

How To Complete Your Perth Makers Market Stallholder Profile

So you're applying to be a stallholder with Perth Makers Market – huzzah!!! We are excited that you think we're awesome and want to join in the fun.

We know that our system might be a little different than what you're used to, so we've created these instructions to help you out.

Step 1: You will need to create an account in our system. Please visit the following page on our website and read all the information provided there: https://perthmakersmarket.com/stallholder_applications/

Step 2: Once you have read all the information, scroll to the section that says How To Apply – it looks like this:



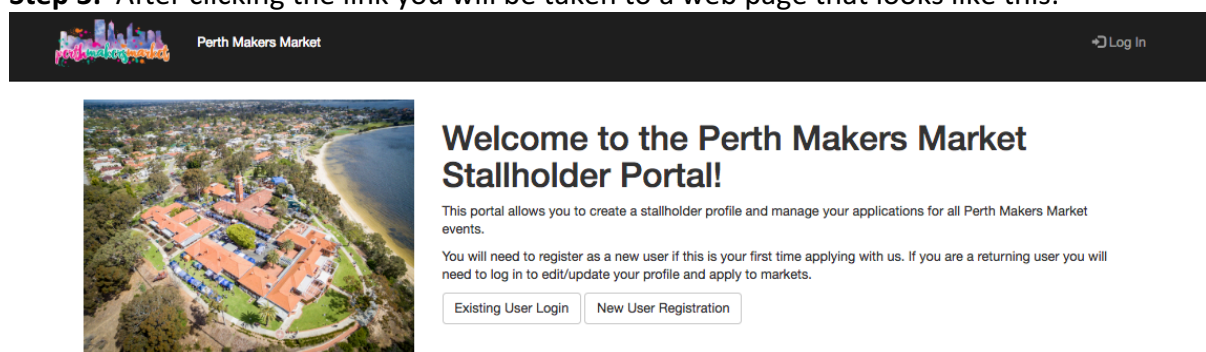
HOW TO APPLY

You will need to create your own online business profile via our stallholder portal: <https://portal.perthmakersmarket.com/>.

Once you have added all information and images, you will be able to apply for market dates in the section titled "Market Applications – Upcoming Markets". Click on to the date you are interested in applying for, and then you can apply for the appropriate stall size and any relevant discounts. Once you have completed the application for that date, the date in question will move under the heading "Existing Applications".

You'll notice a link there in orange – click that link.

Step 3: After clicking the link you will be taken to a web page that looks like this:

A screenshot of the Perth Makers Market Stallholder Portal website. The header includes the Perth Makers Market logo and a "Log In" button. The main content area features an aerial photograph of the market building and the text: "Welcome to the Perth Makers Market Stallholder Portal! This portal allows you to create a stallholder profile and manage your applications for all Perth Makers Market events. You will need to register as a new user if this is your first time applying with us. If you are a returning user you will need to log in to edit/update your profile and apply to markets." Below the text are two buttons: "Existing User Login" and "New User Registration".

If you are creating an account with us for the first time, you need to click the button on the bottom right that says New User Registration.

Step 4: Once you have hit that button you'll be taken to a page that looks like this:

New User Registration

Please Complete the following details. A confirmation email will be sent to complete the registration process.

Username*

Required. 30 characters or fewer with no spaces. Use only letters, digits the following characters - @ + _ .

Email*

email address

Stall/Business Name*

Password*

Password confirmation*

Enter the same password as before, for verification.

Submit

You'll need to fill in all the sections of this form, then hit Submit.

Once you have hit Submit, an automated e-mail will be sent to the e-mail address you have provided.

Step 5: Find the verification e-mail that our automated system sent you, and follow the instructions to activate your account. If you haven't received the e-mail within 5 minutes, please check your junk mail folder to see if it is there.

Step 6: Once you have activated your account, you will need to log in to complete your profile. You can log in via the same page where you registered for an account: <https://portal.perthmakersmarket.com/>

Step 7: When you have logged in you should be able to see the following:



User Details [Edit](#)

Please enter your details below. This forms part of your application to any PMM events you apply for. The description of your business will be used as part of our application process when assessing your application. Please be sure to tell us why your business is amazing and how it differs from others. Business details, web links and images will be published publicly. Contact details are kept private and are only used for communication between the market and stallholders.

