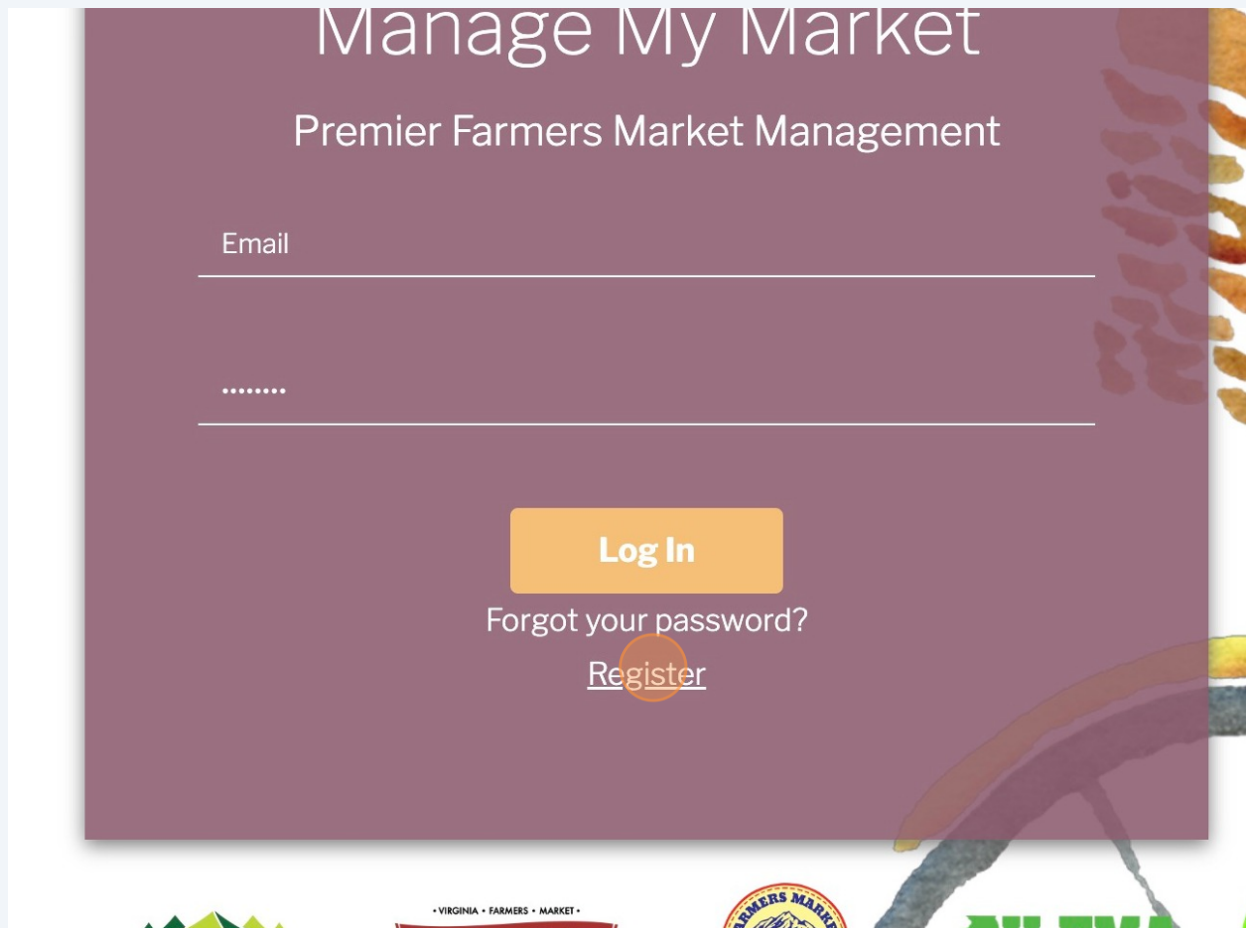


How to Create a Manage My Market Profile

1

At www.managemymarket.com click Register on the homepage



The screenshot shows the homepage of the 'Manage My Market' website. The header features the text 'Manage My Market' in a large, white, sans-serif font, followed by 'Premier Farmers Market Management' in a smaller, white, sans-serif font. Below the header, there are two input fields: one labeled 'Email' and another with a masked password '.....'. Both fields have white outlines and are set against a dark purple background. Centered below the input fields is an orange button with the text 'Log In' in white. Below the button, the text 'Forgot your password?' is displayed in white. At the bottom of the login section, the word 'Register' is written in white and underlined. The entire page is framed by a light blue border. At the bottom of the page, there is a footer with a small logo on the left, the text '• VIRGINIA • FARMERS • MARKET •' in the center, and a circular logo on the right.

2 Click I'm a Vendor

igemymarket.com

Register

Are you a **vendor** or a **market manager**?

I'm a Vendor **I'm a Market Manager**

Email

3 Fill out the form to include your business name, email address, contact name, and password

