

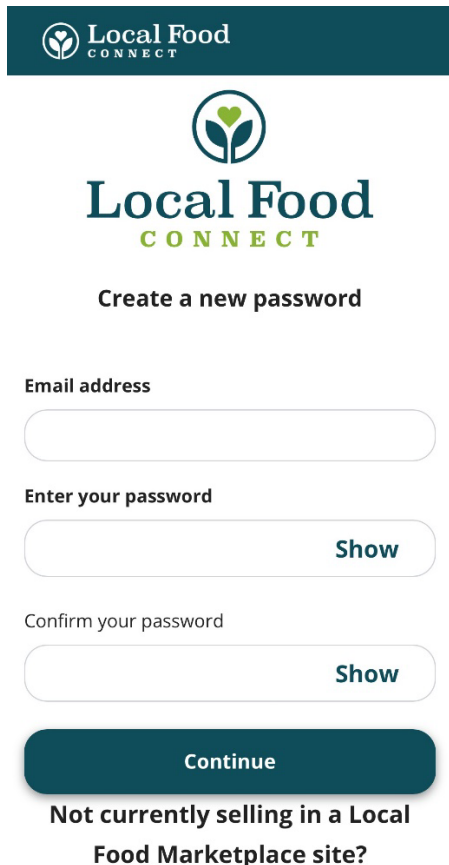
Thanks for your interest in the Online Market! You should have received a welcome email from Michelle or Justine. If you have not, please email us at ifmmarketplace@gmail.com and we'll get you started. Once you have received an email from us, click on the link in the email to set up your password.

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:



The screenshot shows the 'Create a new password' page on the Local Food Connect website. At the top is a dark teal header with the 'Local Food CONNECT' logo. Below the header is a larger version of the logo. The main heading is 'Create a new password'. There are three input fields: 'Email address', 'Enter your password', and 'Confirm your password'. Each password field has a 'Show' button to toggle visibility. At the bottom is a dark teal 'Continue' button. Below the button is the text: 'Not currently selling in a Local Food Marketplace site?'.

