

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 Monday evening. Pick up is scheduled for Wednesday afternoons from 4-6pm at the GraysonLandCare office at 104 Courthouse Street. Drop-off is from 1-3pm. If you need to make other arrangements, please call or text Michelle 276-768-0597. Payment is every 2 weeks. There is a 10% software fee that is deducted from your sales each week. 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. 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.

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