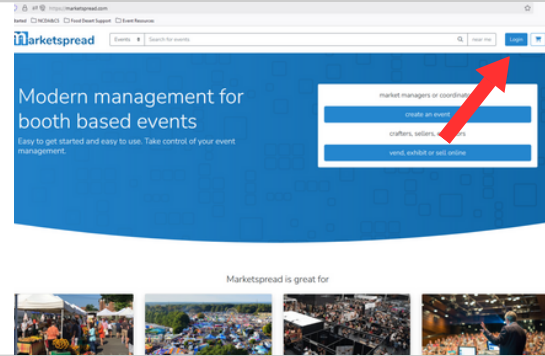
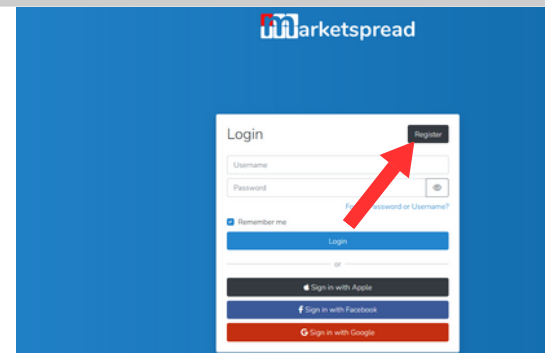


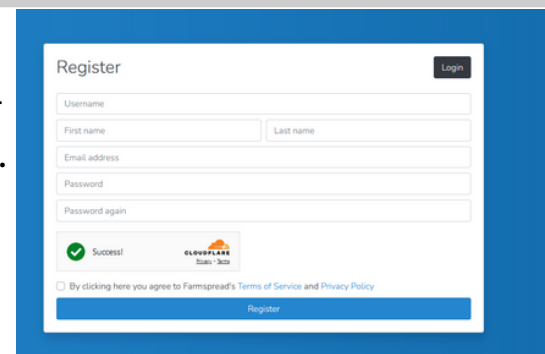
Go to  
www.marketspread.com and  
click on the blue Login button  
located on the top right of  
the screen



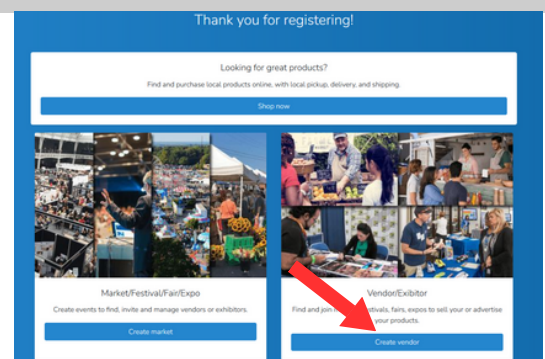
On the Marketspread Login  
Page click on the black  
Register button located on  
the top right of the screen



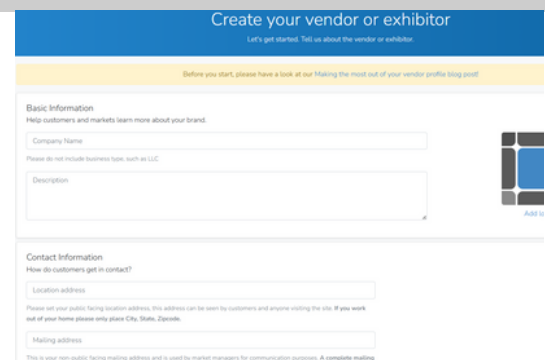
On the Register Page use your business email  
for your username, enter your name,  
enter your business's email again,  
and create a password. Click the box  
to agree to terms of service and  
then click on the blue Register  
button located at the bottom  
of the page.



