

Manage My Market NCFM Tutorials

Part 1: Contacts & Licensing

1. Contacts

Login Contact: The email that you use to log in to your account. You will not receive emails at this email address.

Alternative Contact: Your secondary contact information where market emails will be sent. This is best for employees who are in charge of market or otherwise should be clued into market happenings.

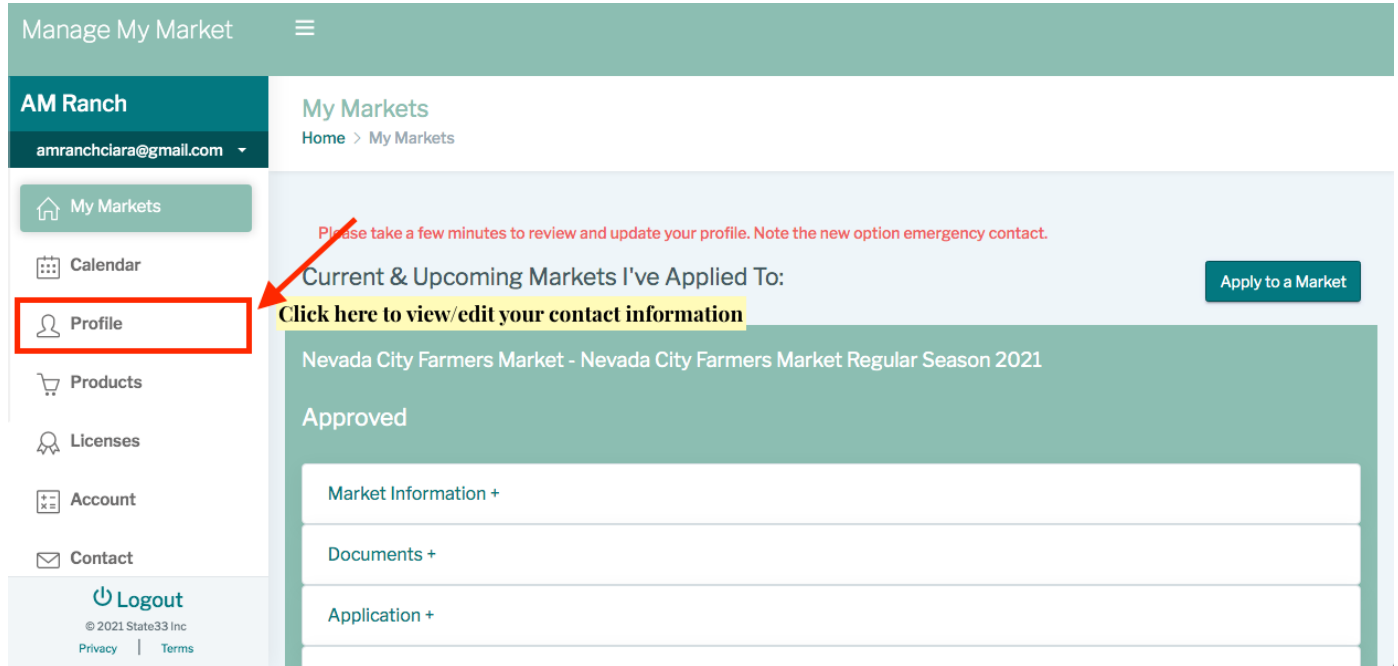
Primary Contact: All emails will always go to this email address. This is the email that will be used when contacting regarding any issues.

Please use your managemymarket account to adjust the appropriate emails as needed. Please see below for support. Please reach out to manager@ncfarmermarket.org if you have any issues.

When you sign into your account, this is what you will see.

The screenshot displays the 'Manage My Market' user interface. At the top, there is a green header with 'Manage My Market' and a menu icon. Below this, a dark teal sidebar identifies the user as 'AM Ranch' with the email 'amranchciara@gmail.com'. The main content area is titled 'My Markets' and shows a navigation breadcrumb 'Home > My Markets'. A red notification banner reads: 'Please take a few minutes to review and update your profile. Note the new option emergency contact.' Below the notification, the section is titled 'Current & Upcoming Markets I've Applied To:' with an 'Apply to a Market' button. The first market listed is 'Nevada City Farmers Market - Nevada City Farmers Market Regular Season 2021', which is marked as 'Approved'. Underneath, there are three expandable sections: 'Market Information +', 'Documents +', and 'Application +'. At the bottom left of the sidebar, there is a 'Logout' button and copyright information: '© 2021 State33 Inc' with links for 'Privacy' and 'Terms'.

