

# Alaska Food Hub: Vendor Getting Started Guide

## 1 Attend an in-person for a Training if possible

Dates and walk-in office hours will be announced:

<http://www.alaskafoodhub.org/producer-education-opportunities/>

## 2 Complete Producer Check List

There are several pieces of information we need from you to get started. Please visit our check list online and try to complete as much as you can prior to the training. The most important part is reviewing and signing the Alaska Food Hub Manual. We will have copies at the trainings as well.

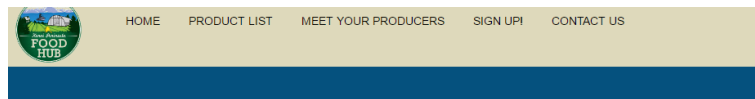
**NOTE: Your Vendor Payment checks will be written out to your Business/Farm Name (on the W9) unless you indicate otherwise.**

<http://www.alaskafoodhub.org/producer-check-list/>

## 3 Sign-up on Food Hub Marketplace

Visit our Online Marketplace website and click SIGN-UP (located in top menu)

<http://alaskafoodhub.localfoodmarketplace.com/>



[Login Here](#)

**The Kenai Peninsula Food Hub is Now Closed for the Season**

We'll resume again in April 2017! Thank you for your support!



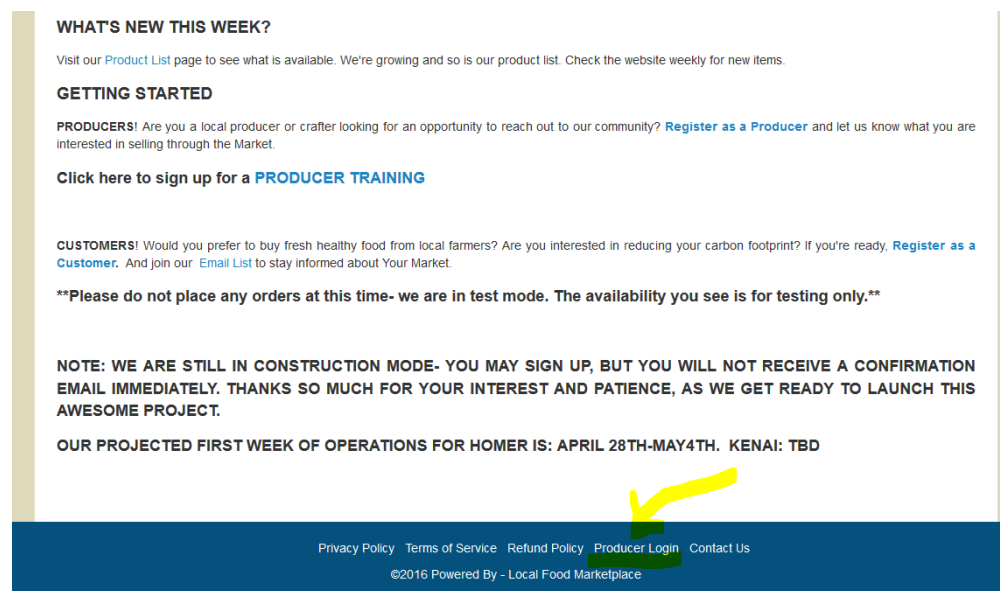
## 4 Email [info@alaskafoodhub.org](mailto:info@alaskafoodhub.org) afterwards

Our Online Marketplace software will generate an email to set up your password, as a customer.

After you are set up, email [info@alaskafoodhub.org](mailto:info@alaskafoodhub.org) – she will convert your customer account into a PRODUCER account so you can access a variety of training materials to review for “homework.”

## 5 Complete ALL Online Training Videos

After receiving your login information, return to the Online Marketplace and login (at the bottom of the page; the top login is for customers):



**WHAT'S NEW THIS WEEK?**

Visit our [Product List](#) page to see what is available. We're growing and so is our product list. Check the website weekly for new items.

**GETTING STARTED**

**PRODUCERS!** Are you a local producer or crafter looking for an opportunity to reach out to our community? [Register as a Producer](#) and let us know what you are interested in selling through the Market.

[Click here to sign up for a PRODUCER TRAINING](#)

**CUSTOMERS!** Would you prefer to buy fresh healthy food from local farmers? Are you interested in reducing your carbon footprint? If you're ready, [Register as a Customer](#). And join our [Email List](#) to stay informed about Your Market.

**\*\*Please do not place any orders at this time- we are in test mode. The availability you see is for testing only.\*\***