Vendor Registration

Your Business Name

@gmail.com

Your Name

.....

.....

Next

Already a member? [Log in here.](#)

4 Click Next

Registration form with the following fields:

- Your Business Name
- @gmail.com
- Your Name
-
-

Next

Already a member? Log in here.

5 Accept the Terms of Service and click Submit

managemymarket.com/vendorsv2/profile.aspx?new=1

age My Market

Business Name

ail177@gmail.com

My Markets

Calendar

Profile

Home > Profile

Let's continue getting to know

Fields marked with an * are required

Terms of Service

Our Terms of Service have changed. Please take some time to carefully read them [here](#).

☐ I accept the new Terms of Service.

Decline Submit

6

Fill out the form to include your business phone, mobile phone, and website (if you have one)

Business Phone*

505-555-5555

Mobile Phone

505-555-5555

Fax

Website

(ex: *managemymarket.com*)

7

Fill out your company description and any business social media profiles

This is where you will type your company description.

Twitter Handle

@mytwitterhandle

(ex: @managemymarket)

Facebook Profile

www.facebook.com/yourfacebookpage

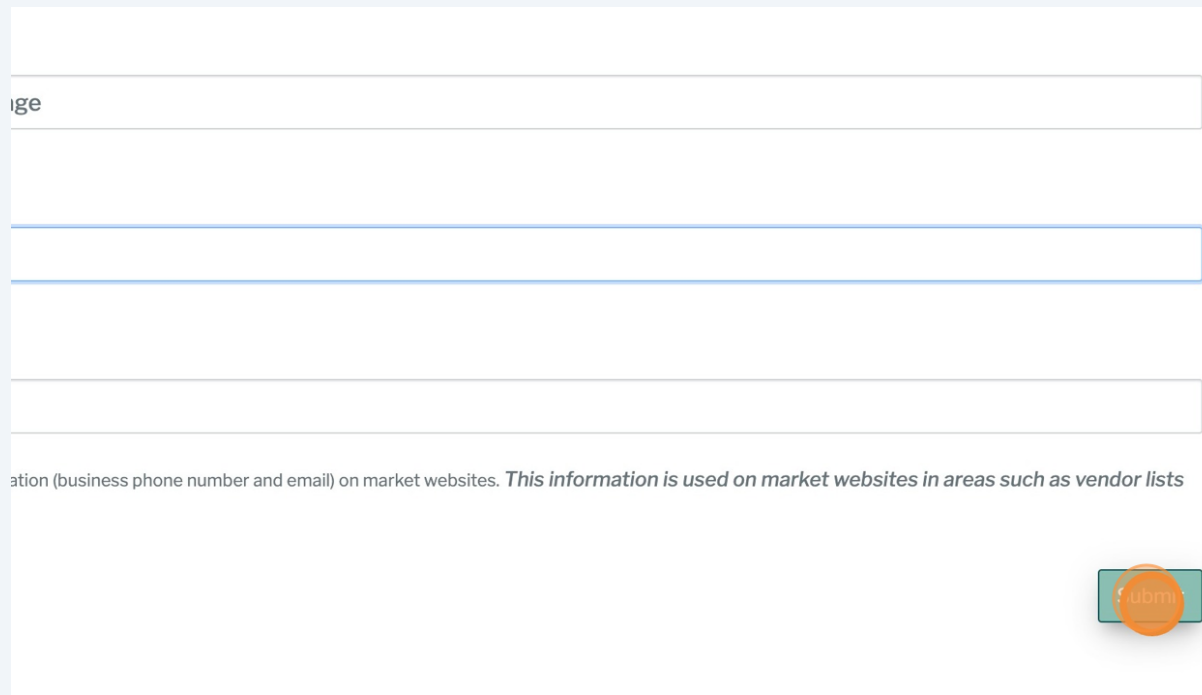
(ex: facebook.com/managemymarket)