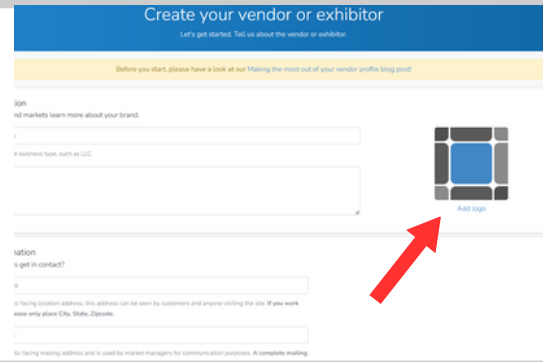
On the Thank you for  
Registering Page click on the  
Blue Create Vendor box  
located on the bottom right of  
the page.



On the Create Your Vendor or  
Exhibitor page complete the  
Basic Information portion  
located at the top of the  
screen.



On the right side of the page click on the blue Add Logo to upload your business logo. This option can be skipped over if you don't have a logo, or don't have access to it at this time.



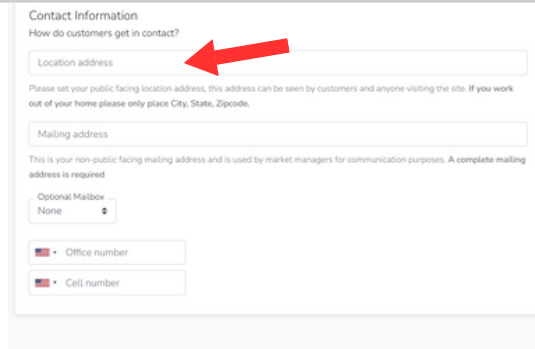
Create your vendor or exhibitor  
Let's get started. Tell us about the vendor or exhibitor.

Before you start, please have a look at our [Helping the most out of your vendor profile blog post!](#)

Company name  
Business type, such as LLC  
Location  
Mailing address  
Optional Mailbox  
Office number  
Cell number

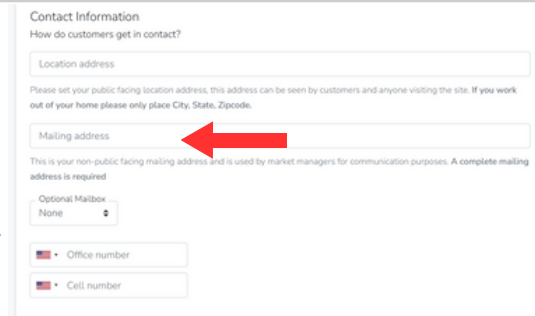
**Add logo**

Under the Contact Information section for the Location Address only add your business, commercial kitchen, commissary, or farm addresses. Use only City, State and Zip Code if you work out of your home.



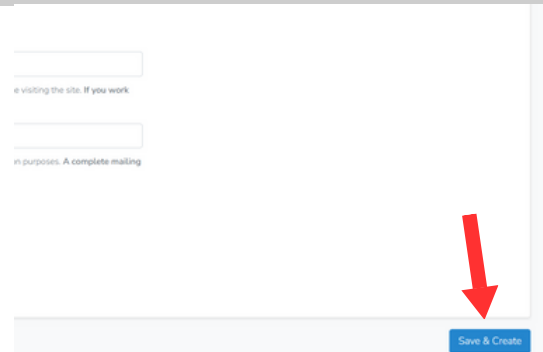
Contact Information  
How do customers get in contact?  
Location address  
Please set your public facing location address, this address can be seen by customers and anyone visiting the site. If you work out of your home please only place City, State, Zipcode.  
Mailing address  
This is your non-public facing mailing address and is used by market managers for communication purposes. A complete mailing address is required  
Optional Mailbox  
None  
Office number  
Cell number

Mailing address is not shown to the public. Must be a complete address so that market staff can send mail to your business. Provide a business and cell number even if they are the same.