Local Food
CONNECT

Local Food
CONNECT

Create a new password

Email address

Enter your password

 Show

Confirm your password

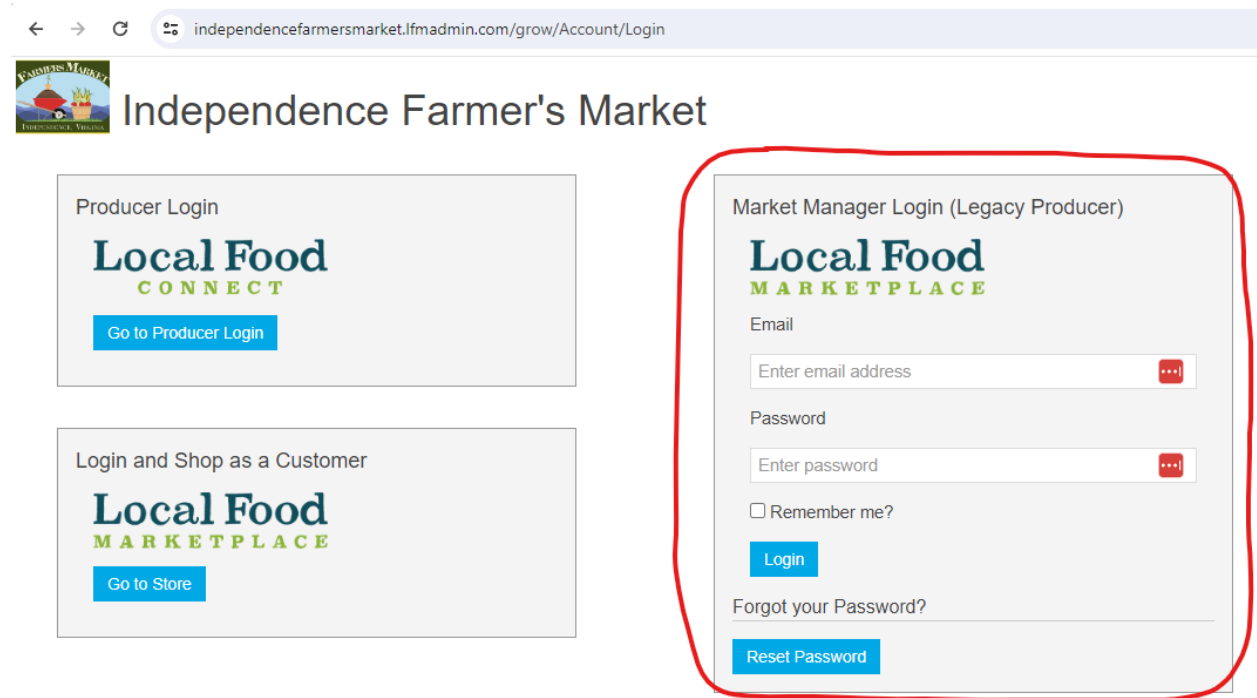
 Show

Continue

Not currently selling in a Local Food Marketplace site?

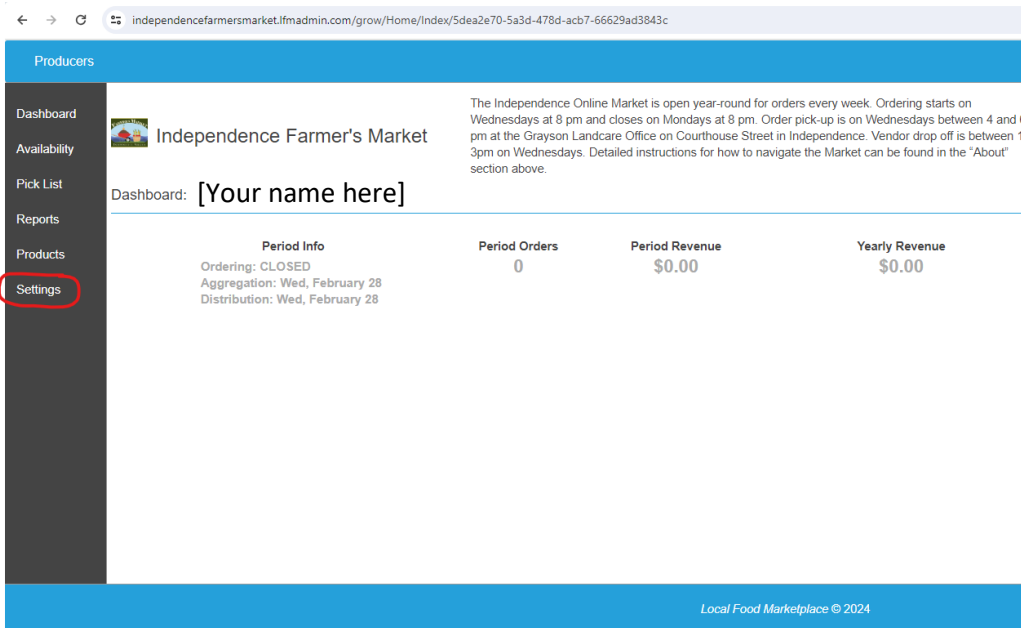
After you have a password, you can go here to log in:

<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.



independencefarmersmarket.lfmadmin.com/grow/Home/ProducerInfo/5dea2e70-5a3d-478d-acb7-66629ad3843c

Producers

Settings: [Your name here]

Contact Info Logistics Users

Producer Name

Owners

Contact First Name:

Contact Last Name:

Address 1

Address 2

City

State / Province

Postal Code

Phone:

Secondary Phone:

Mobile Phone:

Email:

Website Address:

Checks Payable to:

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

independencefarmersmarket.lfmadmin.com/grow/Home/ProducerInfo/5dea2e70-5a3d-478d-acb7-66629ad3843c#contact

Producers

Settings: [Your name here]

Contact **Info** Logistics Users

Producer Name

Owners

Contact First Name:

Contact Last Name:

Address 1

Address 2

City

State / Province

Postal Code

Phone:

Secondary Phone:

Mobile Phone:

Email:

Website Address:

Checks Payable to:

independencefarmersmarket.ifmadmin.com/grow/Home/ProducerInfo/5dea2e70-5a3d-478d-acb7-66629ad3843c#info

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.