Instagram Profile

(ex: managemymarket)

8

Click Submit



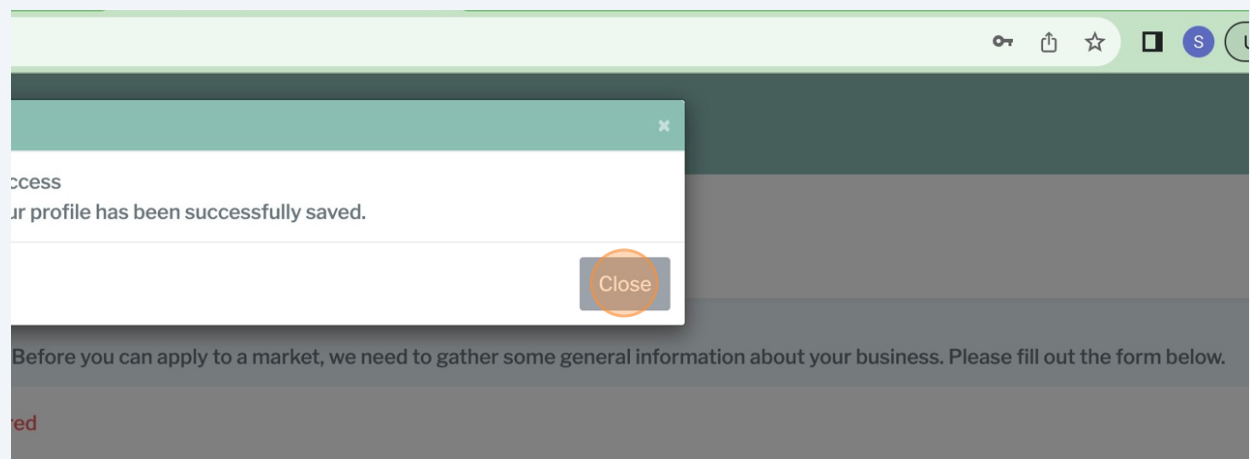
ge

ation (business phone number and email) on market websites. *This information is used on market websites in areas such as vendor lists*

Submit

9

Click Close



ccess
ur profile has been successfully saved.

Close

Before you can apply to a market, we need to gather some general information about your business. Please fill out the form below.

ed

10 Next, on the Business Info tab, fill out all required questions ...

The screenshot shows the 'Business Info' tab selected. The 'Business Structure *' dropdown menu is open, displaying options: Collaborative (checked), Corporation, LLC, Nonprofit, Other (highlighted with a blue bar and an orange circle), Partnership, and Sole Proprietor. Below the dropdown, the 'Number of Full-time employees' field contains the value '0'. The 'Number of Part-time employees' field is empty.

11 Type the name of the business owner in the Business Owner section

The screenshot shows the 'Business Info' tab selected. At the top, a red message states 'Fields marked with an * are required'. The 'Business Structure *' dropdown menu is now closed, and the text 'Other' is visible in the input field. Below this, the 'Business Owners*' section is highlighted with a red background and an orange circle. The 'Year Established' field contains the value '0'. The 'Number of Full-time employees' field contains the value '0'.

12 Continue to answer all required questions...

Number of Volunteers

0

☐ My business is **certified** organic.

