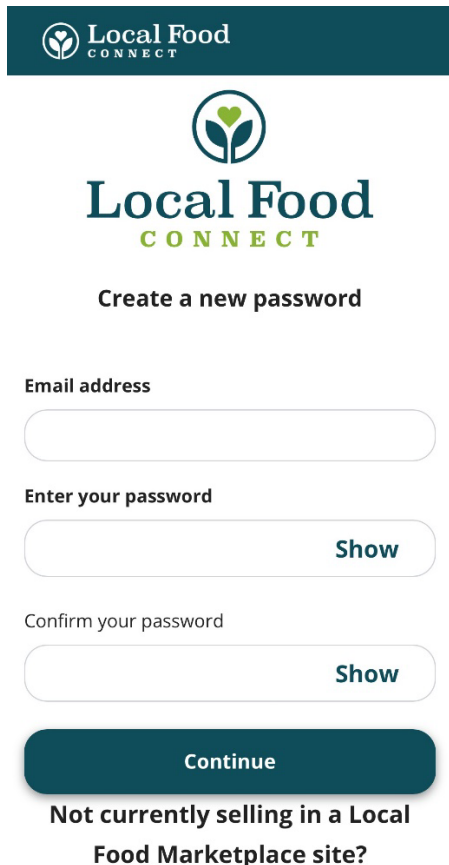Thanks for your interest in the Online Market! You should have received a welcome email from Michelle or Justine. If you have not, please email us at ifmmarketplace@gmail.com and we'll get you started. Once you have received an email from us, click on the link in the email to set up your password.

The email looks like this:

An administrator at Independence Farmer's Market has sent you a request to join the site. Click here to setup a password and log in.

The link in this email will expire after 24 hours. If your link has expired, please contact the Market Manager of the site for another invitation email, or use the Reset Password page https://app.localfoodconnect.com/Identity/Account/ForgotPassword to generate a new email.

The link will take you to this page, where you can create a password:

Local Food CONNECT

Create a new password

Email address

Enter your password

Show

Confirm your password
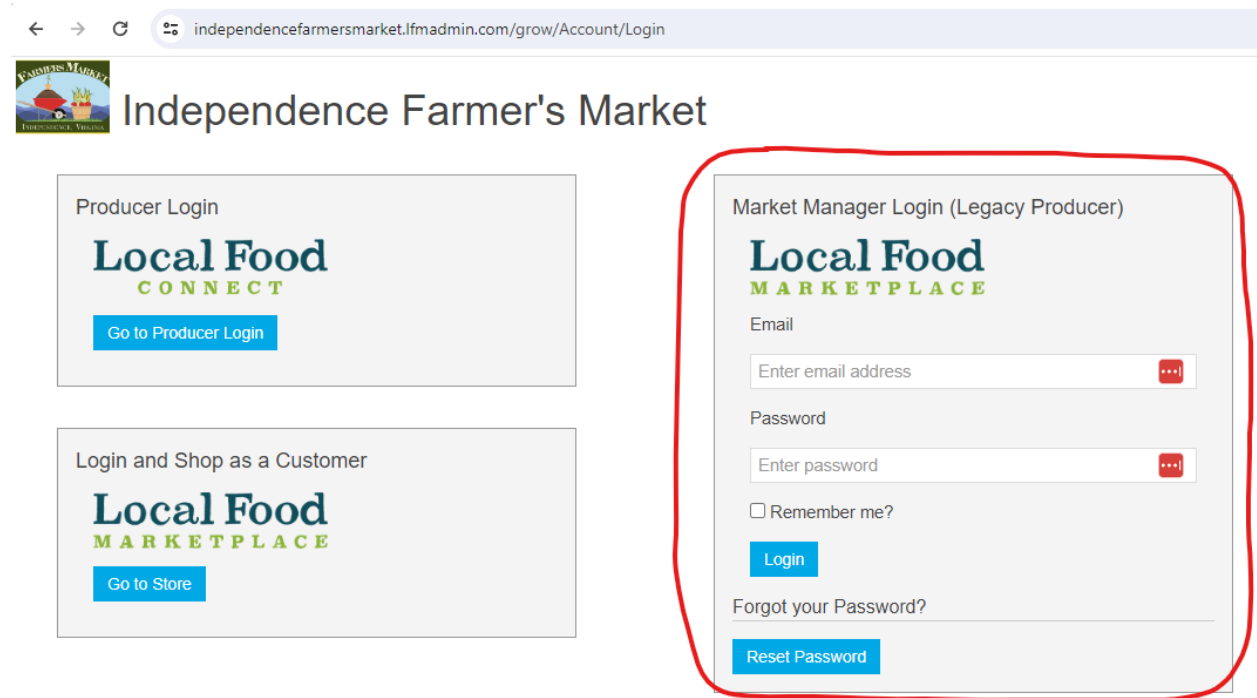
Show

Continue

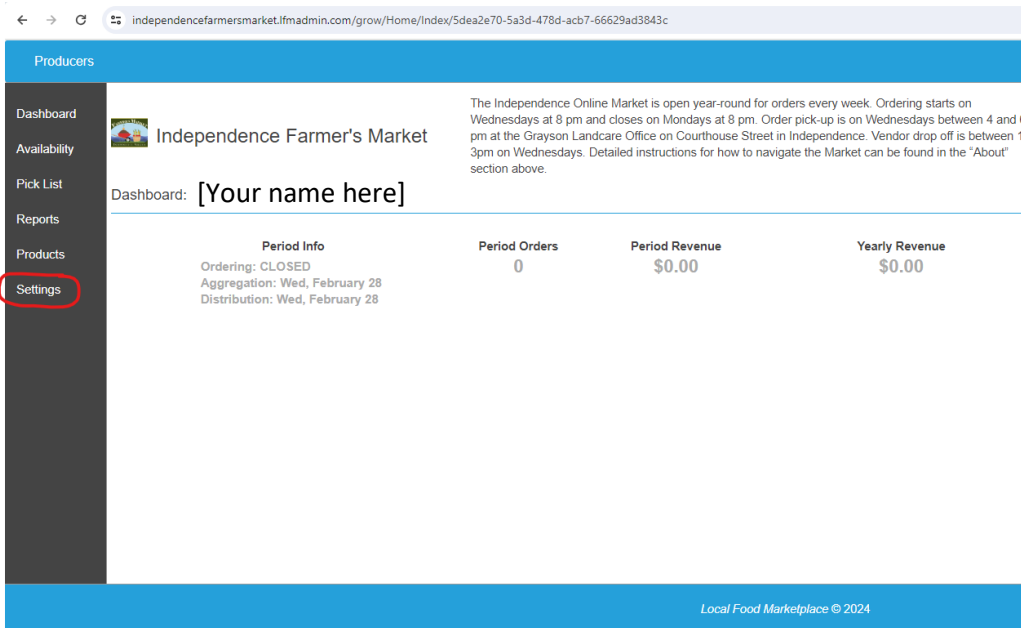**Not currently selling in a Local Food Marketplace site?**

After you have a password, you can go here to log in:
https://independencefarmersmarket.lfmadmin.com/grow/Account/Login

Use the Market Manager Login (Legacy Producer) box on the right.

That will take you to your producer Dashboard. Click on Settings at the bottom left hand side and add your contact info.

Then click the info tab at the top to add your farm description and practices:

Producers

Dashboard

Availability

Pick List

Reports

Products

Settings

Settings:

Contact   Info   Logistics   Users

Producer Profile Page

Farm Description:

Farm Practices:

The Logistics tab is where you can put all your products on Vacation mode. You will deliver to the IFM Office. Make sure your email is entered and Pick Ticket Preference reads "Detailed". That gives you the products you have sold AND the customer that bought them.

The Users tab is where your user name and email are located and where you can reset your password. You can also add someone to receive Market emails, including pick lists for orders, by clicking the blue + sign. That takes you to a small pop up screen where you can add someone.