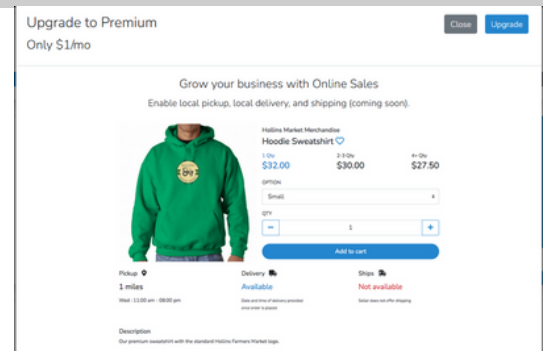
Contact Information  
How do customers get in contact?  
Location address  
Please set your public facing location address, this address can be seen by customers and anyone visiting the site. If you work out of your home please only place City, State, Zipcode.  
Mailing address  
This is your non-public facing mailing address and is used by market managers for communication purposes. A complete mailing address is required  
Optional Mailbox  
None  
Office number  
Cell number

Once this page is completed click on the blue Save & Create button on the bottom right of the screen.



Save & Create

A Pop Up screen will appear regarding Upgrading to Premium Status. You can choose to upgrade later and do not have to decide at this time. Click on the gray Close box to close the pop up screen.



Upgrade to Premium  
Only \$1/mo

Close Upgrade

Grow your business with Online Sales  
Enable local pickup, local delivery, and shipping (coming soon).

Hollies Market Merchandise  
Hoodie Sweatshirt

1 Day \$32.00 2-3 Day \$30.00 4-5 Day \$27.50

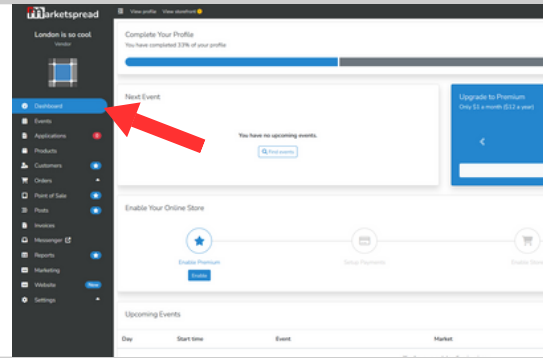
Small  
Qty: 1

Add to cart

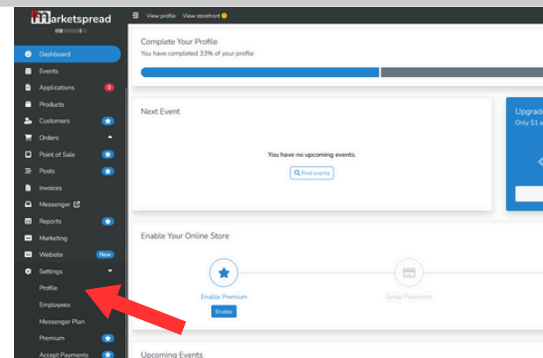
Pickup: 1 miles Available  
Delivery: Available  
Ship: Not available

Description  
Our premium hoodie with the standard Hollies Market logo.

You will be taken to the Dashboard Screen (noted by the blue highlight on the word Dashboard on the left of the page) where you will find your company name at the top of the page.



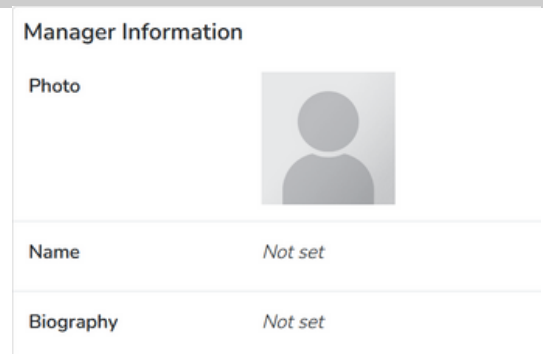
On the bottom of the left side of the screen you will find Settings. Click on Settings to reveal a drop down menu. Click on Profile.



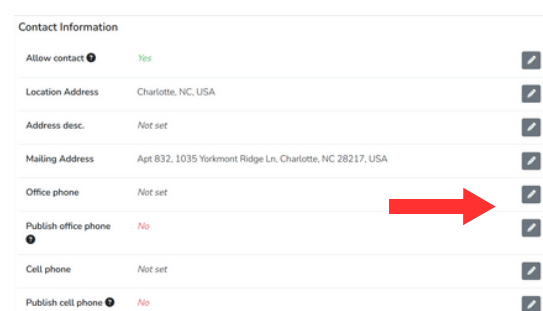
Complete the Vendor Information section by clicking on the gray buttons with pencils located on the right side of each line. Make sure to save each line edited by clicking the blue save button.