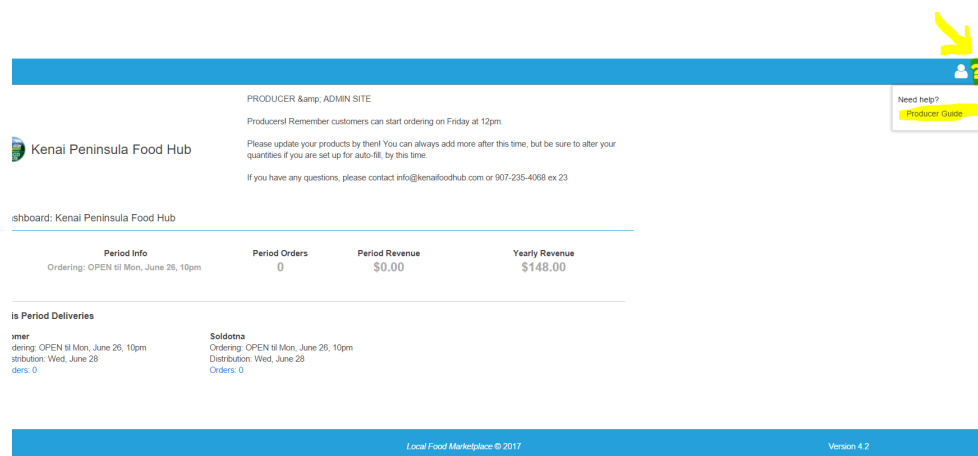
**NOTE: WE ARE STILL IN CONSTRUCTION MODE- YOU MAY SIGN UP, BUT YOU WILL NOT RECEIVE A CONFIRMATION EMAIL IMMEDIATELY. THANKS SO MUCH FOR YOUR INTEREST AND PATIENCE, AS WE GET READY TO LAUNCH THIS AWESOME PROJECT.**

**OUR PROJECTED FIRST WEEK OF OPERATIONS FOR HOMER IS: APRIL 28TH-MAY4TH. KENAI: TBD**

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Once logged in, go to the QUESTION MARK on the right side of the screen:



PRODUCER & ADMIN SITE

Producers! Remember customers can start ordering on Friday at 12pm.

Please update your products by then! You can always add more after this time, but be sure to alter your quantities if you are set up for auto-fill, by this time.

If you have any questions, please contact [info@kenaifoodhub.com](mailto:info@kenaifoodhub.com) or 907-235-4068 ex 23

Need help?  
[Producer Guide](#)

Kenai Peninsula Food Hub

Dashboard: Kenai Peninsula Food Hub

Period Info	Period Orders	Period Revenue	Yearly Revenue
Ordering: OPEN til Mon, June 26, 10pm	0	\$0.00	\$148.00

**is Period Deliveries**

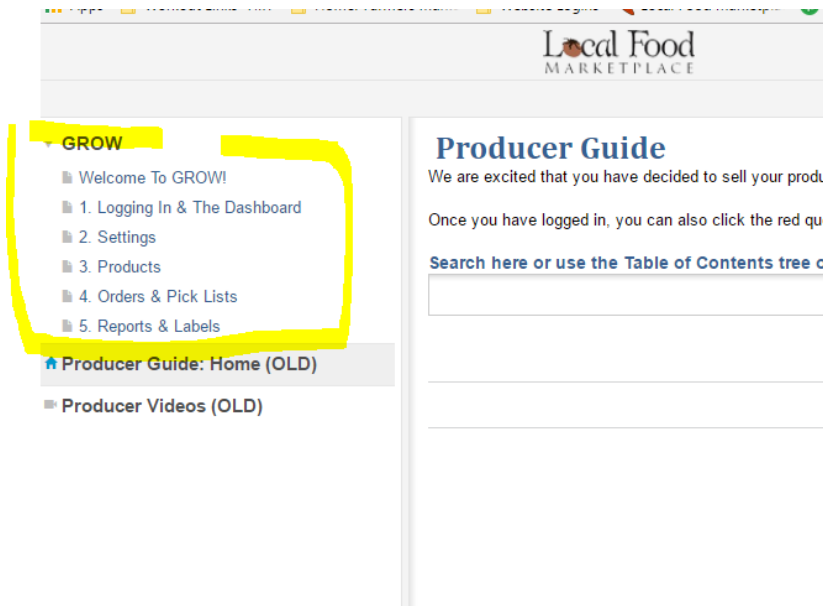
Ordering	Distribution
Homer Ordering: OPEN til Mon, June 26, 10pm Distribution: Wed, June 28 Orders: 0	Seldotna Ordering: OPEN til Mon, June 26, 10pm Distribution: Wed, June 28 Orders: 0

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This will take you to a menu of training materials and videos.

Clicking on each tab, Producer Guide: Home and Producer Videos, will open a variety of information.



Please review all tabs and try doing what you've just learned (but be sure to unlist products if you don't have them for sale). This area will be a great resource to come back to with questions.

## 6 Begin setting up your Producer Page and Products

This will take some time at first, but we've already loaded quite a number of products to make this step easier. Initial set-up may take 1-3 hours. After this, your weekly updates should only take about 15-20 minutes.

## 7 Questions?

Try and find and answer in the Producer Training Manual and Videos. If you still are having trouble, email [robbi@inletkeeper.org](mailto:robbi@inletkeeper.org) to set up some time to talk, via phone.

Anchorage folks, contact Kyla Byers at [arcticharvest@outlook.com](mailto:arcticharvest@outlook.com)

Thank you all for your patience as we enter our Second Season. There's bound to be some bumps, tweaks, failures, and successes- we're always looking to improve. We are committed to communication, transparency, and most importantly, supporting our **LOCAL PRODUCERS!**

If you have any questions or concerns, please feel free to call or email anytime. Given that the Coordinator positions are either part-time (Robbi, Kyla) or voluntary we'll do our best to address any issues in a timely manner.

Robbi Mixon – 907-235-4068 (ext 23)

[www.kenaifoodhub.org](http://www.kenaifoodhub.org)