← → ↻ independencefarmersmarket.lfmadmin.com/grow/Home/ProducerInfo/5dea2e70-5a3c

Producers

Settings: [Your name here]

Dashboard

Availability

Pick List

Reports

Products

Settings

Contact Info Logistics Users

I am on vacation

I Will Deliver Products To

IFM Office

Pick List Email

[your email here]

You may enter multiple email addresses separated by commas.

Pick Ticket Preference

Detailed

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.

← → ↻ independencefarmersmarket.lfmadmin.com/grow/Home/ProducerInfo/5dea2e70-5a3d-478d-acb7-66629ad3843c#users

Producers

Settings: [Your name here]

Dashboard

Availability

Pick List

Reports

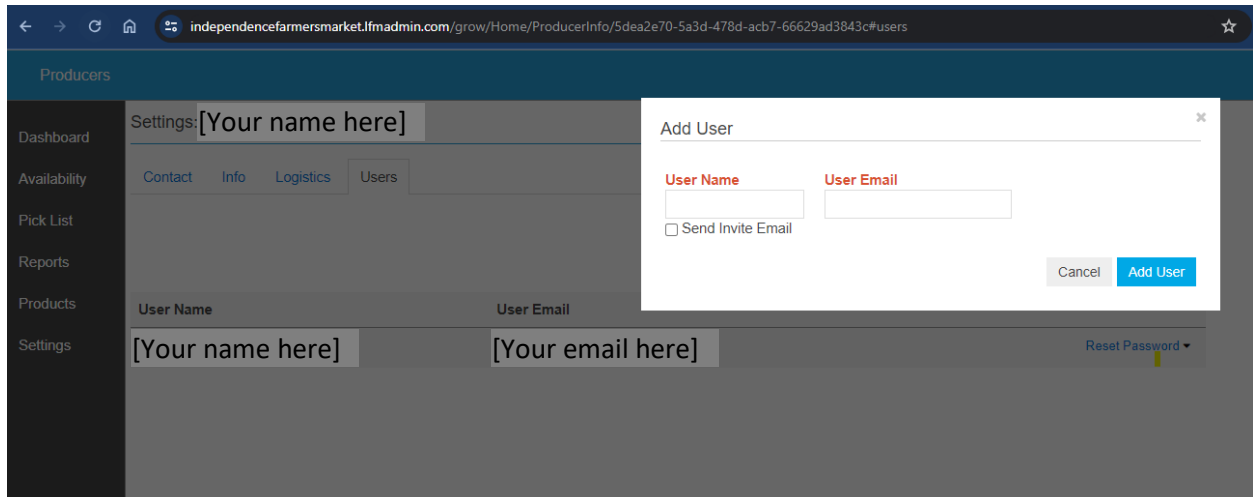
Products

Settings

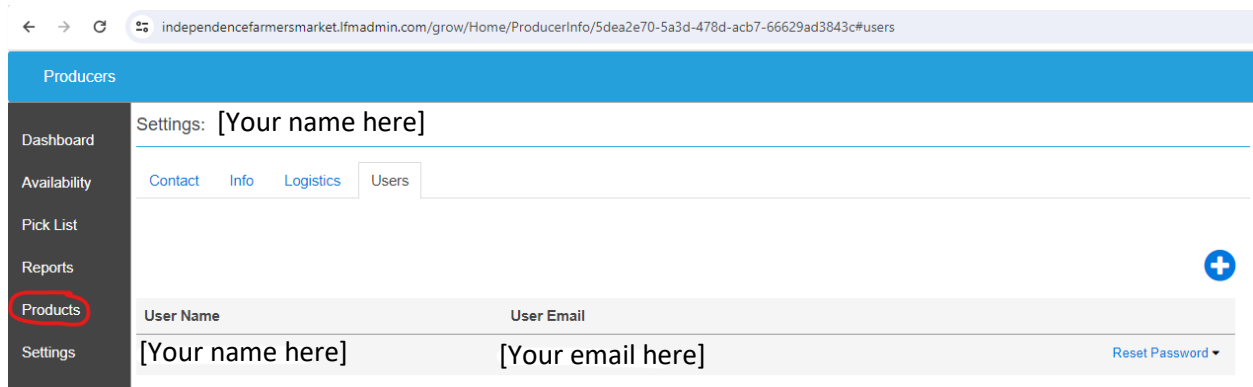
Contact Info Logistics Users

To add a User

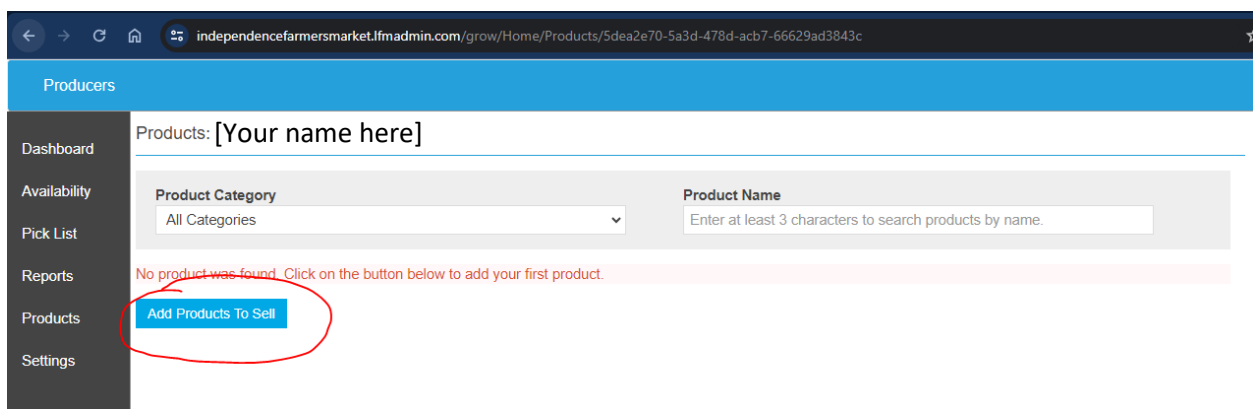
User Name	User Email	
[Your name here]	[your email here]	Reset Password



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.

Producers

Products [Your name here]

Add Product

Use the category filter to find products in a specific category and/or use the search box to find a product by name. If you don't find the product, you may [create a new product](#).

