



Application Guide for 2021 Season

1. Sign Up
2. Sign In
3. Didn't Receive Confirmation
4. Forgot Password
5. Create Company
6. Switch Company
7. Market Application

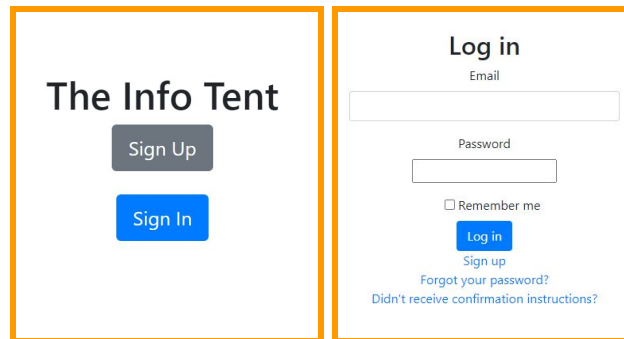
1. Sign Up

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

Two screenshots of the FreshFarm website are shown side-by-side, each enclosed in an orange border. The left screenshot, titled "The Info Tent", features a dark grey "Sign Up" button and a blue "Sign In" button. The right screenshot, titled "Sign up", shows a registration form with fields for Email, First name, Last name, Password (8 characters minimum), and Password confirmation. It also includes a checkbox for "I'm not a robot" with a reCAPTCHA logo, a blue "Sign up" button, and a "Log in" link. A link for "Didn't receive confirmation instructions?" is located at the bottom of the form.

2. Sign In

- Go to www.theinfotent.com
- Click *Sign In* -- enter email and password



The Info Tent

Sign Up

Sign In

Log in

Email

Password

Remember me

Log in

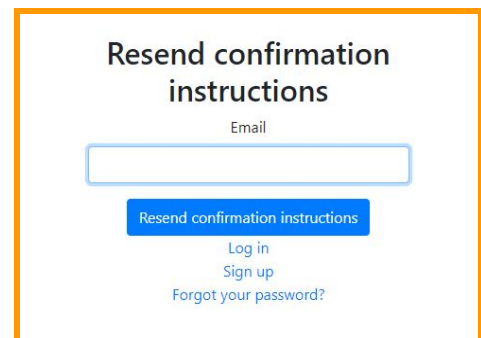
Sign up

Forgot your password?

Didn't receive confirmation instructions?

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



Resend confirmation instructions

Email

Resend confirmation instructions

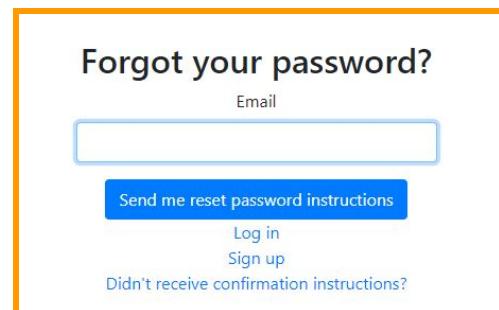
Log in

Sign up

Forgot your password?

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



Forgot your password?

Email

Send me reset password instructions

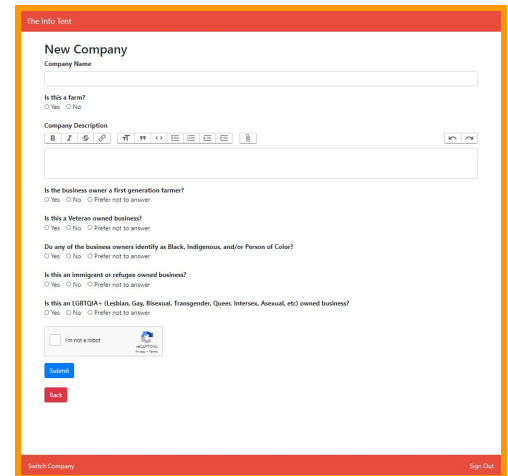
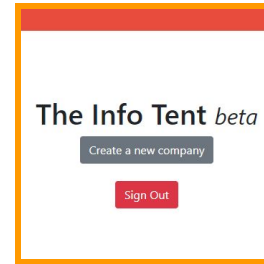
Log in

Sign up

Didn't receive confirmation instructions?

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.



