How to Use Marketspread for the Winter Haven Farmers Market

- *Recommend using desktop over mobile*
- 1. Go to Marketspread.com and click login
- 2. Click Register Button

arkets	spread
Login	Register
Username	
Password	۲
Forgot Passy	word or Username?
Remember me	
Login	
or	
d Sign in with J	Apple
f Sign in with Fa	cebook
G Sign in with C	loogle

3. Fill out all required information and click Register

Register	.ogin
Username	
WHFMTestVendor	
First name	
Lyndsey	
Last name	
Test	
Email address	
events@destroyermedia.com	
Password	
•••••	
Password confirm	
•••••	
Success! CLOUDFLASE	
 By clicking here you agree to Farmspread's Terms of Service and Pr Policy 	ivacy
Register	

4. Click Create Vendor on the bottom right.



5. Fill out all required information and click Save and Create. You may be prompted to upgrade to a premium account on Marketspread. You do not need to upgrade to use Marketspread for our market.

Before you start, please have a look at our Making the most out of your vendor p	rofile blog post!
Basic Information lelp customers and markets learn more about your brand.	
Company Name 🛛	
WHFMTestVendor	
Vendor Type Farmer	
vender that grows 100% of hisher own products, AND who owns, leases or operates a farm, dairy, orchard, greenhouse, nursery, outry farm or raises livestock. This includes those who produce products made completely or predominantly of ingredients and	
aterials grown on or gathered from their farm, dairy, orchard, garden, greenhouse, nursery, aplary or forest. Description	Add logo
I grow apples and sell them at markets.	
k	

6. Click Add a Website or Social button in the top right to complete your profile.

arketspread	View profile View storefront	🃁 🍳 🛛 Support 🅚 Lyndsey 🕶
WHFMTestVendor Farmer	Complete Your Profile You have completed 66% of your profile	Add a website or social
2 Dashboard	Next Event	Upgrade to Premium Only \$1 a month (\$12 a year)
Events		۳
Applications 0	You have no upcoming events.	Online Store
Products	Q Find events	
🐣 Customers 📩		Learn more
Griders		
Point of Sale	Enable Your Online Store	
🚍 Posts 🛛 📩		
Invoices	\bigcirc	
Messenger 2		
Documents	Enable Premium Setup Payments	Enable Store Configure Store
🖽 Reports 🛛 😭	Enable	
Marketing		

7. While updating your profile, ensure Allow contact is "Yes"

Contact Information		
Allow contact 😯	Yes	

8. After you've finished setting up your profile, click the search icon in the top right corner (magnifying glass).

9. If you're close to Winter Haven, the Winter Haven Farmers Market will appear on the next screen. If not, you can search for "Winter Haven Farmers Market"

arkets	pread	Dashboard 📜
Search	Q near me	
Oct 2023 28 Winter Sat, Oc 9 4.6 mi away	» "NEAR ME" (1 results) P Fall Season r Haven Farmers Market ct 28, 9:00 am EDT	

10. Select the Winter Haven Farmers Market and click blue Apply Here button.

arketsp	Events Search for events	Q near me Dashboard 📜 🌒
Saturday Oct 28 9 a.m. EDT	2023 Fall Season @ Winter Haven Farmers Market ? 3rd St SW & Ave C SW, Winter Haven, FL 33880, USA • 9 a.m. EDT - 1 p.m. EDT ← Go to venue A Directions	
Vendors Products	About	✓ Apply here

11. READ the information at the top of the application. Answer all fields on the application. In the Days to Attend field, select all dates you are available. There is no guarantee you will be booked for all dates requested. When we review the applications, we try to evenly distribute dates amongst vendors in the same category. After filling out all fields, click blue Apply button.