Is this business a farm/ranch? ☐ Yes ☒ No

Where do you source ingredients/materials for your products? If not applicable write n/a.*



☐ Check if any part of the processing or preparation of your product is not done by you

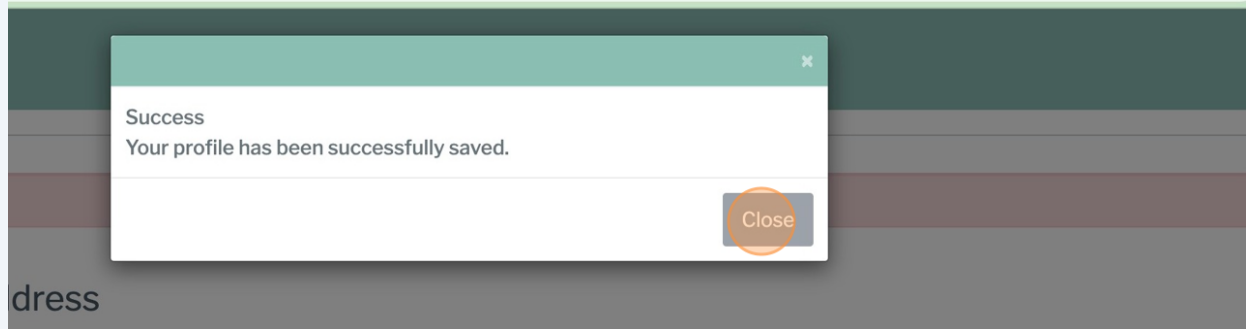
If checked, please indicate which products and the name and location of any secondary processor or co-packer

13 Click Submit

Name and location of any secondary processor or co-packer

Submit

14 Click Close



15 On the Addresses tab fill out all required information

Let's continue getting to know you. Before you can apply to a market, we need to gather some general information about your business.

Fields marked with an * are required

Company Info Business Info Contacts **Addresses**

Physical Address

Country*

Address 1*

Address 2

City*

16 When done, click Submit



A form with a white background and a light gray border. It contains a dropdown menu at the top, followed by three red horizontal bars, and a green 'Submit' button at the bottom right. The form is set against a light blue background.

