

## Manage My Market Help Sheet

Not sure how to use Manage My Market: (This example is for the Downtown Market but it will also work for the Wednesday market as well).

1. Create an account here: <https://www.managemymarket.com/landing.aspx?orgID=1357>

(You can find this link on our website, [alamosafarmersmarket.org](http://alamosafarmersmarket.org), or on our facebook page, [www.facebook.com/alamosafarmersmarket](http://www.facebook.com/alamosafarmersmarket))

Name:

Password:

**Don't lose this information. I can't easily retrieve it for you. Write it down so you can look it up when you need to.**

2. The first section is the standard Manage my market information. I can't change any of this. The list of items to be sold is very extensive so make your best guess.
3. The next page is Alamosa Farmers' Market specific items. Read the introduction statement. It has the bullet points about the market.
4. Please complete all sections of this process.
5. Indicate the days you plan to attend the market. You can change these later on but it gives me an idea of who will be at which market. You can select all the market days if you plan on coming every Saturday.
6. Indicate what kind of vendor you are. If you are mostly selling produce or are a farmer who grows fruits and vegetables, and might also sell hand carved walking sticks, choose produce vendor. If you are selling mostly jewelry but might have vegetables sporadically, choose Non-food item vendor.
7. Decide if you are paying week to week, half season or full season. All vendors will pay the application fee of \$15 once per season.
8. Answer the questions that follow and leave comments if you have any questions for me.
9. Read the statements, especially the legal stuff at the end of the page.

10. Send payments in to the market. Break down is:

Application Fee: \$15

Pay per week: \$13

Pay for a half season: \$75

Pay for Full season by June 1: \$140

Pay for Full Season by 1<sup>st</sup> Market, July 14: \$160

Send to Alamosa Farmers' Market; PO Box 1983; Alamosa, CO 81101

11. If you have any questions, let me know. Please don't call my house. Only call the Farmers' Market cell number (719-480-4365). You can text it as well. You can also e-mail me at [alamosafarmersmarket@gmail.com](mailto:alamosafarmersmarket@gmail.com). I respond quickest to e-mails because I can reply at any time of day. Thanks for your patience as we try out this new format! Mandy Pittman, Alamosa Farmers' Market Director

