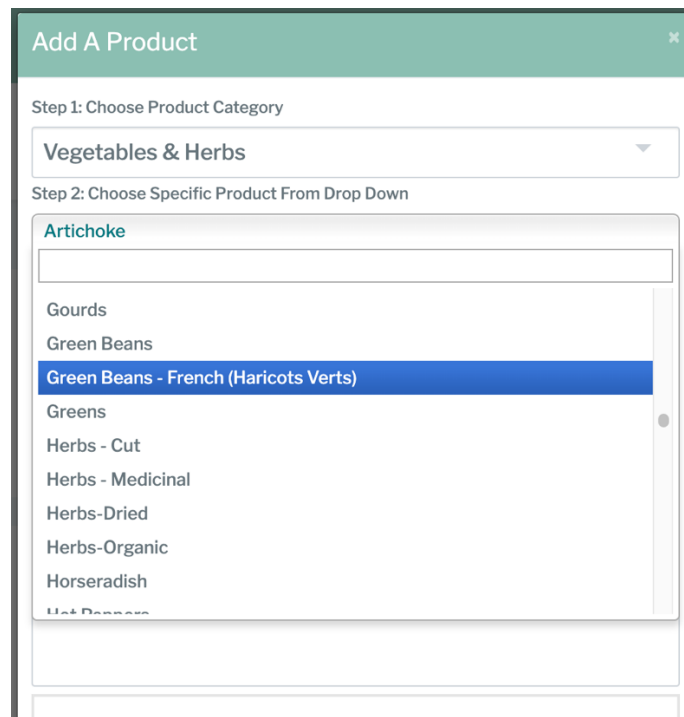Manage My Market

## Adding/Deleting Products

**Adding a Product:**

You can add products to your profile at any time.

1. Go to your **Products** page and click on Add Product in the upper right corner.



2. Select from the down menu the broader category that your product fits into. There are 15 broad categories, and it is very important to select the appropriate category for your product because licensing requirements depend on this larger category.

3. Select the specific product from the second drop down menu. The product will highlight in blue and you **must click on it in order to enter it into the system**.

**Add A Product** ✕

Step 1: Choose Product Category

Vegetables & Herbs ▾

Step 2: Choose Specific Product From Drop Down

Artichoke

Gourds
Green Beans
Green Beans - French (Haricots Verts)
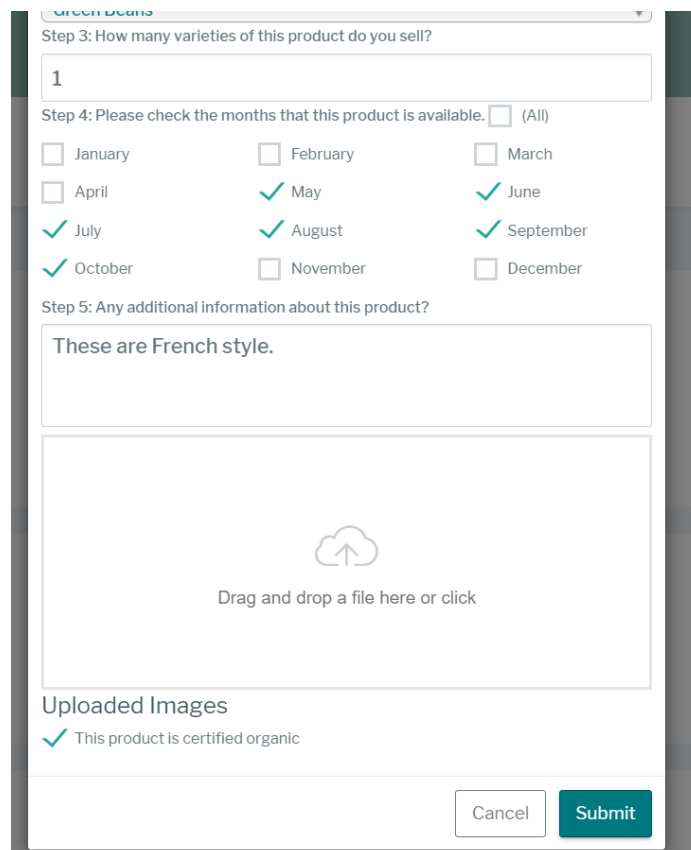Greens
Herbs - Cut
Herbs - Medicinal
Herbs-Dried
Herbs-Organic
Horseradish
Hot Peppers

4. Enter the number of varieties available, what months they are available and any additional information about this product, including its organic status.

Green Beans ▾

Step 3: How many varieties of this product do you sell?

1

Step 4: Please check the months that this product is available.  ☐ (All)

☐ January       ☐ February      ☐ March
☐ April          ✔ May            ✔ June
✔ July           ✔ August         ✔ September
✔ October        ☐ November       ☐ December

Step 5: Any additional information about this product?