Once you are done there, click on Products.
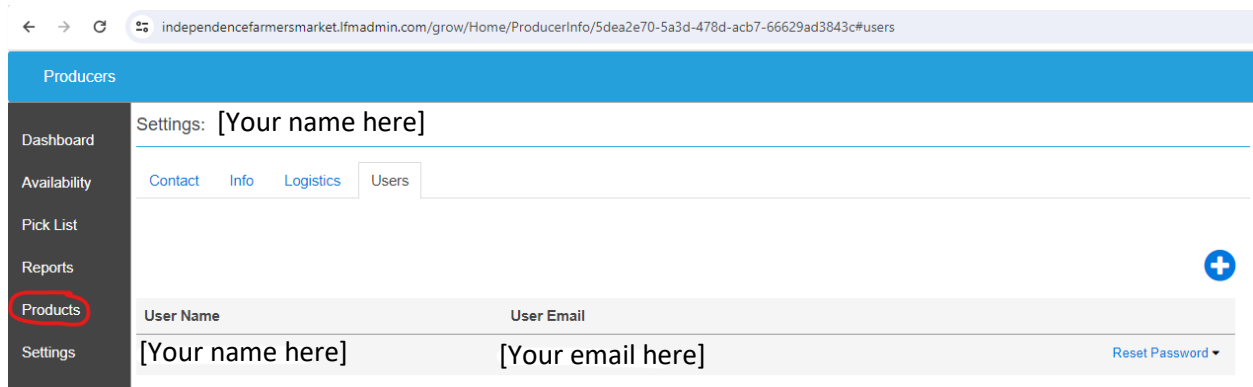
If you sold through our old platform, your products should be listed. If you are completely new to the Online Market, click "Add Products to Sell".
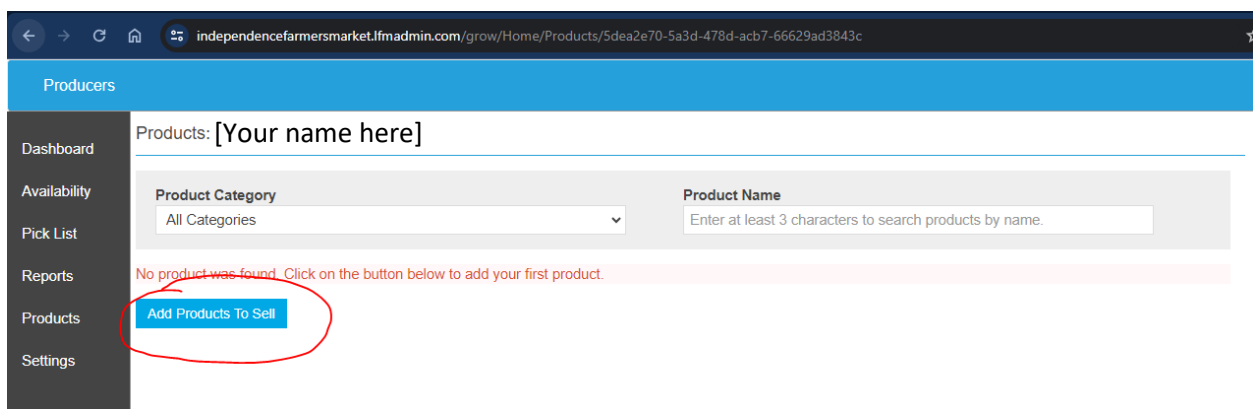
This opens a pop-up. Go to the top and click the dropdown arrow in the box that says "All Categories" to find products.

Primary categories are Vegetables, Artisan Products, Baked Goods, Bee Products, Beverages, Canned Goods, Dairy & Eggs, Fungi, Grain, Herbs & Spices, Live Plants, Meat, Prepared Foods, and Support the Market.

