How to Create a Manage My Market Profile

1. At [www.managemymarket.com](http://www.managemymarket.com) click Register on the homepage.
2. Click I'm a Vendor

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

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

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Phone*</td>
<td>505-555-5555</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>505-555-5555</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Website</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ex: managemymarket.com)</td>
</tr>
</tbody>
</table>
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

9 Click Close

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

*This information is used on market websites in areas such as vendor lists.*
Next, on the Business Info tab, fill out all required questions ... 

Type the name of the business owner in the Business Owner section
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
14 Click Close

15 On the Addresses tab fill out all required information
16  When done, click Submit

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

*Add Product* at the top right of the screen.
Choose your Product Category

Choose the specific product from the drop down
Note the number of products that fall under the category.
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)

- [x] January
- [ ] February
- [ ] March
- [x] April
- [x] May
- [x] June
- [x] July
- [x] August
- [ ] September
- [x] October
- [x] November
- [x] December

Step 5: Any additional information about this product?
Click here to upload product photos

Step 5: Any additional information about this product?

Drag and drop a file here or click

Uploaded Images

☐ This product is certified organic

Cancel  Submit
Click the photos that you want to upload. Click open.
Repeat to add new photos.
Select photos you want to upload. Click okay
When you are done uploading photos, click Submit
You can continue to Add More Products or Apply to A market

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