

Setting up a Vendor Profile / Applying to a market

Your Manage My Market vendor profile is where you enter all your demographic information, as well as your products and product images. Once you have created your profile, it is shared with market managers when you apply to a market, so you only need to worry about keeping the profile current, rather than entering the same info over and over each time you apply.

If you have not yet created a login, start your registration by going to managemymarket.com and clicking on Register.

| Manage My Market Premier Farmers Market Management Username |
|--|
| Log In Forgot your password? Register |
| Register |
| Are you a vendor or a market manager ? Vendor Manager |

Select Vendor

Fill out the Vendor Registration module and click 'Next' to proceed.

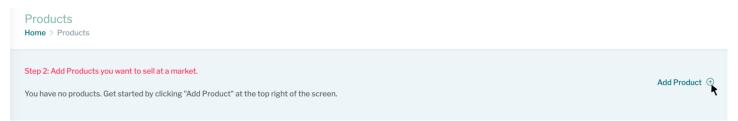
| Ve | endor | Regis | strati | on |
|----|-------|-------|--------|----|
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| | | | | |
| | | | | |
| | | | | |
| | | Next | | |

First, you'll complete the Profile area – Company Info, Business Info, Contacts, and Addresses.

| Profile Home > Profile | | | | |
|---------------------------|-------------------------|-----------------|-----------|--|
| Make any changes to | our profile and then | click on Submit | | |
| Fields marked with | an * are required | | | |
| Company Info | Business Info | Contacts | Addresses | |
| N | o Logo | | | |
| U | ick To pdate mage | | | |
| Company Name * | | | | |
| Test Vendor | | | | |
| Login Email * | | | | |
| Test@managem | ymarket.com | | | |

Once you've completed your Profile, you'll be prompted to add Products. You must add at least one product in order to apply to a market.

Start by clicking Add Product +



The Product module will start with Product Category – pick one from the drop-down menu.

| Add A Product * | Add A Product * |
|---|--|
| Step 1: Choose Product Category | Step 1: Choose Product Category |
| Agri. By-Products | ✓ Agri. By-Products Arts & Crafts |
| Step 2: Choose Specific Product From Drop Down | Bakery Items |
| Balms | Berries |
| Step 3: How many varieties of this product do you sell? | Dairy |
| 1 | Flowers |
| Step 4: Please check the months that this product is available. (All) | Fruit |
| January February March | Grains/Cereals/Seeds |
| April May June | Miscellaneous |
| July August September | Nursery Stock |
| October November December | Nuts |
| | Processed Food & Beverage |
| Step 5: Any additional information about this product? | Protein Foods |
| | Ready to Eat Food & Beverages (Concession) |
| | Vegetables & Herbs |
| | |
| | |
| | |
| | () |
| CD | CID |
| Drag and drop a file here or click | Drag and drop a file here or click |
| | |
| | |
| Uploaded Images | Uploaded Images |
| This product is certified organic | This product is certified organic |
| Cancel Submit | Cancel Submit |

Next, you'll select the Specific Product from a list generated based on the product category. If your product is not in the list, please contact us at info@managemymarket.com to get your product added.

You will also indicate the number of varieties, and months of availability for that product.

| Add A Product * | Add A Product × | | |
|--|---|--|--|
| Step 1: Choose Product Category | Step 1: Choose Product Category | | |
| Vegetables & Herbs | Vegetables & Herbs | | |
| Step 2: Choose Specific Product From Drop Down | Step 2: Choose Specific Product From Drop Down | | |
| Artichoke | Asparagus | | |
| | Step 3: How many varieties of this product do you sell? | | |
| Artichoke | 4 | | |
| Arugula | Step 4: Please check the months that this product is available. (All) | | |
| Asian Greens | January February March | | |
| Asian Vegetables | | | |
| Asparagus | V April V May June | | |
| Avocados 7 | July August September | | |
| Basil | October November December | | |
| Bay (Culinary) | Step 5: Any additional information about this product? | | |
| Beans - Cannellini | | | |
| Reans - Dried Rush | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | CT) | | |
| Drag and drop a file here or click | Drag and drop a file here or click | | |
| | | | |
| | | | |
| Uploaded Images | Uploaded Images | | |
| This product is certified organic | This product is certified organic | | |
| _ | | | |
| Cancel | Cancel | | |

If you have additional details about your product, add that info in step 5.

Product photos can also be added below, please limit those to image formats such as PNG, JPEG/ jpg.

Here is also where you will check if your product is Certified Organic.

Click 'Submit' when you are done – product listings will look like this and can be edited or deleted at any time using the icons in the upper right corner.

| Asparagus 4 Varieties | 00 |
|-------------------------------------|----|
| Months Available | |
| APR, MAY, AUG | |
| Notes | |
| Fresh Asparagus from our local farm | |
| | |

Once you have added your product(s), you will be able to find and apply to markets in your area.

Start by going to My Markets on your side bar, then click on 'Apply to a Market'.

| Test Vendor | My Markets | |
|-------------------------|---|-------------------|
| Test@managemymarket.com | Home > My Markets | |
| My Markets | Current & Upcoming Markets I've Applied To: | Apply to a Market |

Here you can enter your address, or postal code to generate a list of markets near you.

| Apply to a Market Home > Apply to a Market | | | | |
|--|---------------------|--|--|-----------|
| Below is a list of available markets within 100 miles of | | | | |
| Enter Address | | | | |
| Portland, OR 98662 United States OK | | | | |
| Within 100 miles, there are 10 available markets. | | | | |
| Friendly Market! | | | | |
| Market | Location | | | |
| Halloween Hootenanny | 1234 test st, 98662 | | | Apply Now |
| New market based on 2022 TEST market | 1234 test st, 98662 | | | Apply Now |
| Wednesday Test Market | 1234 test st, 98662 | | | Apply Now |

Select the market you'd like to apply to and click 'Apply Now'.

You will be taken to the application page for that market and can complete the information requested by the market.

| ome > Apply to a Market | | |
|--|---------------------------|--|
| opplying to the Friendly Market | t! - Halloween Hootenanny | |
| Please Read | | |
| This is a test Halloween market | | |
| Market Dates | | |
| Select the dates you would like to attend. | (select all) | |
| Legend: Available Selected | Sold Out Unavailable | |
| October 2022 | | |
| S M T W T F S | | |
| 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 | | |
| 16 17 18 15 20 21 22 23 24 25 26 27 28 29 30 31 | | |
| | | |
| Market Staff | | |

If you have any questions about the process, please contact us at info@managemymarket.com