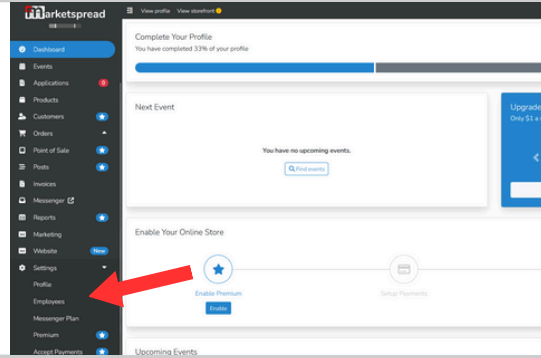
Repeat this same process in the Manager Information section. This section is where you will put the owner or manager's information and business biography.



Repeat the same process in the Contact Information section by clicking on the gray buttons with pencils located on the right side of each line. Remember to click the blue Save button after any edits.



After completing the Profile screen return to the left side of the page and select Employees. Only access this page if you need to add an employee(s) who would be authorized to make changes in the Marketspread program.



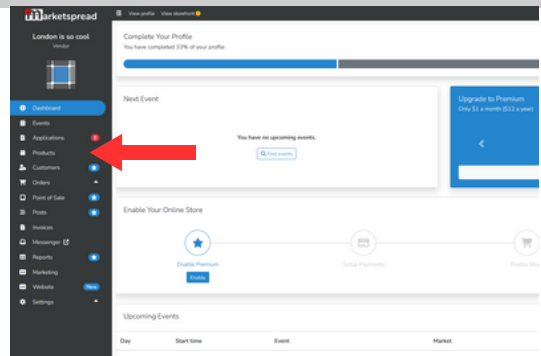
Click on the + Add Employee button located on the top right of the page. This is also where alternate emails need to be added.

Employees						<a href="#">+ Add Employee</a>
Name	Email	Cell	Office	Title	Last Login	
London Kelly	jamiestwin@hotmail.com			Owner	2024-12-05	

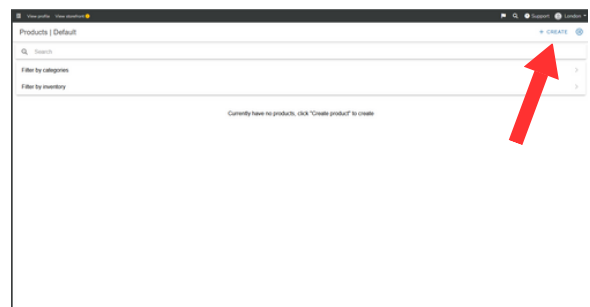
Here you will be able to add employees so the market staff will be able to communicate with them. Add as many as you wish, or you can skip this step. Make sure to click on the blue Add button for each employee.

A screenshot of the 'Add employee' form. It contains the following fields: First Name, Last Name, Email, Employee email address, Cell Phone (with a dropdown for country and a field for number), Office Phone (with a dropdown for country and a field for number), Title, and Employee title (supervisor, manager, etc). There are 'Cancel' and 'Add' buttons at the bottom right.

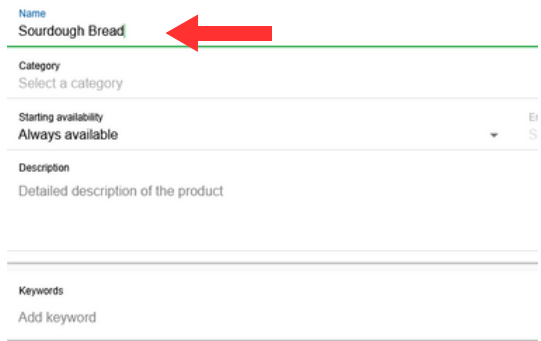
Click on Products located on the left side of the screen under Dashboard



To add products that will be displayed for customers to find using the Charlotte Regional Farmers Market's Product Search Tool located on our website, click on the blue + Create at the top right.



