Aurora Public Library has a new online calendar and program registration software – PerfectMind! If you have registered for classes with the city of Aurora’s Parks, Recreation & Open Space or Cultural Services departments, you are already familiar with PerfectMind and may have an account. If not, the below information will help you get started!

1. Accessing library programs through PerfectMind
   a. Visit AuroraLibrary.org
      i. Click the purple “Programs & Events” button OR
      
         [Image: Aurora Library's homepage with purple 'Programs & Events' button highlighted]

         - Click “Programs & Events” on the hamburger menu at the top of the page

   b. Visit PerfectMind directly at CityOfAurora.PerfectMind.com

2. **Creating an Account**
   Note: Already have an account? Sign in with your email address and password! If you have registered for a class with Parks, Recreation & Open Space or Cultural Services, you may already have an account!

   a. Don’t have an account? Click “**Signup**”
      i. Fill out the following form – required information is first name, last name, email, phone number, address, date of birth and gender
      ii. Click “Submit”

   b. An email with login information will be sent to the email address you used to sign up. Before logging in for the first time, open this email to receive your temporary password. Log in with the temporary password and you will be automatically prompted set your own password to use for future logins.

3. **Adding children & family members to account**
   Note: Add family members to an account to make registration easier. Kids and teens under 18 require parent/guardian permission to register for a program; adding them as a family member makes it easy to register. Another adult in the family can either be added as a family member so all family members are under one account; or each adult can make their own account and add youth under each.

   a. Click “Add Family Members” at the top of the page, underneath “Family Member Detail”

   b. Most fields will auto populate based on the main account holder’s information. Please review the information that is listed and fill in remaining information (name, birthday, gender, main contact’s name and relation of main contact).
4. Viewing Library Programs
   a. From your account, click on “Activity Registration”

   b. To view programs by audience/type of program, click a category under “Library Services”. Programs at all locations are listed under these categories (i.e. – Book Clubs will show all book clubs hosted at our six libraries, partnering locations and on WebEx).

   c. To view programs by location, type your desired location into the search bar (i.e. – Central Library, Tallyn’s Reach Library, WebEx, etc.)

   **NOTE:** When viewing programs, be sure you see “Library Services” under category to ensure they are a free library program. Programs offered by other city entities may charge a fee – library programs are always free!
5. Registering for a Program
   a. When you find a program you’d like to attend, registration is easy! From the Library Services Category page, you’ll see all programs listed for that category.
   b. To view the upcoming dates for a program, click on “Show Courses”
   c. Upcoming dates for the program will be listed below. To register to attend, click the blue “Register” button
   d. On the registration page, you’ll find more details about the event. To continue with registration, click the blue “REGISTER” button
e. Select the people who will be attending this program. Add as many family members will be attending. (i.e. – a guardian and two children attending storytime, please list all three people on registration)

f. Read and agree to the Release/Waiver Form

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Read and agree to the Release/Waiver Form

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Release/Waiver Form

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I, myself, or the undersigned parents/guardians of the below named participant who is under the age of 18 years, do hereby release, waive the City of Aurora, its employees, elected or appointed officers, agents, or representatives from and against any and all liability, claims or demands for bodily injury to the below named participant or for damage to property of the below named participant as well as any expenses including attorney’s fees and court costs and any and other liabilities of any nature whatsoever which may be incurred by the participant or which may arise from the participant’s activities in the City of Aurora Parks, Recreation and Open Space activity. I also understand and agree that my photograph may be taken while participating in City of Aurora activities and such photographs may be used in publication and promotional purposes.

I hereby acknowledge that I have read, understood and voluntarily agreed to the aforementioned release/waiver form.

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Read and agree to the Release/Waiver Form

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g. Review your registration before completing. If you are interested in signing up for another program at the same time, you can do so by clicking “Book another event”. This will take you back to the main program page. Go through the same steps as above for another program and you can register for multiple programs at once.

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Cart Summary

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h. Registration is complete! A confirmation email will be sent to the email associated with your account. You can also print you confirmation if you wish, or register for another program.