Click Profile on the left hand side to view/edit your contact information.



You will land on this page which is your Profile Page. It should bring you to the contacts tab immediately as shown below.

Manage My Market

AM Ranch
amranchciara@gmail.com

Profile
Home > Profile

Make any changes to your profile and then click on Submit.

Please take a few minutes to review and update your profile. Note the new option emergency contact.

Company Info Business Info **Contacts** Addresses

Add all the members of your staff that will be manning your booth

These contacts will be visible by managers of markets you have applied to.

Ciara Shapiro
 Primary Contact
 Emergency Contact
 Email: amranchciara@gmail.com
 Phone: (530)913-3971
 Address: 12990 Spenceville Road Penn Vallev CA. 95946
 Add Contact +
 Edit Delete

Logout
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Privacy | Terms

The first contact will be your Primary Contact and the bubble should be filled in that says Primary Contact. See photo below. This is where all emails will go always and where you will be contacted regarding any individual issues and so forth.

Manage My Market

AM Ranch
amranchciara@gmail.com

Profile
Home > Profile

Make any changes to your profile and then click on Submit.

Please take a few minutes to review and update your profile. Note the new option emergency contact.

Company Info Business Info **Contacts** Addresses

Add all the members of your staff that will be manning your booth

These contacts will be visible by managers of markets you have applied to.

Ciara Shapiro
 Primary Contact
 Emergency Contact
 Email: amranchciara@gmail.com
 Phone: (530)913-3971
 Address: 12990 Spenceville Road Penn Vallev CA. 95946
 Add Contact +
 Edit Delete

Logout
© 2021 State33 Inc
Privacy | Terms

Now, to view your alternate contact, click on the Company Information tab as shown below.

Manage My Market

AM Ranch
amranchciara@gmail.com

Profile
Home > Profile

Make any changes to your profile and then click on Submit.

Please take a few minutes to review and update your profile. Note the new option emergency contact.

Company Info Business Info Contacts Addresses

Add all the members of your staff that will be manning your booth

These contacts will be visible by managers of markets you have applied to.

Clara Shapiro Primary Contact
Emergency Contact

Email: amranchciara@gmail.com
Phone: (530)913-3971
Address:
12990 Spenceville Road
Penn Vallev CA. 95946

Add Contact Edit Delete

Logout
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Privacy Terms

Scroll down on that page a little till you see Company Name, Login Email, Alternative Email, Business Phone, and Mobile Phone.

Manage My Market

AM Ranch
amranchciara@gmail.com

Company Name *
AM Ranch

Login Email *
amranchciara@gmail.com

Alternate Email

Business Phone*
(530)432-8917

Mobile Phone
(530)913-3971

Fax

Logout
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https://managemarket.com/Vendors2/Profile serv#companyinfo

Now, you want to enter an alternative email address. This is for employees who are your representatives or manage your booth at market, or for employees you want to keep in the loop regarding market matters, or if you co-operate your business with someone else and want to have them receive updates as well. This is the person you would put here. Because AM Ranch does not have a secondary contact, they left it blank.

Your alternate contact will get all email correspondence regarding market updates, information, and confirmation emails.

The screenshot shows the 'Manage My Market' interface for 'AM Ranch'. The user's email is 'amranchciara@gmail.com'. The profile information includes:

- Company Name: AM Ranch
- Login Email: amranchciara@gmail.com
- Alternate Email: (This field is highlighted with a red box and a red arrow pointing to it, indicating it is the focus of the instruction.)
- Business Phone: (530)432-8917
- Mobile Phone: (530)913-3971
- Fax: (Field is empty)

The left sidebar contains navigation options: My Markets, Calendar, Profile (selected), Products, Licenses, Account, and Contact. A 'Logout' button is at the bottom of the sidebar. The footer shows '© 2021 State33 Inc' and a URL: 'https://managemymarket.com/landrcu2/Profile serv#companyinfo'.

If you have any issues with updating this yourself, please reach out to manager@ncfarmersmarket.org

2. Licenses

The Nevada City Farmers Market requires that vendors have the appropriate paperwork submitted in a timely manner so that permits and paperwork can be filed. Managemymarket has a specific place where vendors can upload their licenses, documents, and permits quickly and easily. It also keeps track of expiring permits and sends reminders to both vendor and manager so that all permits remain current throughout the season. We ask that vendors do their best to upload their documents and submit updated documents as soon as possible so as to not hinder the market in filing deadlines.