12. The Winter Haven Farmers Market receives notice of your application and reviews it. We will take one of the following actions:

- Approve- if you meet our market guidelines and we have space for you on your requested dates, we will approve your application and assign dates. We will also send you day-of load in details when approved. Dates you are approved for will show as "assigned." If there are dates we could not fit you in, those will remain "pending" in case someone cancels and we can backfill you in, see step 15 for more info.
- Received- if you meet our market guidelines but we do not have space for you on your requested dates, we will mark your application "received". If we receive cancellations for these dates, we will reach out to backfill you in.
- Declined- we may choose decline your application if you don't meet our market guidelines.

13. You will receive an email notification informing you of your application status.

Marketspread/Farmspread <noreply@n To ●Lyndsey Venrick If there are problems with how this message is displayed, click here Click here to download pictures. To help protect your privacy. Outlo</noreply@n 	Image: Constraint of the second se
3 new n	notifications
This email is sent from an automated s received. If you need to respond to a n nc	system and any replies to this email will not be notification click "Click to view" to reply to the otification.
You applied to Winter 44 m Haven Farmers Market event 2023 Fall Season. [WHFMTestVendor]	ninutes ago Click to view
Winter Haven Farmers 38 m Market has approved your application [WHFMTestVendor]	ninutes ago Click to view
Winter Haven Farmers 37 m Market has made a new comment. [WHFMTestVendor]	ninutes ago Click to view

14. You can also view any updates under your notifications on Marketspread (flag icon in top right).



*Comments are the main way we communicate with vendors. Always read these. You can also communicate back with us using the comment section.

15. If you click on any of those blue links (Click to reply, View application), you will come to the same page. Here you can view the dates you were assigned to the market.

- The yellow "pending assignment" dates are dates that the vendor applied for, but were not approved (vendor was waitlisted).
- The green "Assigned" date is the approved date. This is the date we will expect you to be at the market and will invoice you the Wednesday before the market.
- Red "not attending" dates are dates the vendor did not apply for.

	u arketspread		View profile View	storefront 🕕					> 1	Q 🛛	Support	Lyndsey •
	WHFMTestVendor Farmer		Event Event				Mark	et				Grant access
	۲	ł	2023 Fall Season Market manager Lyndsey Venrick Market phone				Wint Mana Lynds Mark	er Haven Farmi Iger e-mail Iey@destroyerr	ers Market (view) nedia.com.			
a	Dashboard		+18632742021				3rd S	t SW & Ave C	SW, Winter Haven, Fl	. 33880, L	JSA	
#	Events 1		Auto Pay 😯 Disat	oled								Enable
B.	Applications		Application (Appro	ved								~
	Products		Dave 1 accioned									
*	Customers 💮		Days Lassigned									~
Ħ	Orders 🔺		Day	Weekday	Start time	Status	Booth	Rentals	Price	Sal	les	
G	Point of Sale 🔹 😭		Oct. 28, 2023	Saturday	9 a.m. EDT	Not attending						
≡	Posts 😭		Nov. 4, 2023	Saturday	9 a.m. EDT	Pending	Pending	assignment				
2	Invoices		Nov. 11, 2023	Saturday	9 a.m. EST	Pending	Pending	assignment				
•	Messenger 🗳											
	Documents		Nov. 18, 2023	Saturday	9 a.m. EST	Pending	Pending	assignment				
■	Reports 😭		Nov. 25, 2023	Saturday	9 a.m. EST	Assigned	TBD	0	\$30.00 per day			•
Ad	Marketing		Dec. 2, 2023	Saturday	9 a.m. EST	Not attending						

16. If you scroll down on this same page, you will find the comments section. This is where we will send you information and where you can communicate with us.