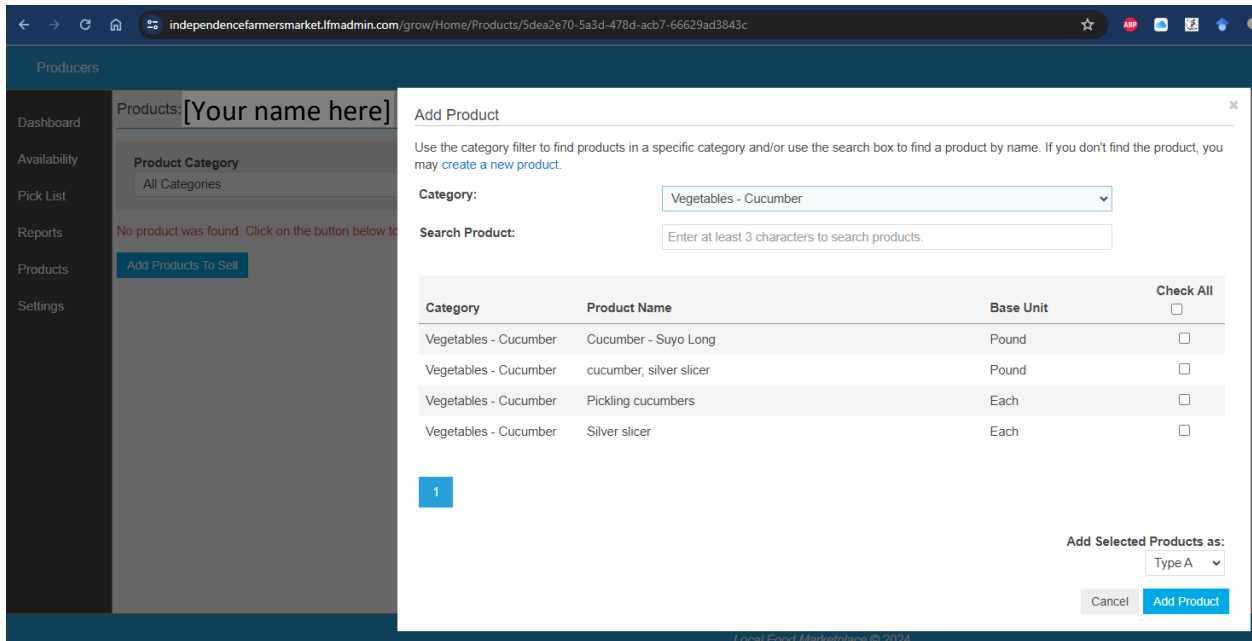
Category: [Dropdown menu showing: All Categories, Uncategorized, Vegetables - Other, Vegetables - Seeds, Vegetables - Beans, Vegetables - Carrots, Vegetables - Cucumber, Vegetables - Leafy Greens, Vegetables - Onion, Vegetables - Peppers, Vegetables - Potatoes, Vegetables - Squash, Vegetables - Tomato, Artisan Products - Artisan products-other, Artisan Products - Bird House, Artisan Products - Gift Baskets, Artisan Products - Holiday, Artisan Products - Home Decor, Artisan Products - Soap, Artisan Products - Wood]

Search Product: [Search box]