If you have any issues with uploading your own documents, feel free to send them to manager@ncfarmersmarket.org and the Manager will manually upload them. Please see photos below for support.

Needed Permits:

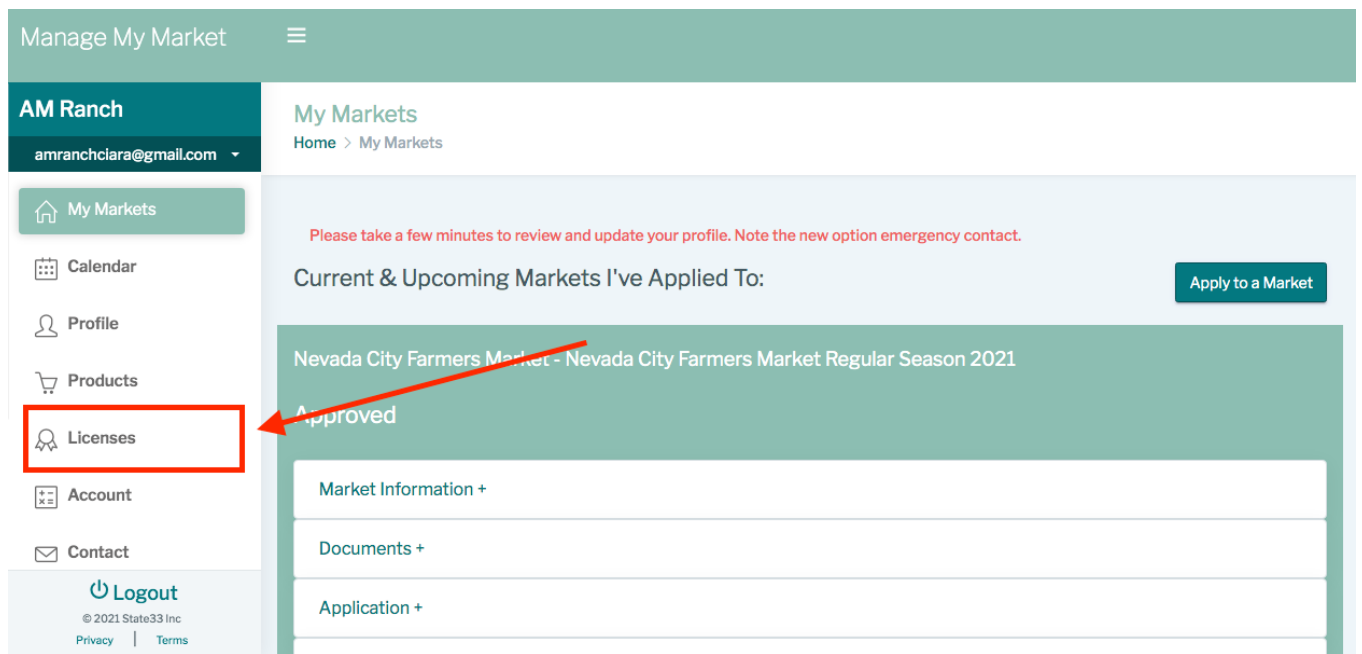
Farmers: Certified Producer Certificate & liability insurance. If you sell packaged products as well, you will need a TFF & PFR.

Ranchers: Meat Receipts, Certified Producer Certificate (if applicable), liability insurance, egg handlers registration

Food Purveyors: Temporary Food Facility Permit & Processed Food Registration permit (if applicable) & liability insurance

Artisans: liability insurance

On the home screen of managemymarket, you will see Licenses on the left hand side. Click on that.



In bold, you will see the title of the document we're asking for. There are some that may not apply to you but most of them will. If there is any secondary information, you will see that under the bolded license title. In the photo below, the RED boxed items are the title of the document and the YELLOW boxed items are the description of the document.

Manage My Market

AM Ranch
amranchciara@gmail.com

- My Markets
- Calendar
- Profile
- Products
- Licenses
- Account
- Contact
- Logout

Nevada City Farmers Market

2021 Vendor Profile Spotlights
https://ncfarmersmarket.squarespace.com/s/2021-Vendor-Profile-Spotlights.pdf

License	Expiration	Comments	File
No information on file			
Certified Producers Certificate			
#: 29-21-07	12/30/2021	Nevada	
Landing receipts from the last 6 months Fish			

To add a document, click the little pen on the right side of the document name.