17 Next, click Add Product to add photos of your products to your account



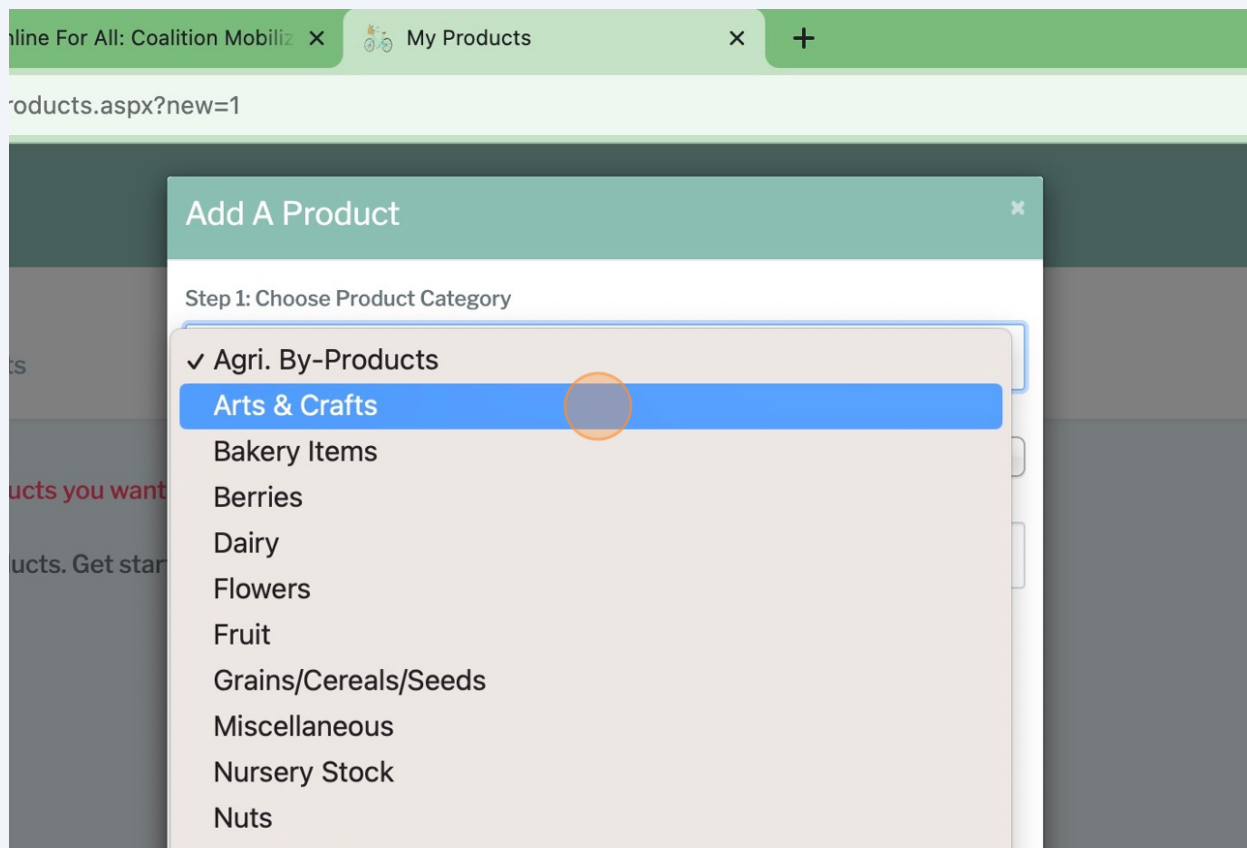
A form with a white background and a light gray border. It contains a single input field at the top. The form is set against a light blue background.

st.

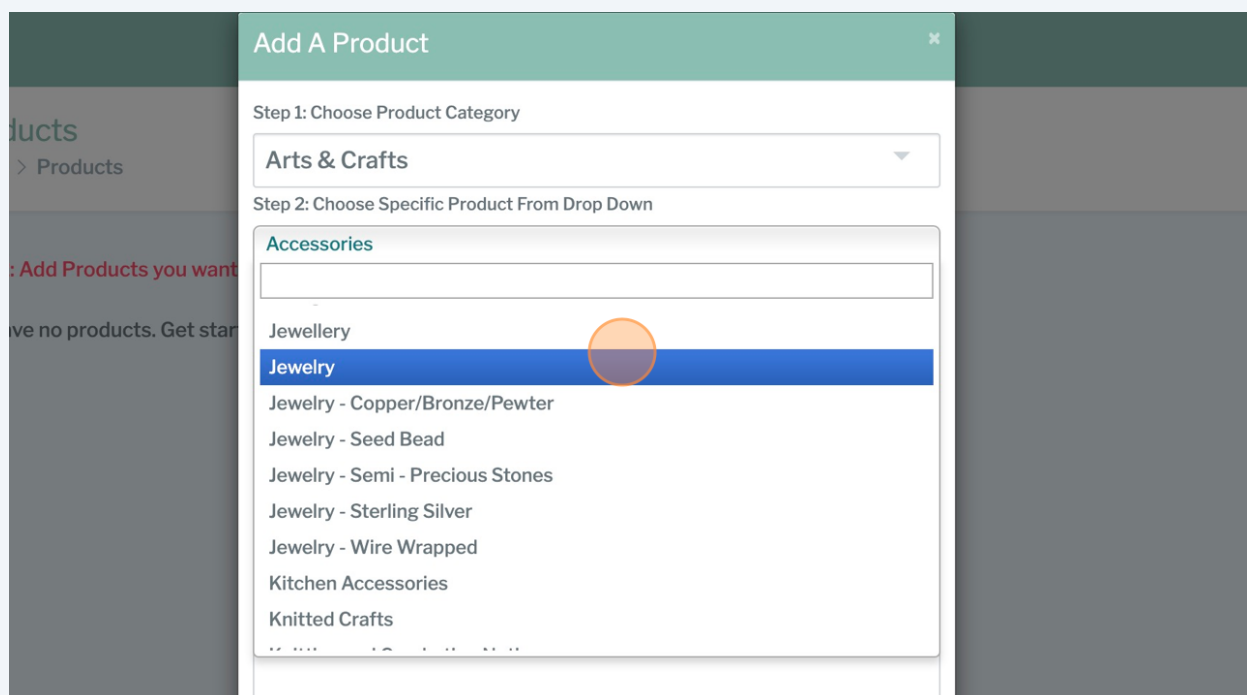
dd Product" at the top right of the screen.