Enter a descriptive name for one product that you carry in the Name of Product box. (Example: Sourdough Bread)



Name  
Sourdough Bread

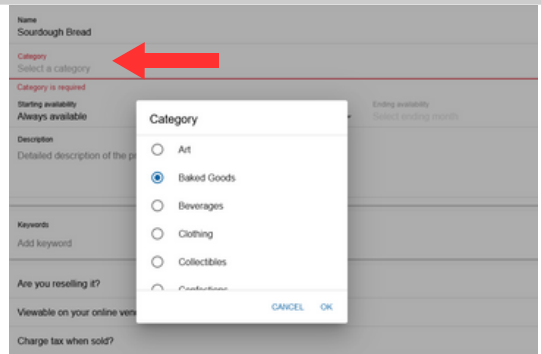
Category  
Select a category

Starting availability  
Always available

Description  
Detailed description of the product

Keywords  
Add keyword

When you click on the Select A Category box a pop up drop down box will appear. Select the closest category that matches your product. Then click on the blue Okay button. (Example: Baked Goods)



Name  
Sourdough Bread

Category  
Select a category

Starting availability  
Always available

Description  
Detailed description of the product

Keywords  
Add keyword

Are you reselling it?

Viewable on your online vendor profile?

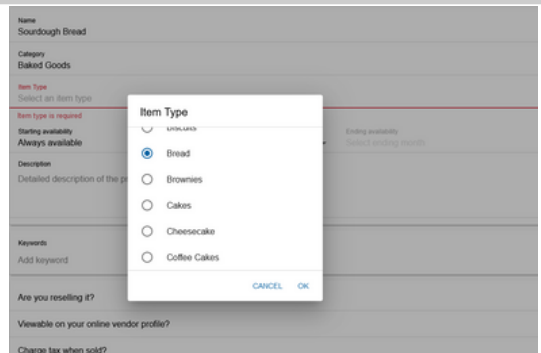
Charge tax when sold?

Category

- Art
- Baked Goods
- Beverages
- Clothing
- Collectibles
- Cookbooks

CANCEL OK

A new box called Item Type will appear where you need to select an Item Type that matches your product. Then click on the blue Okay button. (Example: Bread)



Name  
Sourdough Bread

Category  
Baked Goods

Item Type  
Select an item type

Starting availability  
Always available

Description  
Detailed description of the product

Keywords  
Add keyword

Are you reselling it?

Viewable on your online vendor profile?

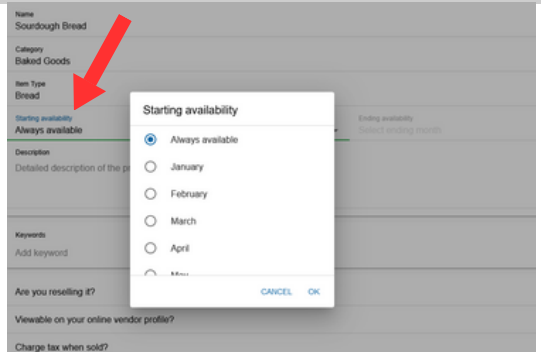
Charge tax when sold?

Item Type

- Bread
- Broomies
- Cakes
- Cheesecake
- Coffee Cakes

CANCEL OK

Next box will be Starting Availability. If your product is available all year long then do nothing in this box.



Name  
Sourdough Bread

Category  
Baked Goods

Item Type  
Bread

Starting availability  
Always available

Description  
Detailed description of the product

Keywords  
Add keyword

Are you reselling it?

Viewable on your online vendor profile?

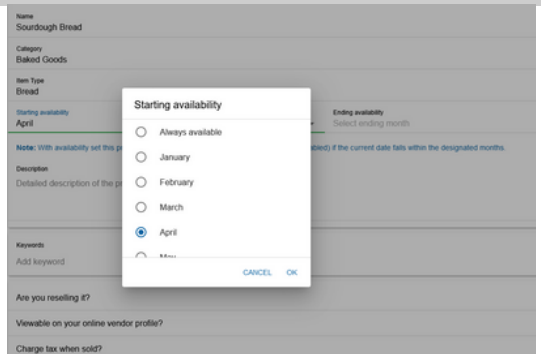
Charge tax when sold?

