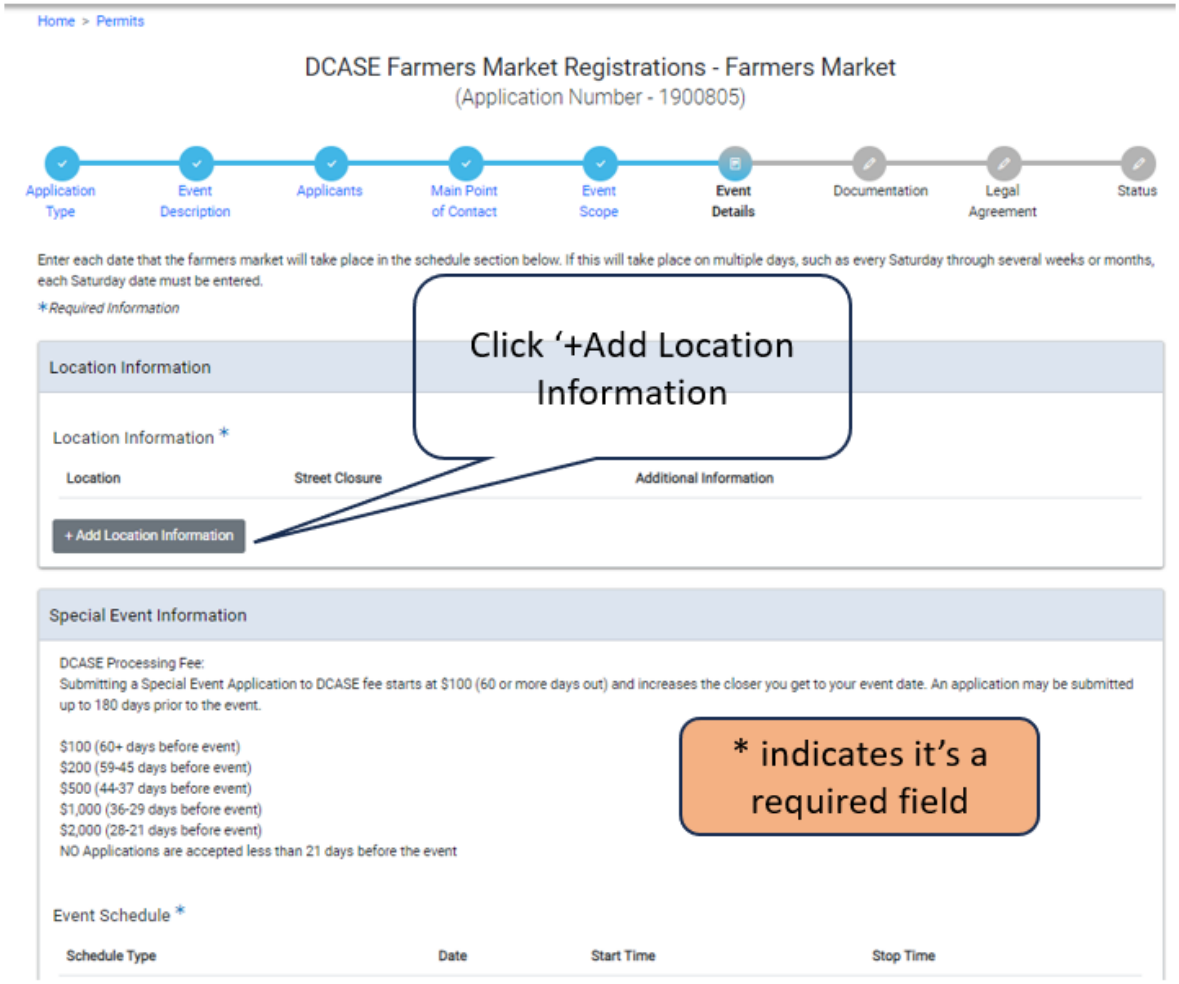
For a Farmers Market, the only questions that can be answered with a yes are 'Will the event be held on park district property?' 2. 'Will amplified sound or a public address system be used?' Please fill in this information and then save the record. If any other questions require a yes answer, user will be asked to create a Festival Application.