Add Product 

18 Choose your Product Category



19 Choose the specific product from the drop down



- 20 Note the number of products that fall under the category

The screenshot shows a web form titled "Add A Product" with a close button (X) in the top right corner. The form is divided into five steps:

- Step 1: Choose Product Category**
A dropdown menu is shown with "Arts & Crafts" selected.
- Step 2: Choose Specific Product From Drop Down**
A dropdown menu is shown with "Jewelry" selected.
- Step 3: How many varieties of this product do you sell?**
A text input field contains the number "2". An orange circle with a cursor icon is positioned over the right side of this field.
- Step 4: Please check the months that this product is available.**
There is an unchecked checkbox followed by the text "(All)". Below this, there are twelve checkboxes arranged in a 4x3 grid, each followed by a month name:
 - January, February, March
 - April, May, June
 - July, August, September
 - October, November, DecemberAll checkboxes are currently unchecked.
- Step 5: Any additional information about this product?**
A large, empty text area for additional information.

21 Select which months the products will be available

Step 2: Choose Specific Product From Drop Down

Jewelry

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

3

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?



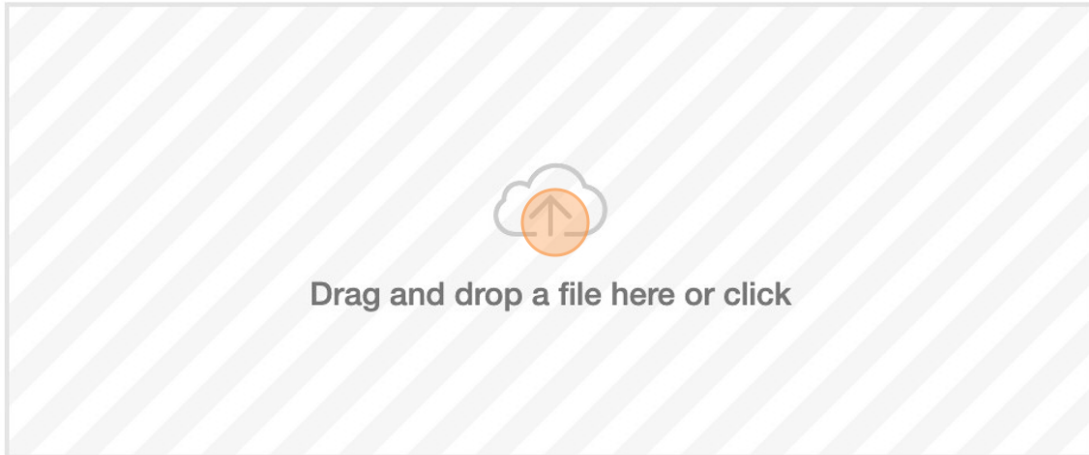
22 Click here to upload product photos

✓ October

✓ November

✓ December

Step 5: Any additional information about this product?