Click on one of those to see if your product is already there. For example, if I want to add straight eight cucumbers, they're not listed yet.
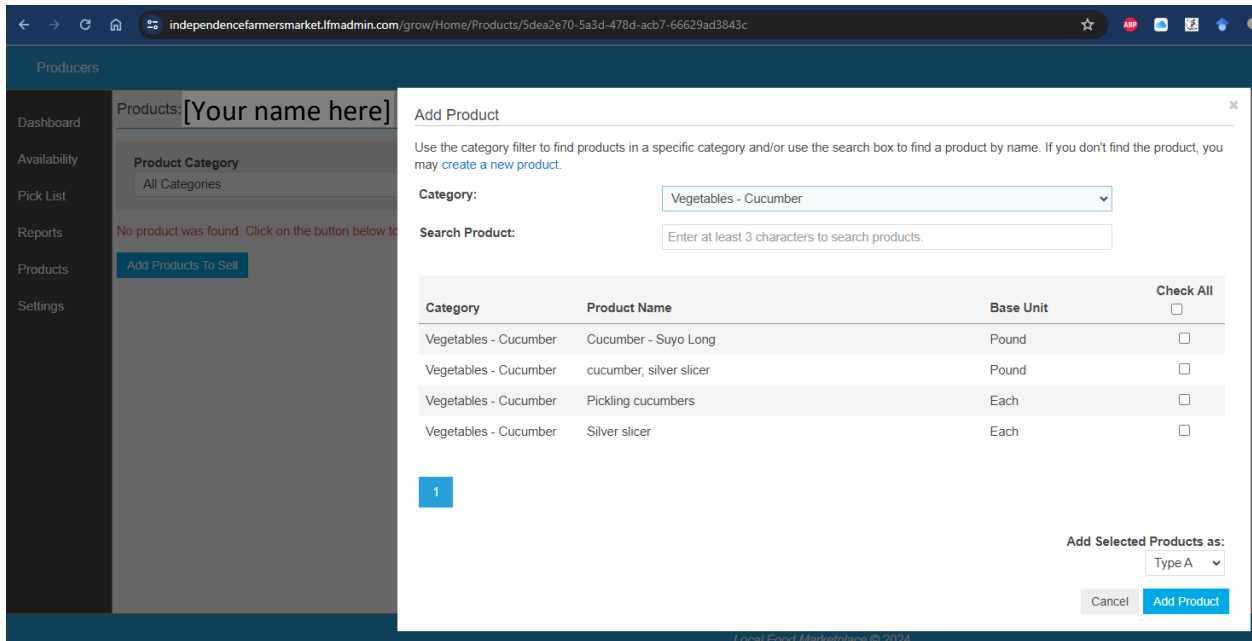
So, click the blue "create a new product" text to add your product.
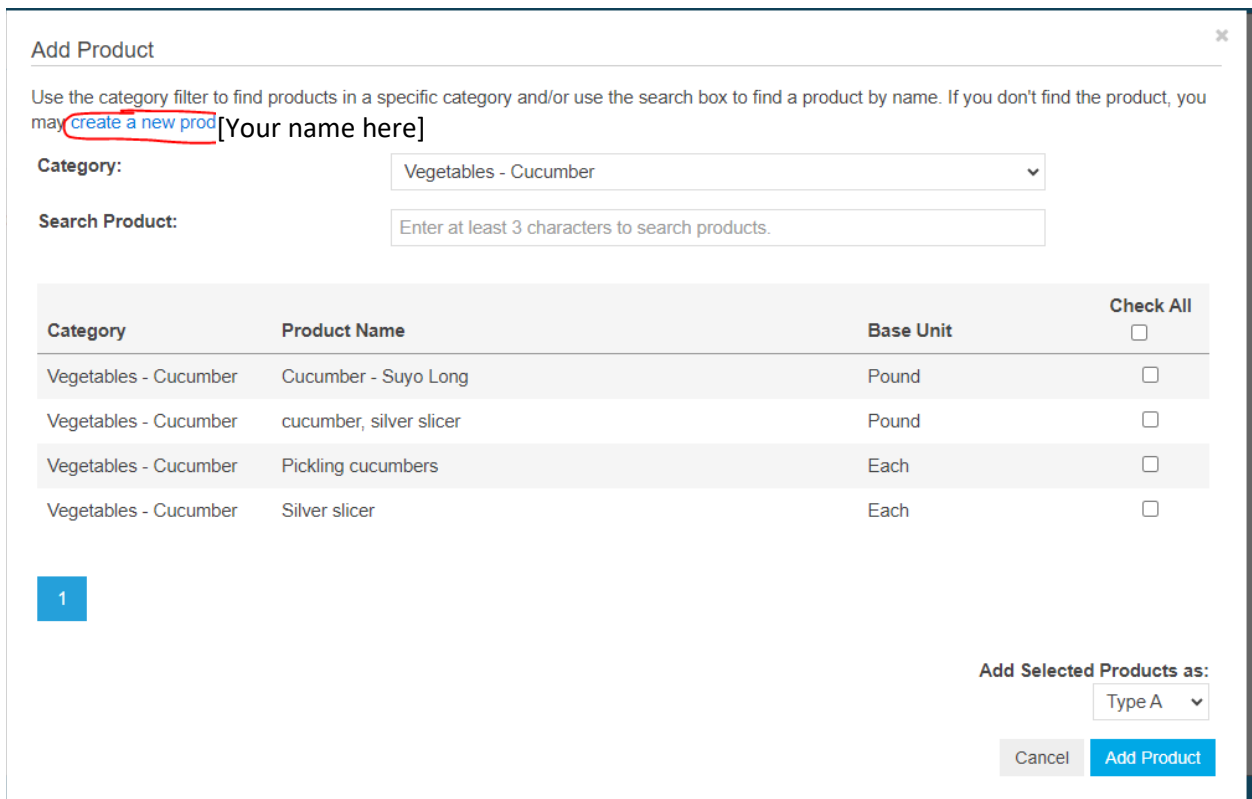
Please keep the format of Carrots- Nantes or Cucumber-silver slicer.

Once you create your new product, you have to wait for an admin to approve it- we try to do that as soon as possible. If no one gets to your item, feel free to text or send an email.

For most items, we find type C works best.

Once your product shows up on your page, click the blue + sign to add quantities.

Be sure to click "Update Availability" when you have added the quantity.

If you are selling a cottage law product, please add the tag line: "cottage law product – pay vendor in office".

Here's the link to the producer guide created by Local Food Market place.
https://localfoodmarketplace.zendesk.com/hc/en-us/categories/115001150586-Producer-Guide

Please feel free to reach out with any questions!