- Enter Scope of Farmers Market (all questions require an answer)

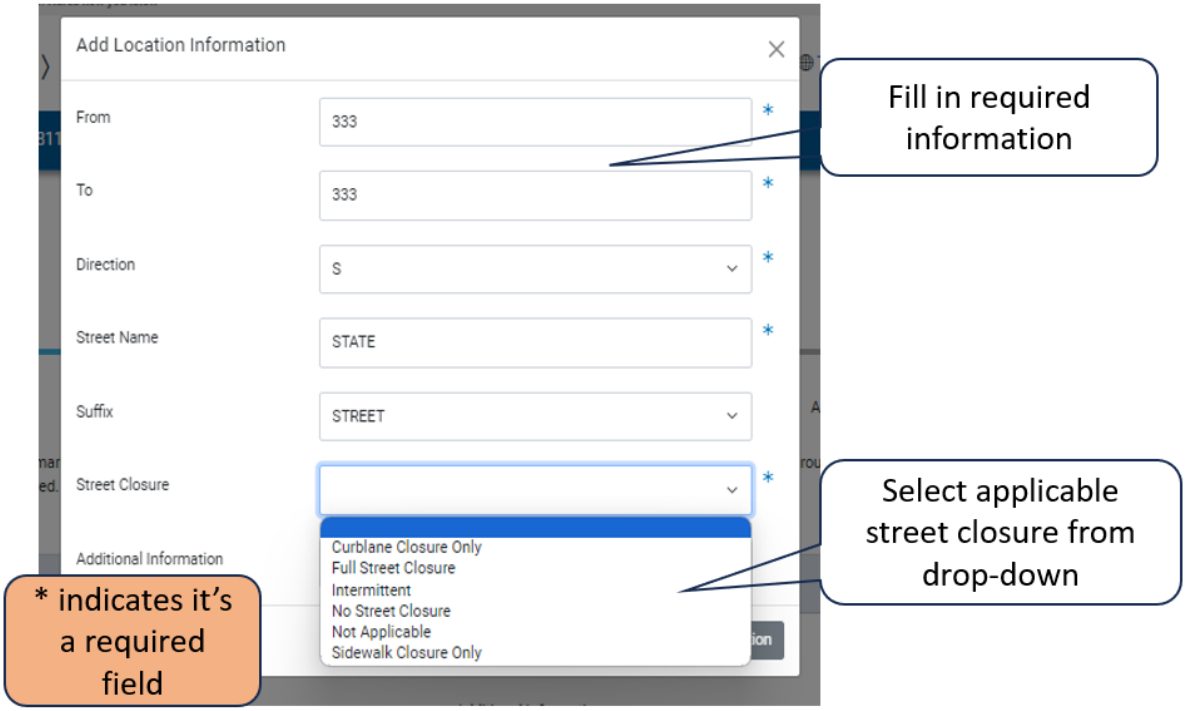


Event Details

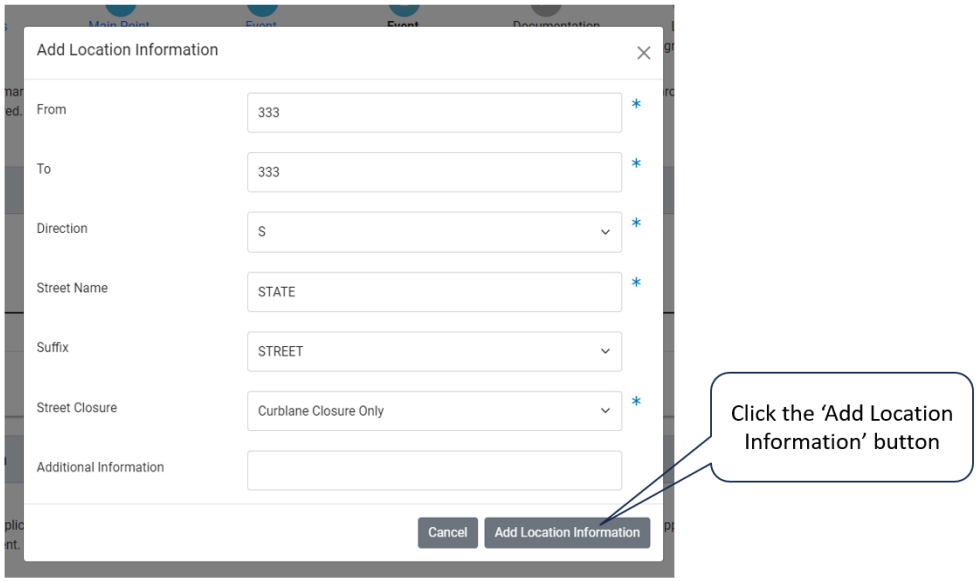
