

Hi Everyone,

Here is the link to go to the online market.
<http://independencefarmersmarket.locallygrown.net/market>

Vendors who used the market last year can log in by clicking "Sign In". If you no longer wish to use the on-line market, please let me know and I can deactivate your account.

If you are a new vendor, here is how it works:

Ordering opens Wednesday evening and orders are accepted until Monday evening. If your product is ordered, you will receive a notification. Pick up is scheduled for Wednesday afternoons from 4-6pm at 108 Courthouse Street, The Grayson LandCare office.. I'm in town from 10am until the Market opens at 4pm for you to drop off your products. There is a freezer and refrigerator in the office. You are welcome to drop off your product-if you are okay with picking up your payment the following week, or stay until your order is picked up. There is a 3% software fee that is deducted from your sales each week. There is a vendor fee to sell through the On-line Market as well.

To set up a new grower account:

click on "our growers"

go to the bottom of the page and click on "create a new account "and sign in to set up a grower (vendor) account.

Once you do that, I get a notification email, click an approval button at my end, and then you are ready to list your products and your vendor profile...

Sign in and Click on "Our Growers" and edit your details. You can upload a picture of yourself, your farm, or a logo and don't forget to click "save changes" at the bottom of that page when you're done.

To post items go to "The Market" tab. Pick a category on the left sidebar bar. For example vegetables, If you don't see your category, mouse over the bottom icon on the right hand side which will say add a new category, be judicious adding new categories it can slow a customer's search down. Or if you want to add lettuce, click on lettuce. The easiest way to add a product is to find one that is close to what you want to sell. On the right hand side of the page you'll see "Duplicate product". Click that. When the page refreshes, look for an item that is called "COPY of whatever". On the right hand side click "edit product". You can now go in and change all the information to your own. Be sure to go all the way to the bottom of the page and click SAVE CHANGES. The official way is: When the window opens in that category, look on the right side of the page for 3 file icons. Mouse over the bottom one, it should say "add a new product in lettuce", click it, fill in the details then "save changes" . Then go proofread it on the market page. You'll have an edit tab for your product entries on the market page. If you get stuck I can also do edits from my end as well, email if you have trouble.

We've had some difficulty with things like meat or chicken sold by the

pound but where a portion size is what is being sold, eg. a whole bird. Specify a size range and sell the whole thing for one price... customers click "1" thinking they have bought a pound of chicken but you thought you were selling the bird... in this example the correct way is to sell a 4 pound bird not by the pound but by the bird with you listing the entire sale price, for example, "4 to 4-1/2 lb chicken \$16 to \$18ea". The product should always be at least the minimum size offered. Never under deliver.

Please create an invoice for each of your customers.

Under the Our Growers tab near the bottom you will find:

[See your open orders and print labels](#)-this will print your invoices

[See your sales history](#)-this lets you keep track of your sales

Also under the "our growers" tab you will find this information which is another way of saying what we said above....

Adding and Editing Products: Both are done directly through [The Market](#) section.

You can edit current products several ways. First, the name, price, unit, and quantity are editable just by clicking on their values. You can edit everything about the product (such as upload a new photo or change the long description) by clicking on the "Edit Product" link over to the right of each item. You can make a product unavailable for purchase by clicking on the "Make Unavailable" link right below that. This will set the available quantity to zero and remove it from the customers' view. Unavailable products have a grey background, and you can make them available again by clicking on the "Make Available" link. **The available quantity will still be zero**, so be sure to click on that and change it to the amount you actually do have available.

New products are added to the system by first navigating to the category you'd like it to be in. If the category you're in has sub-categories, you'll need to continue down the "tree" until you're in the proper sub-category. New categories and sub-categories can be created if needed by clicking on the icon, but be sure to contact your market manager if you are unsure about how your market's categories work. Once you are in the correct category, click on the icon to add a product to that category. New products will automatically be added to both the "New Products" display and the "All Products" category. New products with an available quantity of zero will be unavailable for purchase.

You can also copy existing products in to this category, **even products at an entirely different locallygrown.net market**. First, find the "copy code" for the existing product (you'll find it over on the right, under the links), then go to the category you want to copy it to and enter the code in the "New Product" form. The code can come from a product at another market, and it'll get copied into this one.

To quickly change your prices and availabilities for all of your items, click on the "Browse your listed products" link below. This will take you to the "All Products" listing, but will only show you your products. Just go down the page, changing the information for each product as needed.

You can delete "Unavailable" products that have never been ordered by clicking on the "Delete Product" link. Products that have been ordered in the past can only be deleted by market managers -- their record keeping may need to preserve that sales history. You can ask your market managers to delete old products for you, and they can make that call.

[See your open orders and print labels](#)-this will print your invoices

[See your sales history](#)-this lets you keep track of your sales