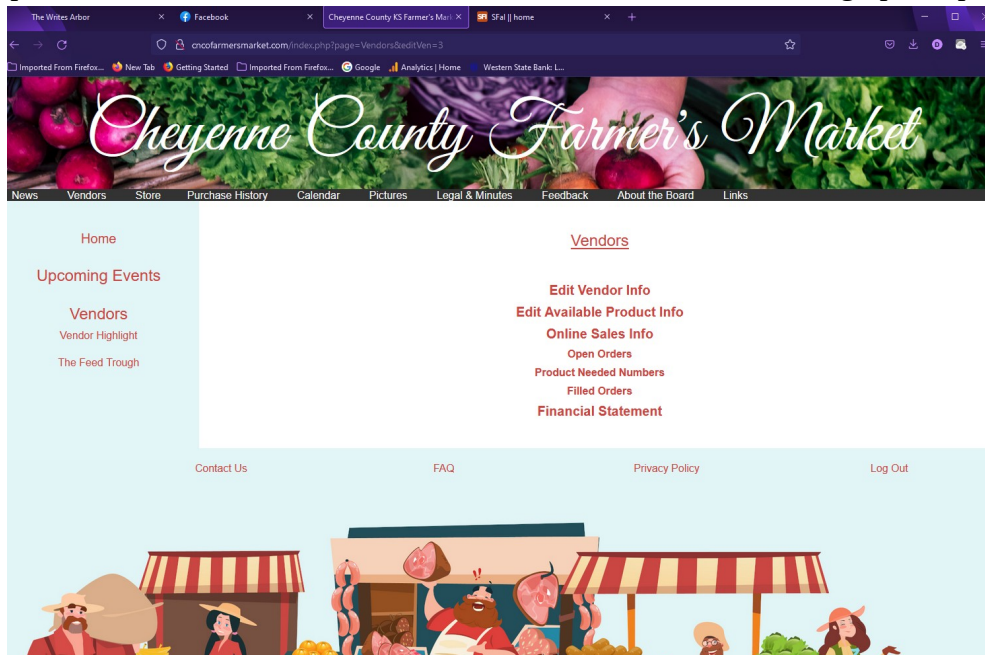


How to enter product into the Cheyenne Co. Farmers Market Shop

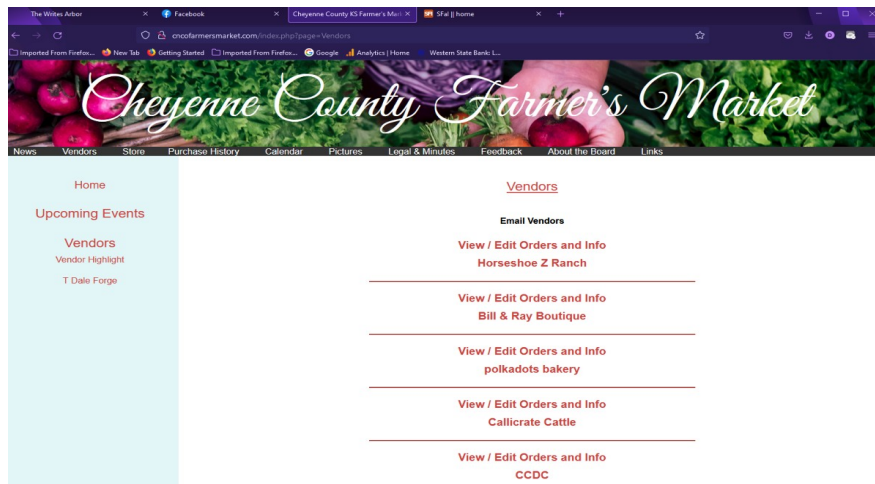
Welcome to the tutorial for entering your product into the Cheyenne Co Farmers Market online shopping page. You can direct your customers to see and order your product in the off season or when you are not able to set up in the summer. You will get an email when someone orders an item and you deliver it to the board and we will make sure the customer gets it either at the Farmers Market or at the central delivery point. If we need to make the delivery to the customer it will be a \$10.00 charge. If it is during the Farmers Market Season then be sure to get it to Jason Padgett by Saturday Morning 9 am. Or if not during the Farmer's Market season, give him a call at 785-772-5151, or email the board at board@cncofarmersmarket.com to make arrangements.

To set up your products in the shop simply go to the Cheyenne Co Farmers Market page. <https://cncofarmersmarket.com> and log in. Click on **Vendors** and it will bring you to this page:

To enter or edit products click on **Edit Available Product Info**. Which will bring up this page:



Scroll down to find your name and click on **View/Edit Orders and Info**.






You will be directed to the input page. If you have already input products, they will show up. At the bottom of all that you have put in is the next input line.

[Home](#)
[Upcoming Events](#)
[Vendors](#)
[Vendor Highlight](#)
[Kriss Harris](#)

Vendors

Edit Vendor Info Edit Available Product Info

Product Image	Product Name	Product Description	Quantity On-hand	Quantity minus # Ordered	Unit of Measure	Price	Delete Item	Save Item
 Browse... No file selected. Upload a new product image	Hygene - Airmeith Face C	Salon Strength Facial Cleanser	3	0 sold online, 3 available	each ▾	\$ 15.00	<input type="checkbox"/>	Save Product Info
 Browse... No file selected. Upload a new product image	Hygene - Silkie Shampoo	Moisturizes, heals scalp, leaves hair silkie	4	0 sold online, 4 available	each ▾	\$ 12.00	<input type="checkbox"/>	Save Product Info
 Browse... No file selected. Upload a new product image	Salve - Idune 1.5 oz	Skin Rejuvenation. This salve is good for anywhere, not just the face.	7	0 sold online, 7 available	each ▾	\$ 12.00	<input type="checkbox"/>	Save Product Info
Browse... No file selected. Upload a product image				NEW	choose one ▾	\$		Add Product Info

Online Sales Info

[Open Orders](#)
[Product Needed Numbers](#)
[Filled Orders](#)
[Financial Statement](#)

The first left hand column is input for a picture. Click **Browse**. It will take you to your computers contents. Just find the picture you want and click **Open**. The second column is for the **Product Name**, your product names should be unique, because the orders will come to you as you need 'this many' of 'this item'. The third column is for a description. The space can be extended for input. What ever you type in will be shown in the **Shop** page. The fourth column is for how many of the product you have on hand. No input in the fifth column. The sixth column is for the unit of measure. Drop down to find: each, ounces, pounds etc. The seventh column is the price per unit described in the unit of measure column. Then click the **Add Product Info** button to finish. You can go back to edit anything already saved or delete the item by clicking the button in the **Delete** column and clicking **Save Product Info**.

When you have product in the store with a quantity of more than 0, it will show up on the store page for customers to purchase. Customers will only be able to purchase up to the quantity you have set, so

it is important to keep your quantities updated. When an order is put in for your product, the available quantity will be adjusted so the same items cant be double sold.

The email you receive letting you know when an order has been placed will give you list of all product needed to satisfy all of the open orders.

I hope this has been helpful. Together we can build a community marketplace that will enhance our growth and enrichment.