- Farmers Market Details
- Location Information



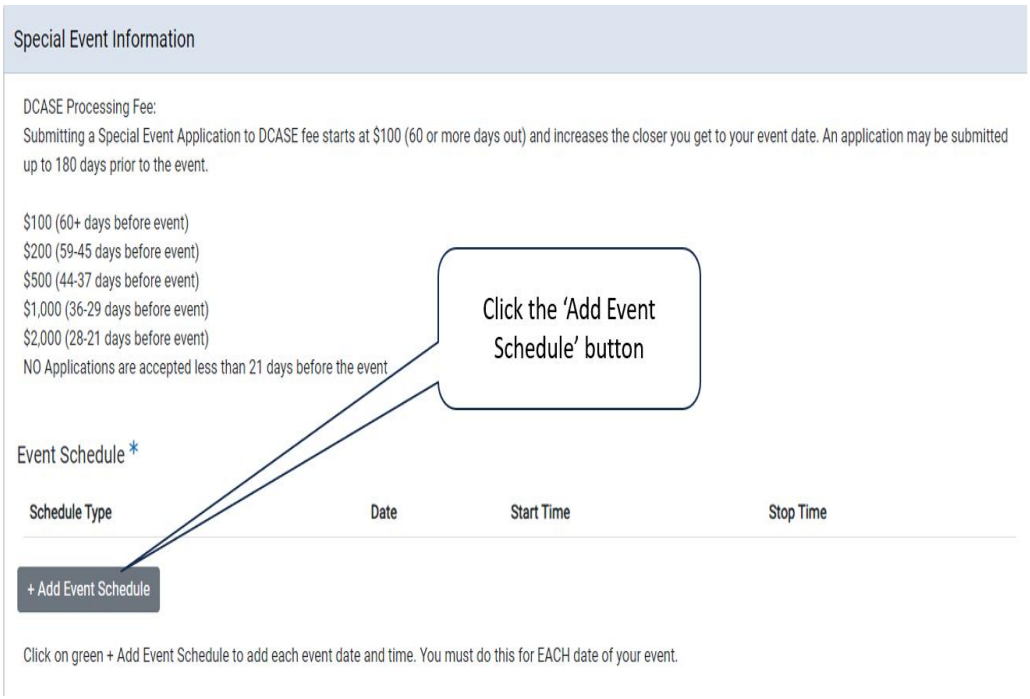
- Add Location Information pop-up.