	Darketspr	ead	🔄 View profile Viev	v storefront 🙂		🏲 🔍 🥑 Support 🕘 Lyndsey 🗸
			Dec. 23, 2023	Saturday	9 a.m. EST	Not attending
		8	Comments			
æ	Dashboard		Write a comment			
Ħ	Events					
	Applications					
-	Products					A Send Comment
2.	Customers					Winter Haven Farmers Market 🛛 💓 Oct. 23, 2023
F	Orders	•	Thank you for app	lying to the Win	er Haven Farmers	Market. You are approved for select dates. Please review Marketspread closely to
	Point of Sale		see which dates ye before the market	ou were assigned t. If you are unab	I to. Fall market ho le to attend a mark	urs are 9 am to 1 pm and the vendor fee is \$30 per 10 foot space. Invoices are sent every Wednesday et you signed up for, you must notify us by end of day on the Tuesday before the market. If you cancel
≡	Posts		after	that, you are still	responsible for the	e weekly vendor fee. Multiple cancellations/no-call no-shows may result in removal from future dates.
8	Invoices		*NEW* For day-c	of cancellations a	nd changes, either	leave a comment in Marketspread or email WinterHavenMarket@gmail.com. This allows us to have a
•	Messenger ピ		record of your r	equest and share	information more	easily among the market team. Please do not text market coordinators directly day-of as we alternate coverage at the markets and your message might not make it to the right person.
	Documents		All vendors are	responsible for th	neir own setup, inc	uding tent, tent weights (required), table, chair, signage, etc. Set up starts at 7:30 am. Please check in
⊞	Reports		with the market o	rganizer when yo dy prior to 9 am.	ou arrive to be dire If vou are a food tr	ted to your space as we often have to make last minute changes to the layout. We ask that you are in uck or trailer vendor, it's important that you arrive at 7:30 as it can be hard to get trailers in place once
Ad	Marketing		othe	er tents have set	up. After unloading	, please park in the BBT lot or in any of the street parking. Do not park in the Grove Roots parking lot.
Ad	Website	New	Assignments chang	ed for "2023 Fall	Season"	
¢	Settings	•	Market approved th	e application "Fa	ll 2023"	

17. On the Wednesday before each market, we send invoices for that week's market. You will receive an email notification of the invoice. Click the blue "Click to Pay Now" button to pay the invoice.

WH Winter Ha	ven Farmers Market <noreply@messenger.marke< th=""><th>٢</th><th>← Reply</th><th>← Reply All</th><th>→ Forward</th><th></th></noreply@messenger.marke<>	٢	← Reply	← Reply All	→ Forward	
To OLynds	sey Venrick				Mon 10/23,	/2023 10:57
 If there are problems v Click here to download 	with how this message is displayed, click here to view it in a web brow I pictures. To help protect your privacy, Outlook prevented automatic	ser. download c	f some pictures	in this message.		
	Tell distanción e ten and teachar	na h				
	(d) developing attracts To train your year attracts of the first statement of the provided	anderst boll picture				
	Winter Haven Farr	ners N	1arket			
	3rd St SW & Ave C SW. Winter	Haven. F	L 33880. US	5A		
	\$30.00 E	Due				
		_				
	Winter Haven Farmers Market 11/25	>				
	To: WHFMTestVendor		Due Date	e: Nov. 24, 20	23	

18. This will bring you back into Marketspread to pay the invoice. You can also choose to pay cash day-of. **Note**: Marketspread does have an autopay function, but there are many reported issues with this function. You can try to use it, but it doesn't always automatically pay your invoice.

l	arketspread	至 View profile View storefront 0	2	Q 😯 Su	pport 🕒 Lyndsey 🔹
	WHFMTestVendor Farmer	Pay #0532544 Name Winter Haven Farmers Market 11/25			
		Item	Price	Qty	Item Total
		Booth Fee	\$30.00	1	\$30.00
æ	Dashboard			Total	\$30.00
曲	Events 1			Balance	\$30.00
10	Applications	Payment			
-	Products				
2.	Customers 🔀	Add new card			
Ħ	Orders 🔺				
	Point of Sale 🛛 😭	••••• •••• •••• MM/YY			
≡	Posts 😒	Billing address CVV			
	Invoices	Can't find address? Click to enter manually			
•	Messenger 🗹	Enable auto-pay Cash			
-	Documents				
⊞	Reports 😪				
Ad	Marketing	Cancel Pay Secure			

19. If you need to modify any future dates, you must do so by leaving a comment in Marketspread. You cannot access the date picker again after you submit the initial application.