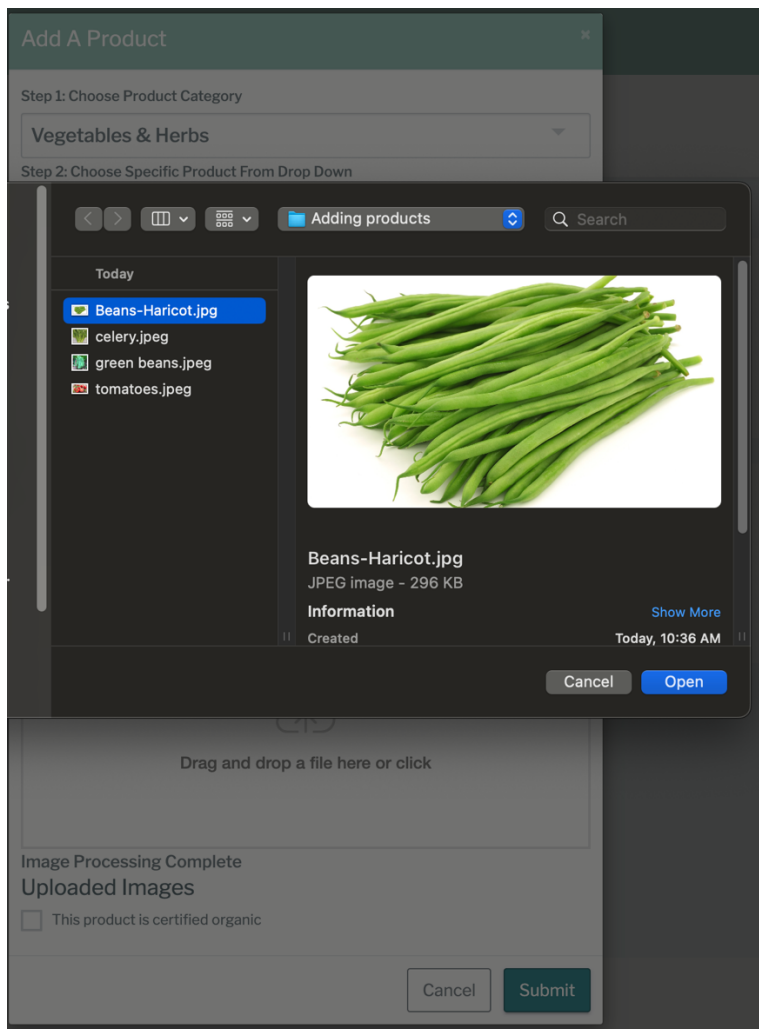These are French style.

☁
Drag and drop a file here or click

**Uploaded Images**
✔ This product is certified organic

Cancel   Submit

You can also add product photos here by putting your cursor in the photo area and left clicking to bring up an image from your desktop.



The image will not initially appear, but rather be listed at the bottom below the photo box and then viewable by clicking on the photo icon to the right of the product name.
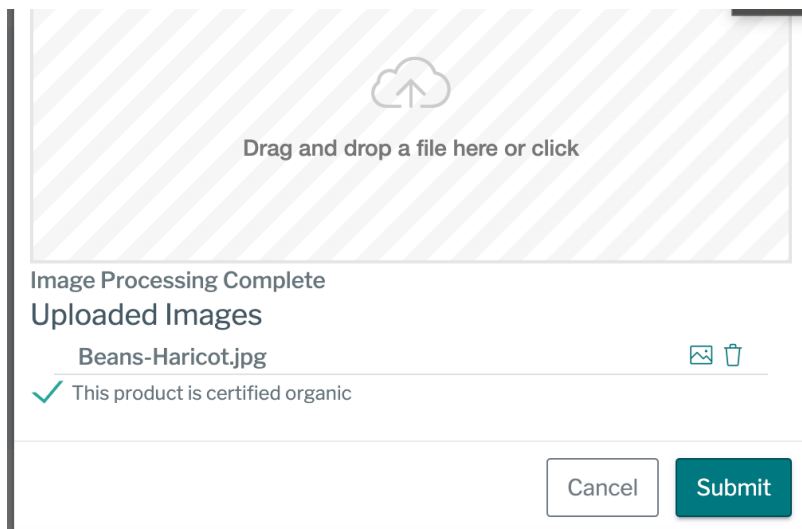
Be sure to click on submit and then repeat the process if you wish to add more products. **You cannot add a single product more than once.** If you want to add different varieties of one product and they are not listed separately, then you must add the varieties in the text field within that product. For example, you may select 'bread' and list bagels as a variety in that category OR you may select bagels as its own category (preferred method), but you cannot select the 'bread' category twice.

You may enter as many photos of each product as you like.

*Please note that some markets reserve the right to approve or not approve products.

To see the status of your products in a market, click 'Products' on the market module on your **My Markets** page.
If you are in multiple markets, please make sure to you are viewing the intended market module.