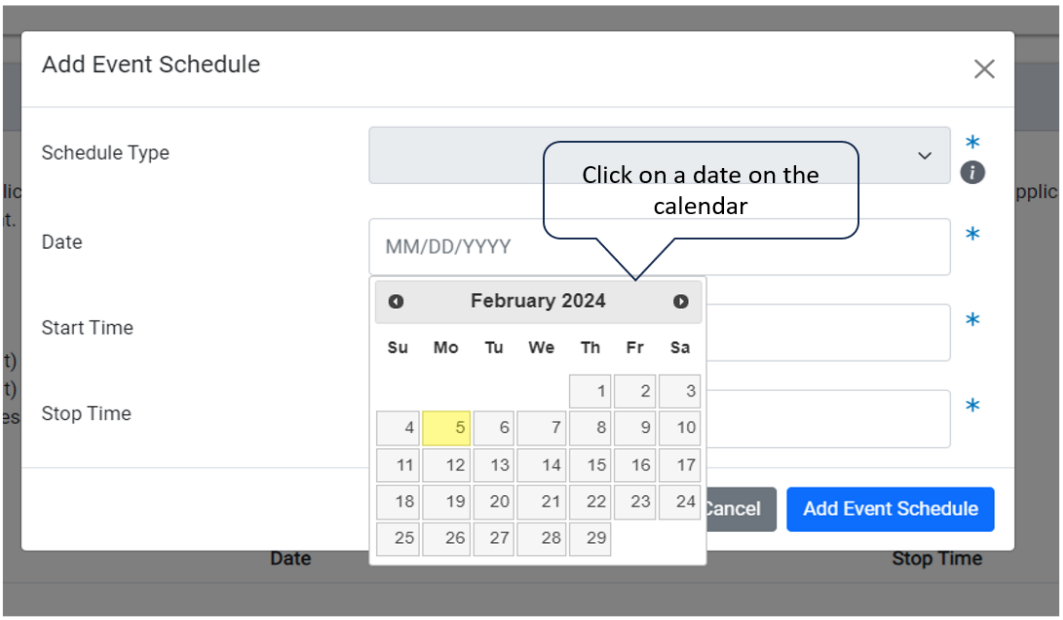
- Click on 'Add Location Information' button when complete.