Manage My Market

AM Ranch
amranchciara@gmail.com

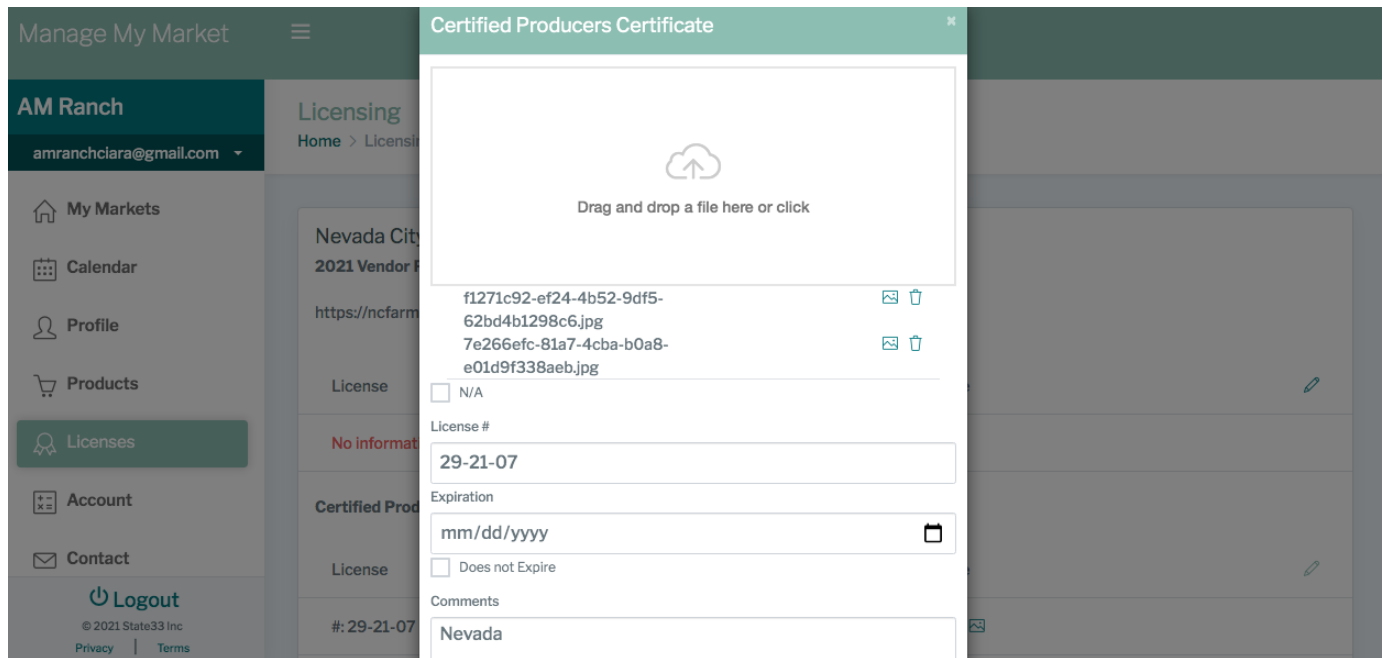
- My Markets
- Calendar
- Profile
- Products
- Licenses
- Account
- Contact
- Logout

Nevada City Farmers Market

2021 Vendor Profile Spotlights
https://ncfarmersmarket.squarespace.com/s/2021-Vendor-Profile-Spotlights.pdf

License	Expiration	Comments	File
No information on file			
Certified Producers Certificate			
#: 29-21-07	12/30/2021	Nevada	
Landing receipts from the last 6 months Fish			

This is what will come up.



Drag and drop the file or click on the cloud to upload the document. Please upload all pages of the document!

If the document is not applicable to you, please click N/A.

Then enter the license number. For the Certified Producer Certificate, it will be the CPC number. For TFF, it will be the FA number (the PR will go in the comments).

Then enter the expiration date of the license. I will check all of these so please accurately enter it.

Then in the comment section, for CPCs please enter the county. For TFFs, please enter the PR number. For insurance, put if it is for the entirety of the season or just a few dates. Put any other information that you think is important there.

Then submit.

Please do this for ALL of the permits listed.