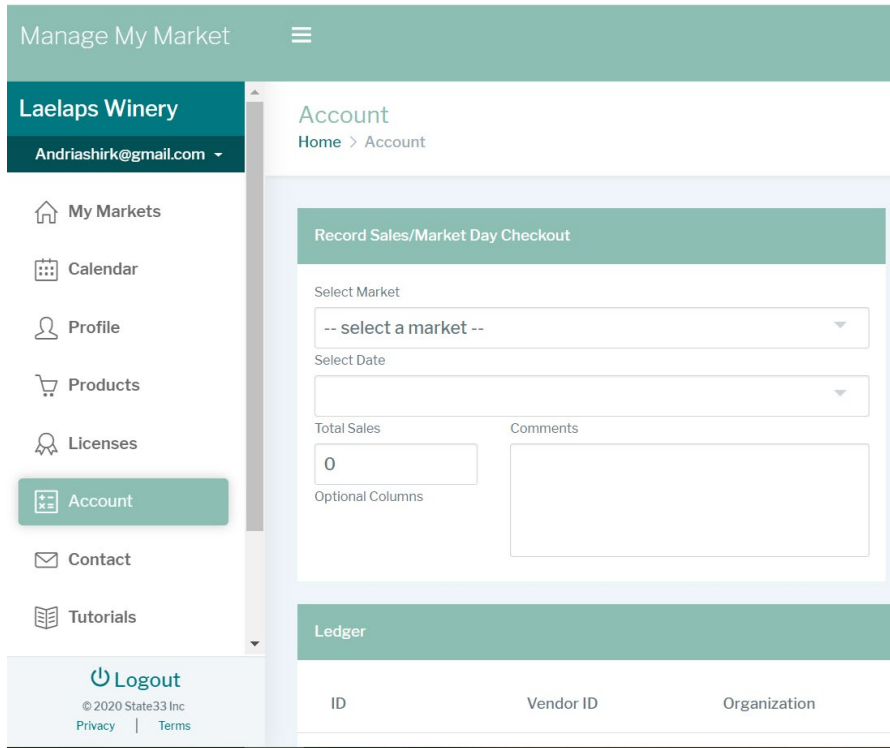
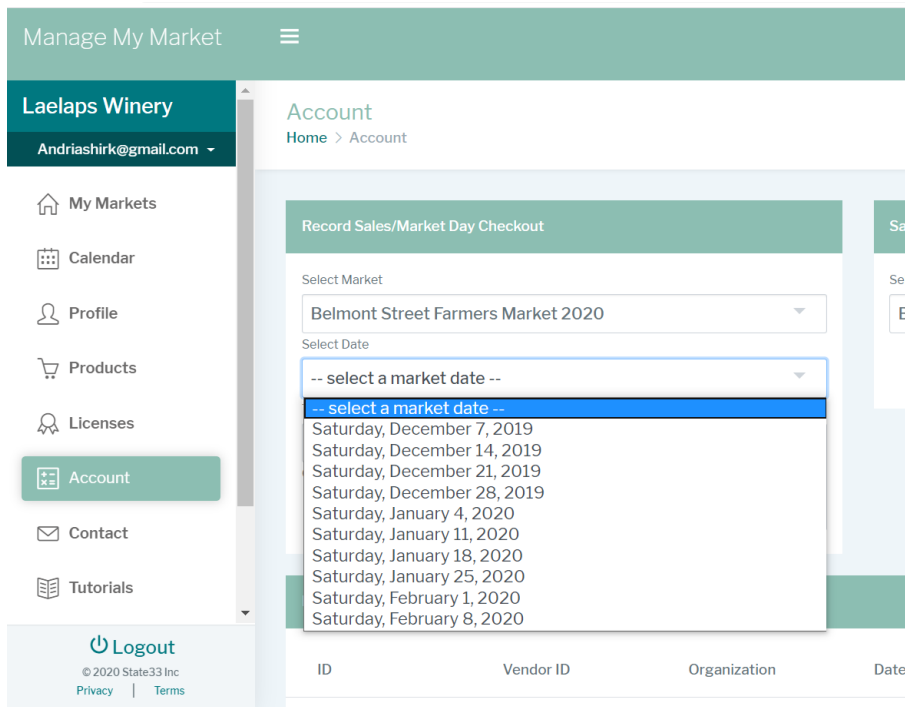


How to Report Sales at the end of each Market

Step 1: Log into your account in managemymarket.com and go to your **Accounts** tab on the left sidebar.



Step 2: Select the market from the drop down menu-->select the market date for which you wish to record sales.



Step 3: Here you can enter all sales including tokens sales designated by your market. Be sure to click on submit!

The screenshot shows a web application interface for 'Laelaps Winery'. On the left is a navigation sidebar with options: My Markets, Calendar, Profile, Products, Licenses, Account (highlighted), Contact, and Tutorials. At the bottom of the sidebar is a 'Logout' button. The main content area is split into two panels. The left panel, titled 'Record Sales/Market Day Checkout', contains a 'Select Market' dropdown set to 'Belmont Street Farmers Market 2020', a 'Select Date' dropdown set to 'Saturday, December 14, 2019', a 'Total Sales' input field with '0', and a 'Comments' text area. Below these are 'Optional Columns' with input fields for 'wic', 'wrap', and 'ebt'. A 'Submit' button is at the bottom right of this panel. The right panel, titled 'Sales Report', has a 'Select Organization' dropdown set to 'Belmont Street Farmers' Markets' and a 'Download Report' button.

Extra: You can also pull a report for your own records on the right side.