- Farmers Market Details
    - Event Schedule

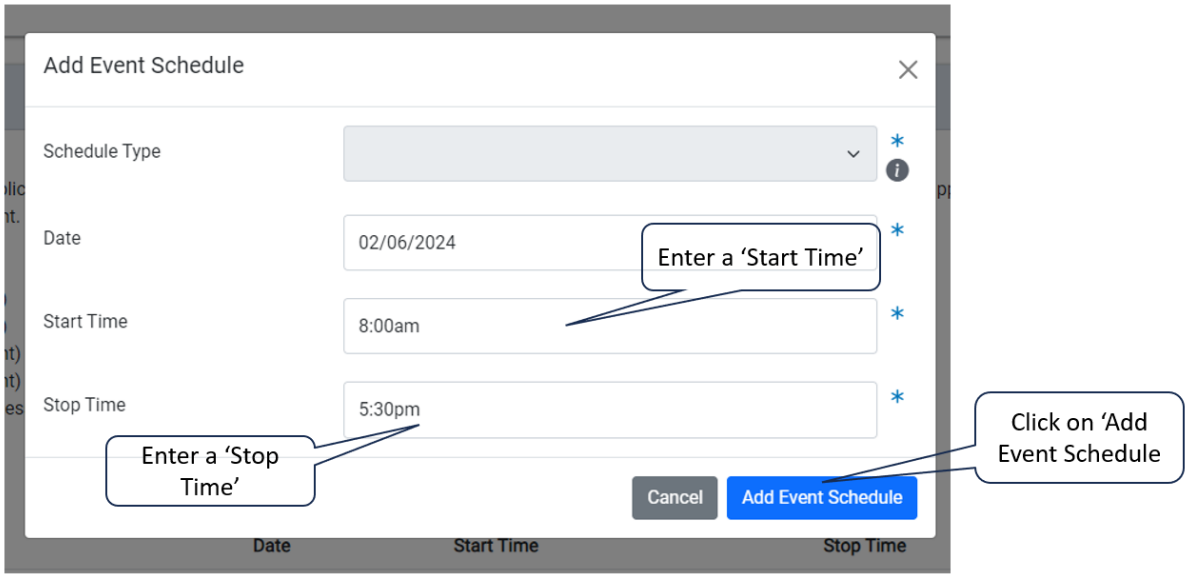


- Click a date on the calendar

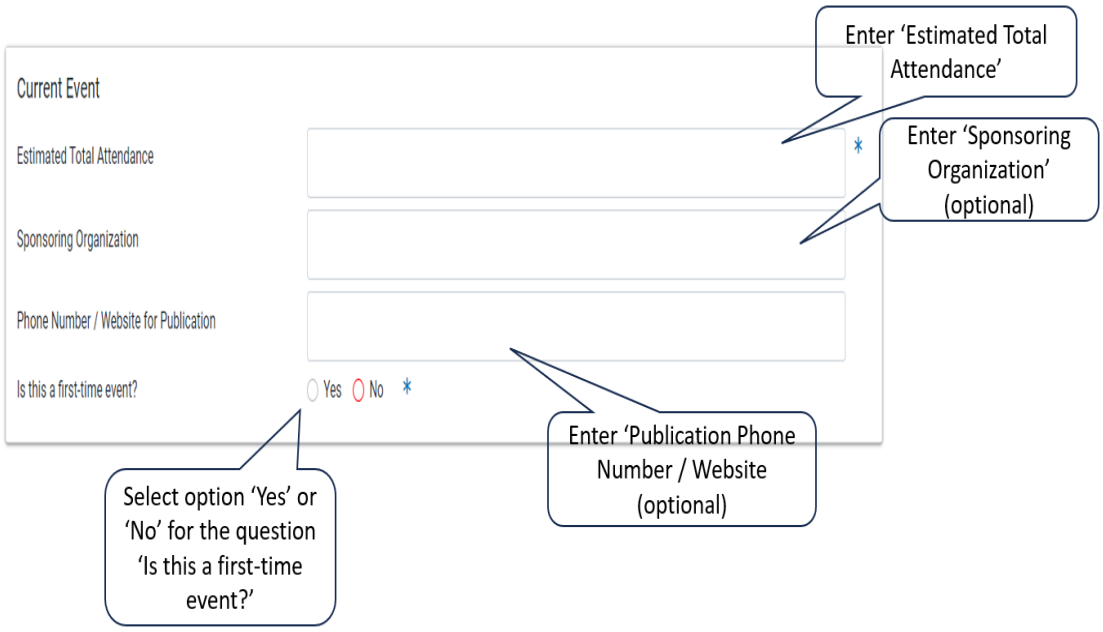


- Enter the 'Start Time' and 'Stop Time'
- Click 'Add Event Schedule'