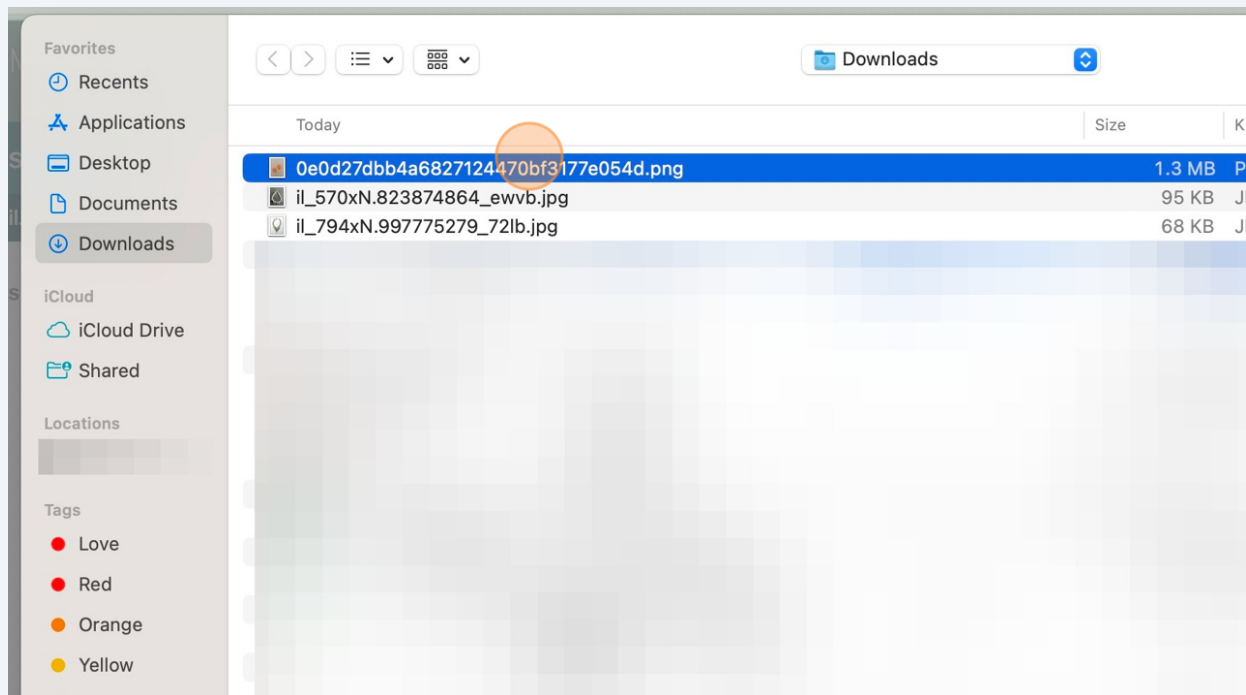
Uploaded Images

☐ This product is certified organic

Cancel

Submit

23 Click the photos that you want to upload. Click open



24 Repeat to add new photos.

Get started

Step 5: Any additional information about this product?

