



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

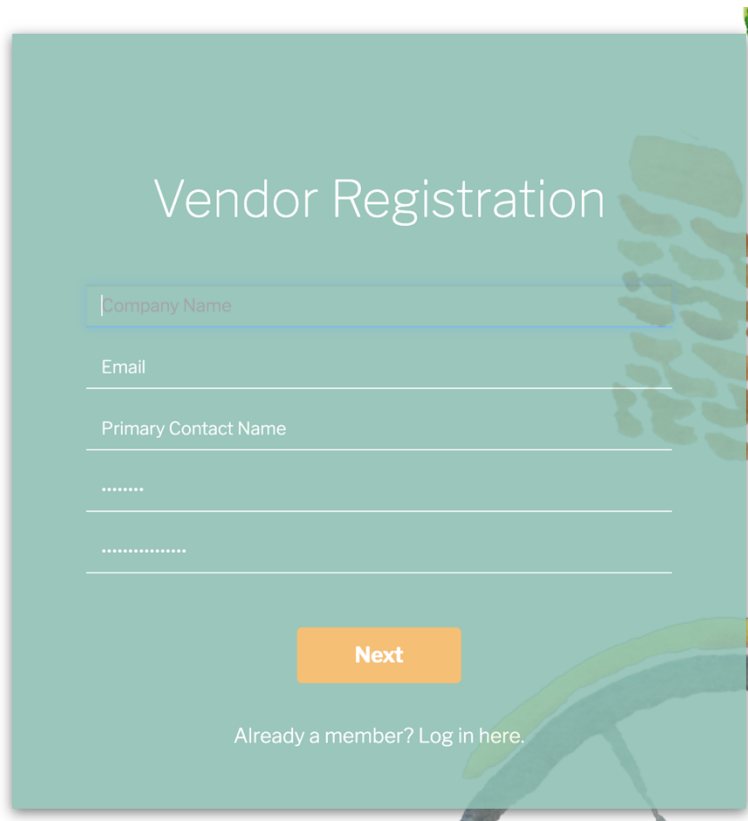
Select **Vendor**

Register

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

Vendor **Manager**

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



Vendor Registration

Company Name

Email

Primary Contact Name

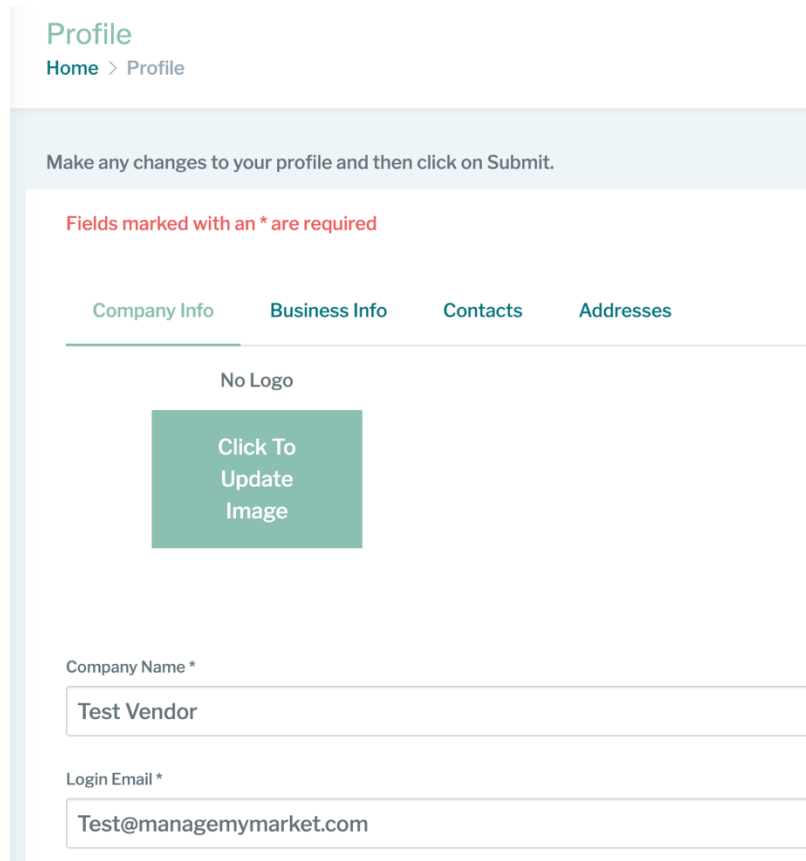
.....

.....

Next

Already a member? Log in here.

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



Profile

Home > Profile

Make any changes to your profile and then click on Submit.