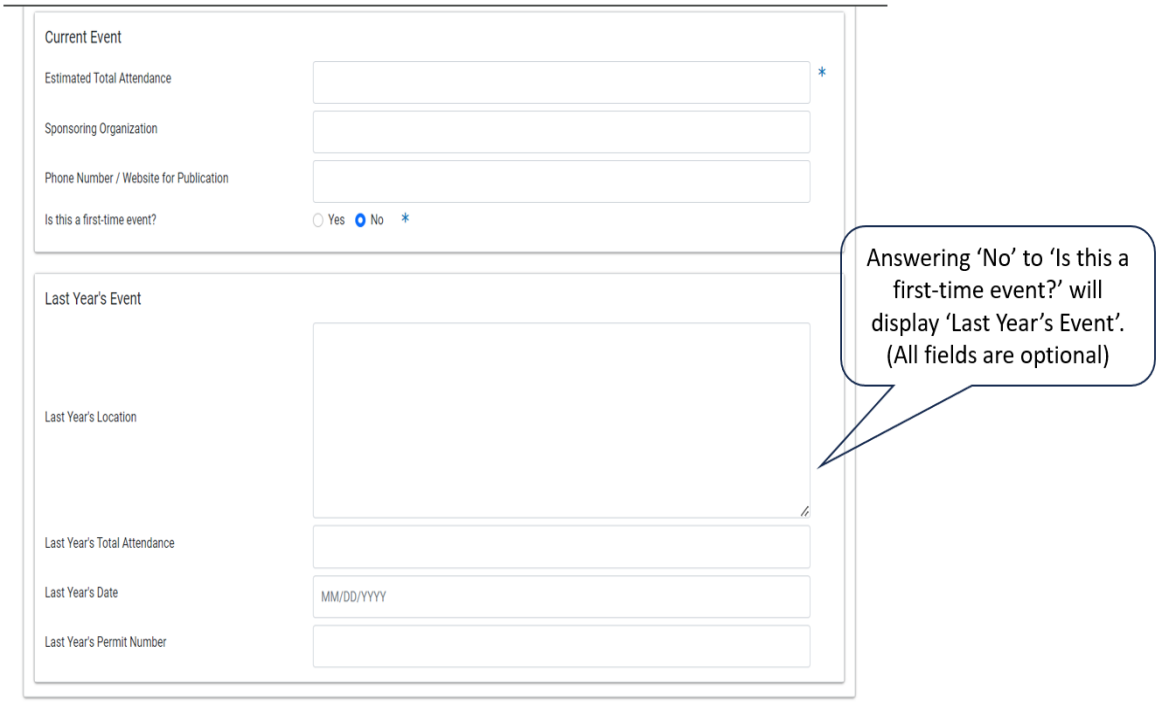
* Indicates it's a required



- Farmers Market Details
    - Current Event

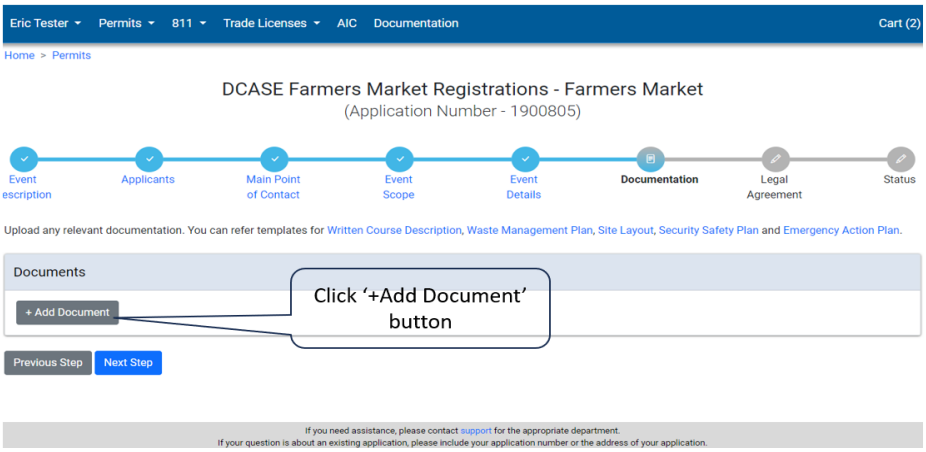