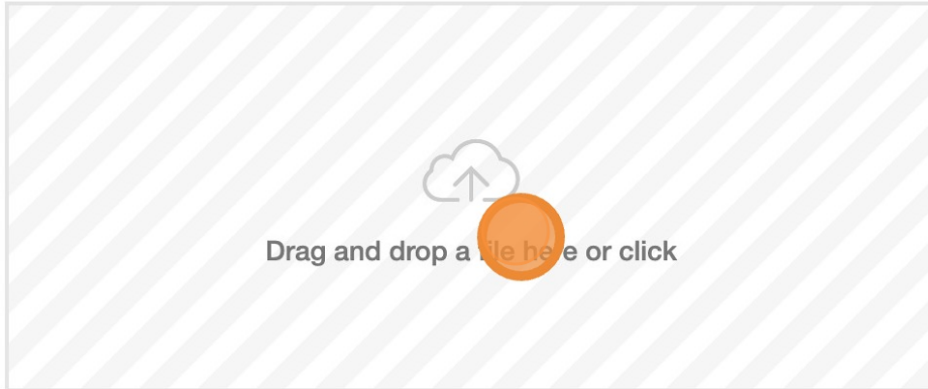


Image Processing Complete

Uploaded Images

0e0d27dbb4a6827124470bf3177e054d.png



il_570xN.823874864_ewvb.jpg

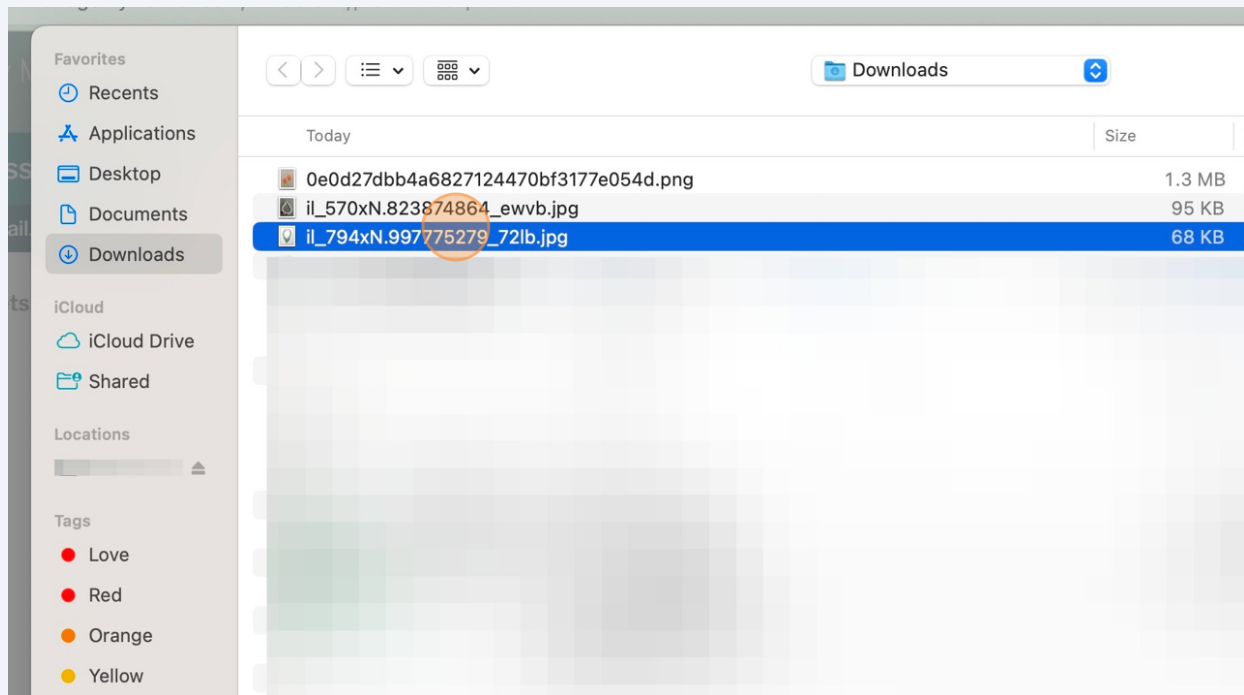


☐ This product is certified organic

Cancel


Submit

25 Select photos you want to upload. Click okay



26







When you are done uploading photos, click Submit



Drag and drop a file here or click

Image Processing Complete

Uploaded Images

0e0d27dbb4a6827124470bf3177e054d.png	 
il_570xN.823874864_ewvb.jpg	 
il_794xN.997775279_72lb.jpg	 

☐ This product is certified organic

Cancel

Submit

27 You can continue to Add More Products or Apply to A market

Step 2 of 3 complete!

Now, you can apply to a market by clicking below.

[Add More Products](#) [Apply To A Market](#)

sell at a market.

Jewelry 3 Varieties

Months Available
APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC

Notes

Add P

28 If you select Apply To A Market, scroll down to the upcoming year's Downtown Growers' Market application. Click Apply Now

anol)	Albuquerque, 87102	Registration Closed
)	Albuquerque, 87102	Apply Now
Espanol)	Albuquerque, 87102	Registration Opens 10/1/2023

Location

Robinson Park, 87102	Apply Now
Robinson Park, 87102	Registration Closed