If your overall application status is still Pending, all products will show Pending as well.

| Friendly DEMO Market - 2023 Test Market | ✓ Email |
|---|---|
| **Approved** | |

| Market Information + |
|---|
| Documents + |
| Application + |
| Products - |

| Product | Status |
|---|---|
| Celery | Approved |
| Tomatoes | Not Approved |
| Green Beans - French (Haricots Verts) | Approved |

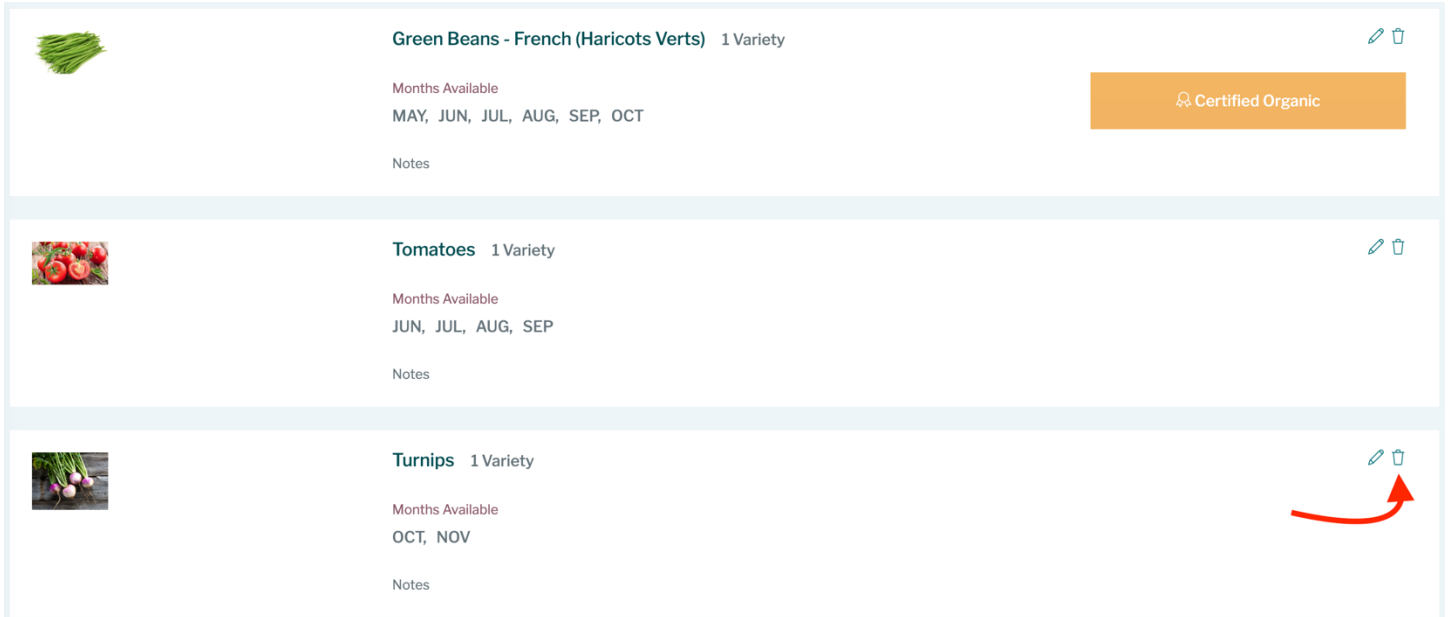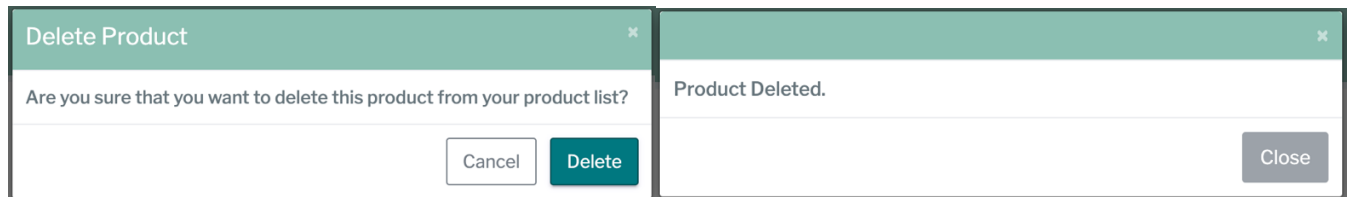| Dates (Add/Remove) + |
|---|
| Staff + |

## Deleting a product:

Sometimes it is necessary to delete a product. Start by going to the **Products** page of your account and locating the product to be deleted.

Click the trashcan icon to mark the product for deletion.



You'll get a pop-up verifying you want to delete the product, and a confirmation if you click Delete.
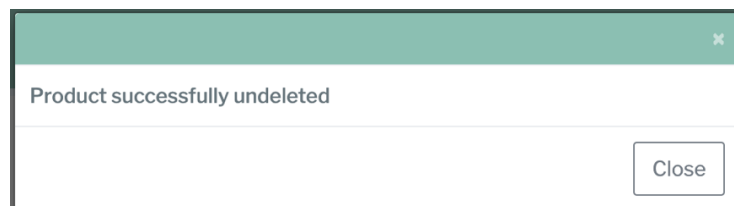


Your product will be marked for deletion and will be removed overnight.
If you are in a market, the manager will be notified of the product deletion as well.



If you change your mind about deleting the product, it can be undone by clicking the interdictory (circle backslash) icon in the upper right corner.