- Farmers Market Details
    - Last Year's Event

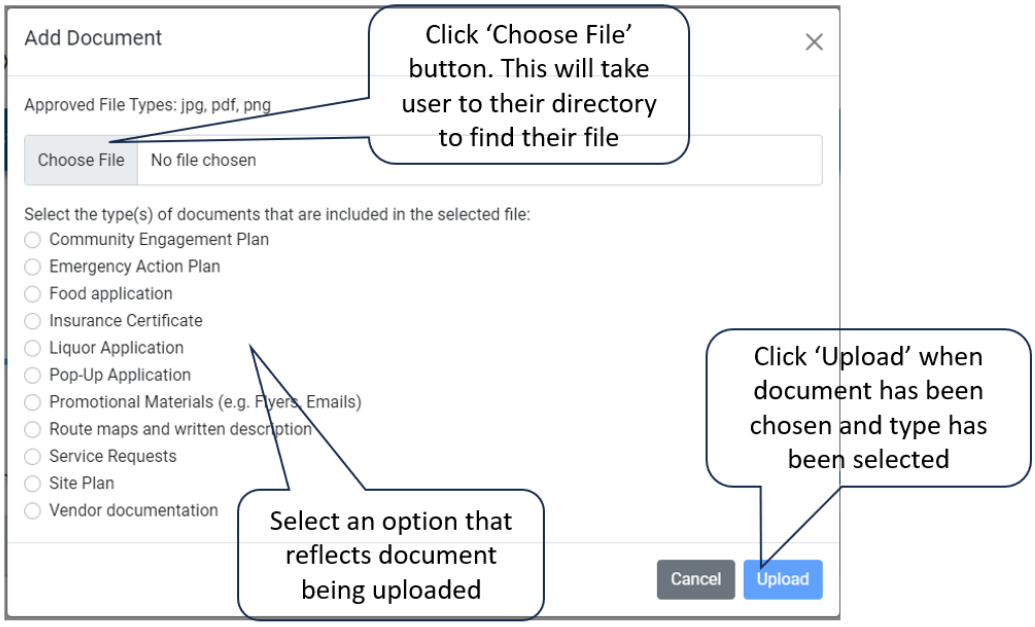


Documentation

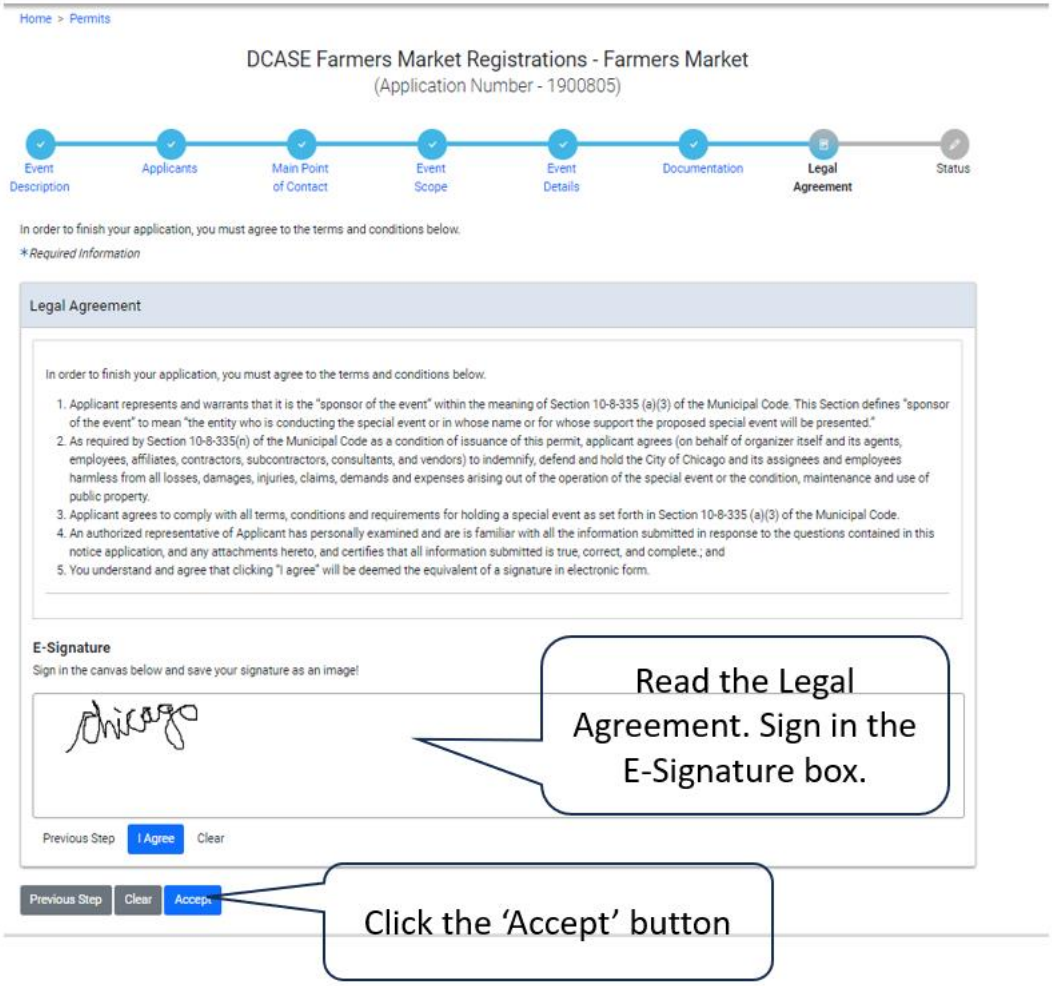
