



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

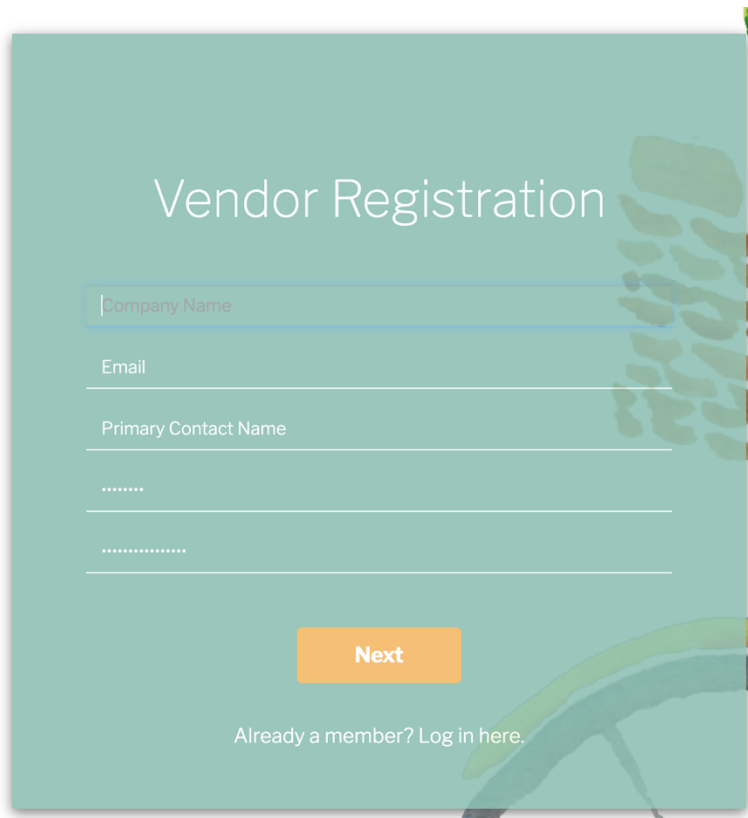
Select **Vendor**

Register

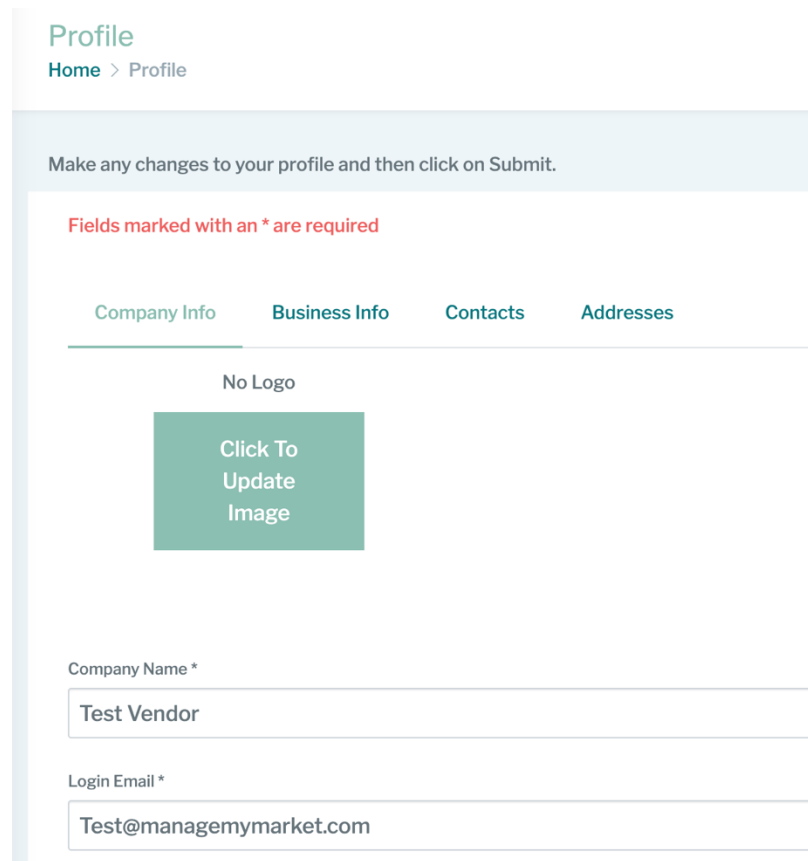
Are you a **vendor** or a **market manager**?

