Application Guide for 2021 Season

1. Sign Up
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4. Forgot Password
5. Create Company
6. Switch Company
7. Market Application

1. Sign Up
   - Go to www.theinfotent.com
   - Click Sign Up: enter email, first name, last name, password
   - Check email for confirmation
2. Sign In
   - Go to www.theinfotent.com
   - Click Sign In -- enter email and password

3. Didn’t Receive Confirmation
   - If you didn’t receive a confirmation email toggle to the Sign Up / Log In screen
   - Click the link at the bottom of the screen: “Didn’t receive confirmation instructions?”
   - Enter your email address

4. Forgot Password
   - If you forgot your password toggle to the Sign Up / Log In screen
   - Click the link at the bottom of the screen: “Forgot your password?”
   - Enter your email address
5. **Create Company**
- Once logged in successfully you will be directed to create a new company
- Complete the “New Company” form, detailing your business and operation.

6. **Switch Company**
- The “Switch Companies” button will allow applicants to toggle between companies they manage
- Find it at the lower left hand corner of the screen as shown here ⇒

7. **Apply to Market**
- Once you have signed in and created a company account you will be directed to the markets page
- Click the blue box that reads "Apply to this market" to begin the application process.

- Once you enter a particular market’s application (see left) you will be prompted to answer questions regarding your organization's vendor type and requested dates.

If you have further questions regarding The Info Tent and the application process please reach out to helpdesk@ffm.org.