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.

Select Vendor
Fill out the Vendor Registration module and click ‘Next’ to proceed.

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

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.
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.

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

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.

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

Happy marketing!