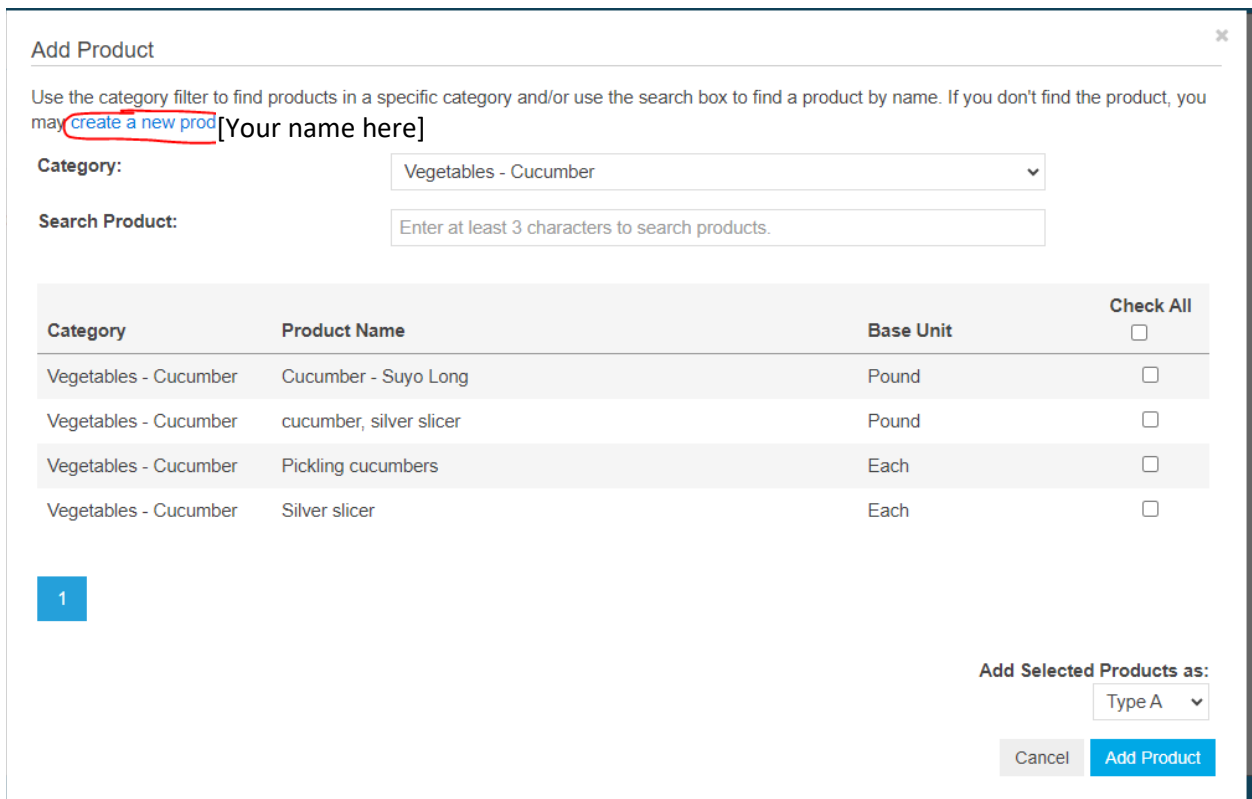
Category	Product Name		Check All
Artisan Products - Artisan products-other	Fix-It Balm w/		<input type="checkbox"/>
Artisan Products - Artisan products-other	Lotion Bar - L		<input type="checkbox"/>
Artisan Products - Artisan products-other	Lotion Bar - P		<input type="checkbox"/>
Artisan Products - Bird House	Bird house gc		<input type="checkbox"/>
Artisan Products - Bird House	Canning ring pumpkin	Each	<input type="checkbox"/>
Artisan Products - Gift Baskets	Gift basket	Each	<input type="checkbox"/>
Artisan Products - Gift Baskets	Honey Gift Basket	Each	<input type="checkbox"/>
Artisan Products - Gift Baskets	Mother's Day Gift Bags	Each	<input type="checkbox"/>
Artisan Products - Gift Baskets	Valentine Honey Gift Bags	Each	<input type="checkbox"/>
Artisan Products - Holiday	Black Nativity	Each	<input type="checkbox"/>
Artisan Products - Holiday	Christmas Holiday Apron	Each	<input type="checkbox"/>
Artisan Products - Holiday	Holiday Tin	Each	<input type="checkbox"/>

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.

Add Product


Product Name:

Pricing Method:
For products that have multiple selling units that each need to be listed with their own availability. The unit weight field is used only for reporting purposes.

Base Unit:






Unit Name	Unit Price	Sort Order	UPC
<input type="text" value="Enter unit name"/>	<input type="text" value="1.00"/>	<input type="text" value="1"/>	<input type="text"/>

[Add Selling Unit](#)



Deposit:

Product Attributes:

Storage: None Fridge Frozen Alcohol Other

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

independencefarmersmarket.lfmadmin.com/grow/Home/Products/5dea2e70-5a3d-478d-acb7-66629ad3843c

Producers

Products: [Your name here]

Product Category: All Categories

Product Name: Enter at least 3 characters to search products by name.

Product Name	Unit Count	
Greeting cards	1	<input checked="" type="button" value="+"/> <input type="button" value="Q"/> <input type="button" value="trash"/>

Product Availability: Greeting cards ×

Selling Unit	Unit Price	Qty Listed	Qty Sold	Qty Remain.
single card	<input type="text" value="2.00"/>	<input type="text"/>	0	0

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!