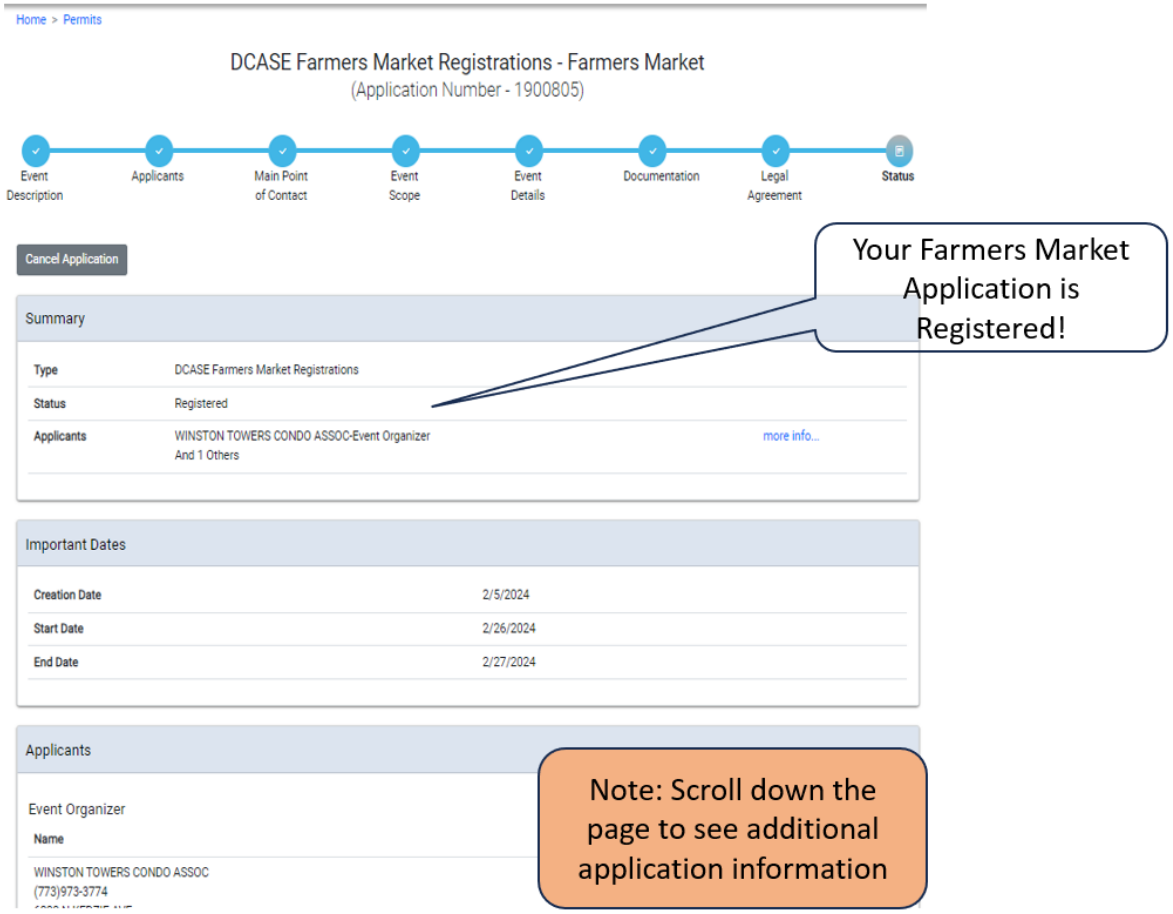
- +Add Document button



- Add Document pop-up



Legal Agreement



Application Status