





Vendors: requesting date changes

To request changes to your market dates, go to My Markets. Scroll to the market where you want to request date changes. Click the line that says Dates (Add/Remove). Click the Edit Dates pencil.

My Markets Calendar Profile Products Licenses Account	Products +			
	Dates (Add/Remove) - 			
	Date	# of Stalls Requested	Status	Stall Assigned 
	3/5/2022	1	Approved	
	3/6/2022	1	Approved	
	3/12/2022	1	Approved	

This will take you to a screen with a calendar of all the dates for the selected market, as well as a list of the dates you currently have.

To add new dates- simply click on the dates you want in the calendar, and a new line will be added to the list below with the status New Request. Once you have selected all the dates you want, simply click the Submit button to notify your market manager that you have requested new dates.

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Market Date

Bulk actions. These apply to the selected dates.

☐ Select All

☐ 2/6/2022

☐ 3/5/2022

Status

New Request

Approved

Number of Stalls Requested

1

1

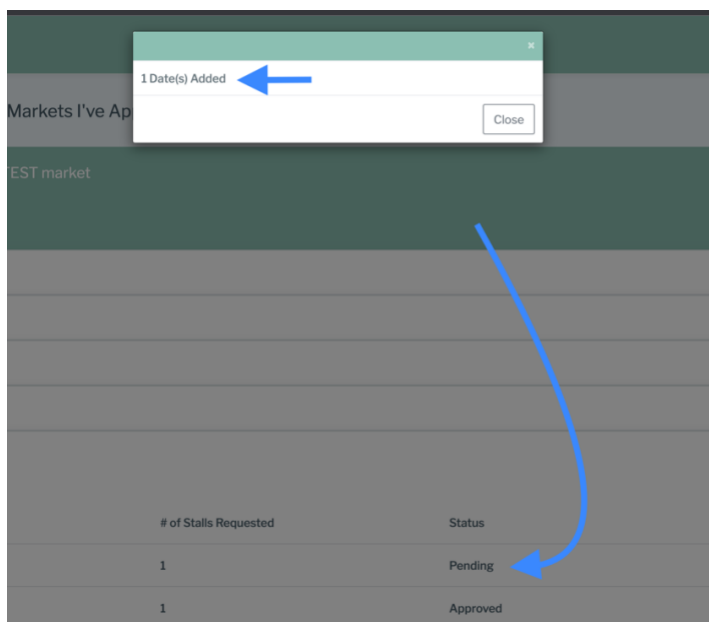
Stall(s) Assigned

Close

Submit

To request a withdrawal from an existing date(s), you can either click the green highlighted date on the calendar, or change the status for that date in the list from Approved to Request Withdraw. Then submit when ready.

After you have submitted your date requests- you will get a notification stating the number of requests made, and your list will indicate what changes you have requested.



If the market you are requesting date changes for does not require approval for changes, then anything you have done will be automatically updated.