Vendor **Manager**

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

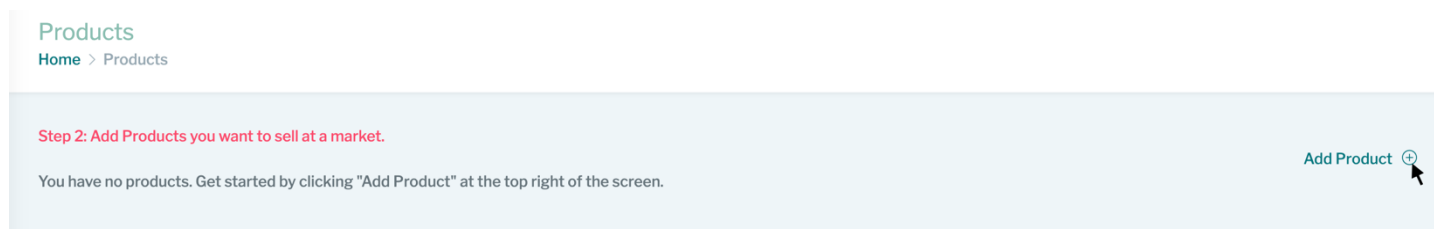
A screenshot of a 'Vendor Registration' form. The form is set against a teal background with a faint pattern of green leaves. It contains five input fields: 'Company Name', 'Email', 'Primary Contact Name', a password field with six dots, and a confirmation password field with eight dots. Below these fields is an orange 'Next' button. At the bottom, there is a link that says 'Already a member? Log in here.'

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

A screenshot of a 'Profile' page. The page has a light blue header with the title 'Profile' and a breadcrumb 'Home > Profile'. Below the header is a light blue box with the text 'Make any changes to your profile and then click on Submit.' A red note states 'Fields marked with an * are required'. There are four tabs: 'Company Info' (selected), 'Business Info', 'Contacts', and 'Addresses'. Under the 'Company Info' tab, there is a 'No Logo' text and a green button labeled 'Click To Update Image'. Below this, there are two form fields: 'Company Name *' with the value 'Test Vendor' and 'Login Email *' with the value '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.

Two side-by-side screenshots of the 'Add A Product' form. The left screenshot shows the form after selecting 'Agri. By-Products' as the category, with 'Balms' chosen as the specific product. The right screenshot shows the initial step with the category dropdown menu open, displaying a list of categories including 'Agri. By-Products', 'Arts & Crafts', 'Bakery Items', 'Berries', 'Dairy', 'Flowers', 'Fruit', 'Grains/Cereals/Seeds', 'Miscellaneous', 'Nursery Stock', 'Nuts', 'Processed Food & Beverage', 'Protein Foods', 'Ready to Eat Food & Beverages (Concession)', and 'Vegetables & Herbs'. Both forms include steps for choosing a specific product, indicating the number of varieties, selecting availability months, and uploading images. Each form has a 'Cancel' button and a 'Submit' button at the bottom.

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

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Artichoke

Artichoke

Arugula

Asian Greens

Asian Vegetables

Asparagus

Avocados

Basil

Bay (Culinary)

Beans - Cannellini

Beans - Dried Bush

Drag and drop a file here or click

Uploaded Images

☐ This product is certified organic

Cancel Submit

Add A Product

Step 1: Choose Product Category

Vegetables & Herbs

Step 2: Choose Specific Product From Drop Down

Asparagus

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

4

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?

Drag and drop a file here or click

Uploaded Images

☐ This product is certified organic

Cancel Submit

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

Months Available

APR, MAY, AUG

Notes

Fresh Asparagus from our local farm

Add Product

✎ ✕

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

Test@managemymarket.com

My Markets

Home > 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 miles of

Enter Address

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.

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:

Available

Selected

Sold Out

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

Add Staff

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

Happy marketing!