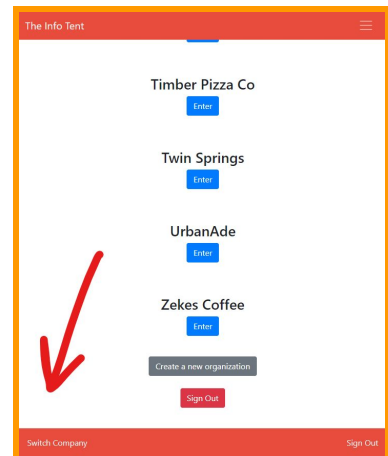
The screenshot shows the 'New Company' form with the following fields and questions:

- Company Name (text input)
- Is this a farm? (radio buttons: Yes, No)
- Company Description (rich text editor)
- Is the business owner a first generation farmer? (radio buttons: Yes, No, Prefer not to answer)
- Is this a veteran-owned business? (radio buttons: Yes, No, Prefer not to answer)
- Do any of the business owners identify as Black, Indigenous, and/or Person of Color? (radio buttons: Yes, No, Prefer not to answer)
- Is this an immigrant or refugee-owned business? (radio buttons: Yes, No, Prefer not to answer)
- Is this an LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, etc) owned business? (radio buttons: Yes, No, Prefer not to answer)
- checkbox for 'I'm not a robot' with a CAPTCHA image.

Buttons: Submit, Back, Switch Company, Sign Out.

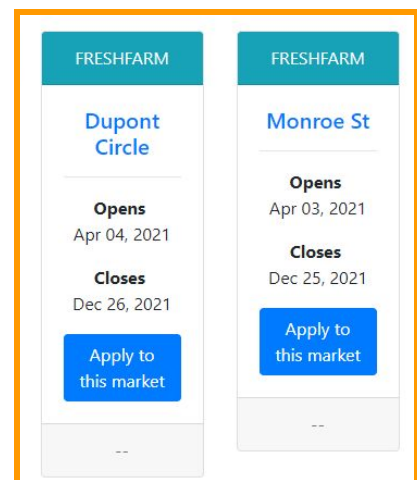
6. Switch Company

- 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



Dupont Circle Application

Vendor Type

- Farms | At least 80% raw agricultural products sold
- Farm producer | More than 20% of products sold are value added. Includes fermented alcohol.
- Concessionaire | Food sold at market is prepared on site as a ready to eat option for shoppers.
- Farm concessionaire | Farmer primarily selling prepared foods, utilizing some/all of their own product.
- Non-farm producer | Value added products with majority of ingredients sourced from local farms.
- Farm sourced alcohol | Non-farm Producer selling alcoholic beverages made with ingredients sourced from local farms.
- Coffee/exceptions |

Dates

April		May		June	
Date	Request	Date	Request	Date	Request
Sun, Apr 04	<input type="checkbox"/>	Sun, May 02	<input type="checkbox"/>	Sun, Jun 06	<input type="checkbox"/>
Sun, Apr 11	<input type="checkbox"/>	Sun, May 09	<input type="checkbox"/>	Sun, Jun 13	<input type="checkbox"/>
Sun, Apr 18	<input type="checkbox"/>	Sun, May 16	<input type="checkbox"/>	Sun, Jun 20	<input type="checkbox"/>
Sun, Apr 25	<input type="checkbox"/>	Sun, May 23	<input type="checkbox"/>	Sun, Jun 27	<input type="checkbox"/>
		Sun, May 30	<input type="checkbox"/>		

July		August		September	
Date	Request	Date	Request	Date	Request
Sun, Jul 04	<input type="checkbox"/>	Sun, Aug 01	<input type="checkbox"/>	Sun, Sep 05	<input type="checkbox"/>
Sun, Jul 11	<input type="checkbox"/>	Sun, Aug 08	<input type="checkbox"/>	Sun, Sep 12	<input type="checkbox"/>
Sun, Jul 18	<input type="checkbox"/>	Sun, Aug 15	<input type="checkbox"/>	Sun, Sep 19	<input type="checkbox"/>
Sun, Jul 25	<input type="checkbox"/>	Sun, Aug 22	<input type="checkbox"/>	Sun, Sep 26	<input type="checkbox"/>
		Sun, Aug 29	<input type="checkbox"/>		

October		November		December	
Date	Request	Date	Request	Date	Request
Sun, Oct 03	<input type="checkbox"/>	Sun, Nov 07	<input type="checkbox"/>	Sun, Dec 05	<input type="checkbox"/>
Sun, Oct 10	<input type="checkbox"/>	Sun, Nov 14	<input type="checkbox"/>	Sun, Dec 12	<input type="checkbox"/>
Sun, Oct 17	<input type="checkbox"/>	Sun, Nov 21	<input type="checkbox"/>	Sun, Dec 19	<input type="checkbox"/>
Sun, Oct 24	<input type="checkbox"/>	Sun, Nov 28	<input type="checkbox"/>	Sun, Dec 26	<input type="checkbox"/>
Sun, Oct 31	<input type="checkbox"/>				

[Submit Application](#)

[Back](#)

- 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.