Fields marked with an * are required

Company Info Business Info Contacts Addresses

No Logo

Click To Update Image

Company Name *

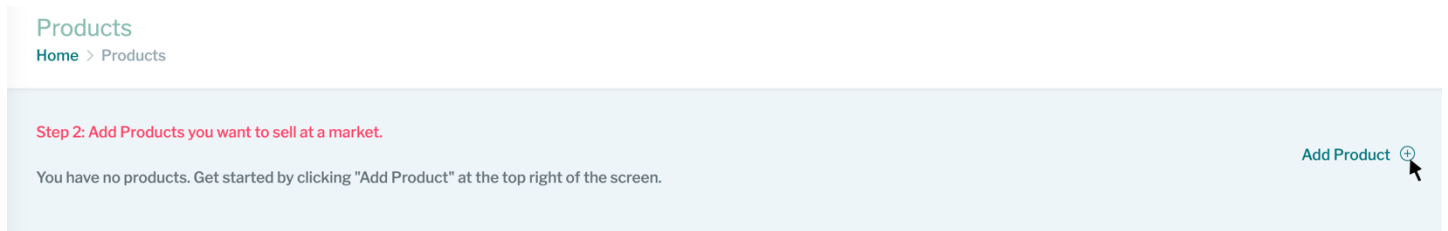
Test Vendor

Login Email *

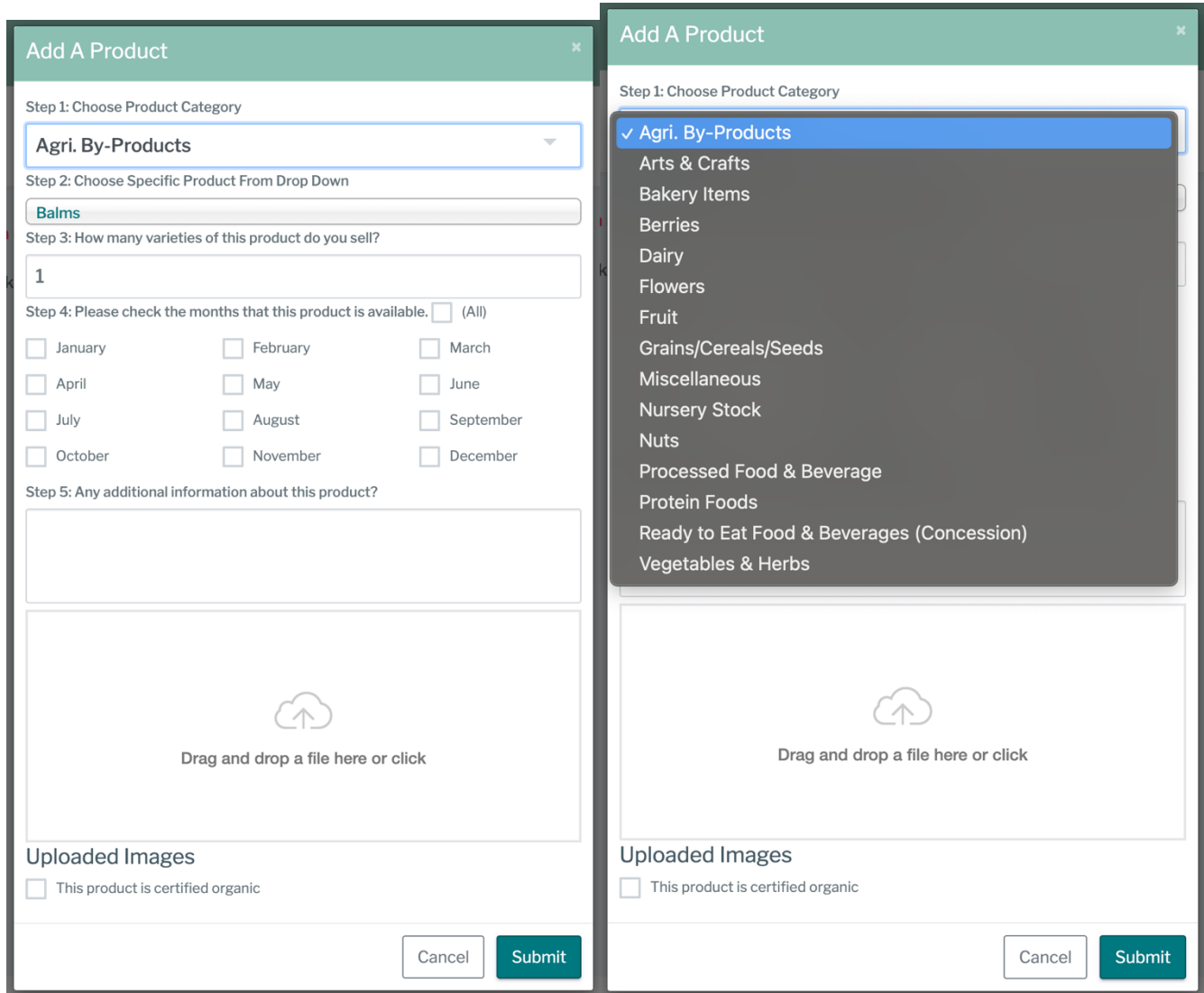
Test@managemymarket.com

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.



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.

Apply to a Market

[Home](#) > [Apply to a Market](#)

Below is a list of available markets within miles of

Enter Address

Within 100 miles, there are 10 available markets.

Friendly Market!

Market	Location	
Halloween Hootenanny	1234 test st, 98662	<input type="button" value="Apply Now"/>
New market based on 2022 TEST market	1234 test st, 98662	<input type="button" value="Apply Now"/>
Wednesday Test Market	1234 test st, 98662	<input type="button" value="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.

Apply to a Market

[Home](#) > [Apply to a Market](#)

Applying to the Friendly Market! - Halloween Hootenanny

Please Read

This is a test Halloween market

Market Dates

Select the dates you would like to attend. [\(select all\)](#)

Legend:

<input type="checkbox"/> Available	<input checked="" type="checkbox"/> Selected	<input type="checkbox"/> Sold Out	<input type="checkbox"/> Unavailable
------------------------------------	--	-----------------------------------	--------------------------------------

October 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	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