Starting availability

- Always available
- January
- February
- March
- April
- May

CANCEL OK

If your product is a seasonal item then click on the starting month. Click on the blue OK button. (Example: April)



Name  
Sourdough Bread

Category  
Baked Goods

Item Type  
Bread

Starting availability  
April

Description  
Detailed description of the product

Keywords  
Add keyword

Are you reselling it?

Viewable on your online vendor profile?

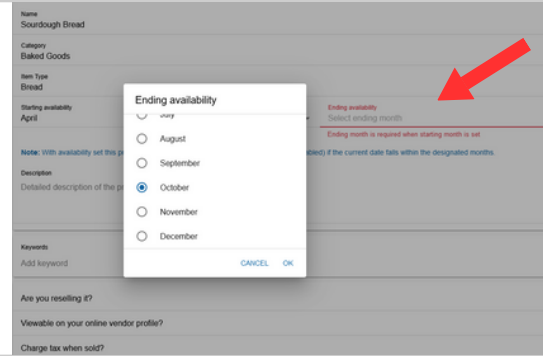
Charge tax when sold?

Starting availability

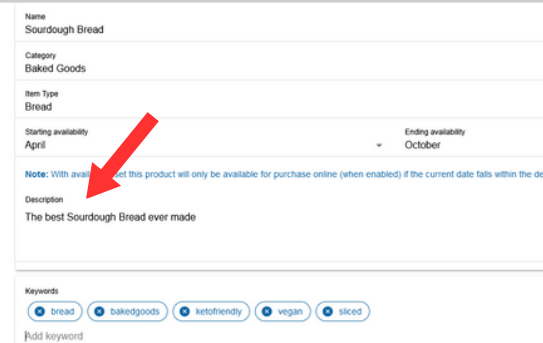
- Always available
- January
- February
- March
- April
- May

CANCEL OK

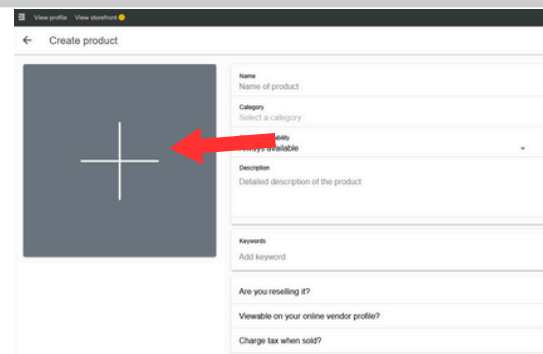
After you select a starting month you will see the Ending Availability box activate creating a pop up window where you can select the ending month of availability. (Example: October)



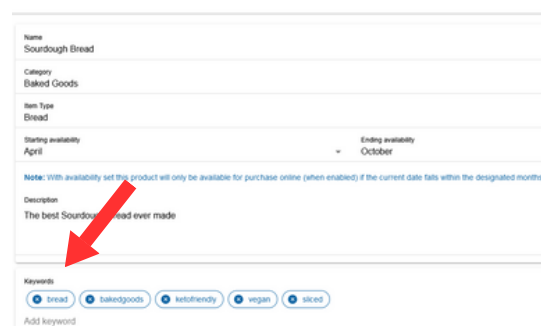
Next provide a detailed description of your item in the Description box.



On the left side of the Create Product screen click on the gray + button to add pictures of your product. You can upload multiple pictures. Keep in mind pictures will be in square format. 1080 x 1080 pixels works well. This is an optional step.



Keywords can be used to give a brief description of your products. Please note that Keywords will all appear as one word even if they are separate. (Example: Baked Goods would be bakedgoods)



The bottom portion of the page would be used for those who are creating an online store to sell their products. When you are done with a product click on the blue Save button located at the top right of the page. Repeat the process for all the products you would like to highlight.