Contact Details

Name:
Phone:
Mailing Address:

Business Details

Business Name: Test
Product Category:
Business Description:

Web & Social Media

Website: None
Facebook Page: None
Twitter Handle: None
Instagram Username: None
Etsy Shop Name: None
Public Facing Description:

User Photos [+ Add](#)

Before market applications can be submitted, you must [add](#) at least 3 photos of your products and stall. Images uploaded here will be used as part of our application process when assessing your application. Images with their titles and descriptions may appear on our market stallholder listing on our website

Market Applications

▲ Before market applications can be submitted, you must [complete your business and contact details](#) above.

▲ Before market applications can be submitted, you must [provide at least 3 photos of your products and stall](#) below.

Upcoming Markets

<p>Twilight at Yagan Square - August Aug. 24, 2018 from 4:00 to 9:00 at Yagan Square Application Closing Date June 1, 2018 Application Notification Date</p>	<p>September 2018 Sept. 23, 2018 from 9:30 to 3:30 at Heathcote Cultural Precinct Applecross Application Closing Date June 15, 2018 Application Notification Date</p>	<p>Twilight at Yagan Square - October Oct. 5, 2018 from 4:00 to 9:00 at Yagan Square Application Closing Date July 6, 2018 Application Notification Date</p>
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You then need to click on the blue Edit button to the right of where it says User Details (please see below picture – button circled in red).

User Details [Edit](#)

Please enter your details below. This forms part of your application to any PMM events you apply for. The description of your business will be used as part of our application process when assessing your application. Please be sure to tell us why your business is amazing and how it differs from others. Business details, web links and images will be published publicly. Contact details are kept private and are only used for communication between the market and stallholders.

Contact Details

Name:
Phone:
Mailing Address:

Business Details

Business Name: Test
Product Category:
Business Description:

Web & Social Media

Website: None
Facebook Page: None
Twitter Handle: None
Instagram Username: None
Etsy Shop Name: None
Public Facing Description:

User Photos [+ Add](#)

Before market applications can be submitted, you must [add](#) at least 3 photos of your products and stall. Images uploaded here will be used as part of our application process when assessing your application. Images with their titles and descriptions may appear on our market stallholder listing on our website

Market Applications

- ▲ Before market applications can be submitted, you must [complete your business and contact details](#) above.
- ▲ Before market applications can be submitted, you must [provide at least 3 photos of your products and stall](#) below.

Upcoming Markets

<p>Twilight at Yagan Square - August Aug. 24, 2018 from 4:00 to 9:00 at Yagan Square Application Closing Date June 1, 2018 Application Notification Date</p>	<p>September 2018 Sept. 23, 2018 from 9:30 to 3:30 at Heathcote Cultural Precinct Applecross Application Closing Date June 15, 2018 Application Notification Date</p>	<p>Twilight at Yagan Square - October Oct. 5, 2018 from 4:00 to 9:00 at Yagan Square Application Closing Date July 6, 2018 Application Notification Date</p>
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Step 8: Fill in all the information in the Edit User Details form. All fields marked with an * are compulsory.

Edit User Details

Please enter your details below. This forms part of your application to any PMM events you apply for. The description of your business will be used as part of our application process when assessing your application. Please be sure to tell us why your business is amazing and how it differs from others.

Business details, web links and images will be published publicly. Contact details are kept private and are only used for communication between the market and stallholders.

Username

Test ([Change Password](#))

First name

Last name

Email address

10-digit Phone Number*

Postal Address*

Suburb*

Postcode*

State*

Vehicle license plate number*

If you do not have a website, Facebook page, Twitter handle, Instagram username or Etsy shop name, you can leave these blank. If you do, please follow the text instructions below each field to fill them in correctly (if you do not, the links on our public facing website will not work correctly).

Once you have filled in all the fields, hit the Save button at the bottom of the page. You will be taken back to where all details are listed and be able to view the information that you have provided to us. It will look something like this:

User Details [Edit](#)

Please enter your details below. This forms part of your application to any PMM events you apply for. The description of your business will be used as part of our application process when assessing your application. Please be sure to tell us why your business is amazing and how it differs from others. Business details, web links and images will be published publicly. Contact details are kept private and are only used for communication between the market and stallholders.

Contact Details

Name: Erin Madeley

Phone: 0408932661

Mailing Address:

17a Fleming Ave
WILSON 6107 WA

Business Details

Business Name: Perth Makers Market

Product Category: Art

Business Description:

Manager of Perth Makers Market

Web & Social Media

Website: <http://www.perthmakersmarket.com.au>

Facebook Page: [perthmakersmarket](#)

Twitter Handle: None

Instagram Username: [perthmakersmarket](#)

Etsy Shop Name: None

Public Facing Description:

Step 9: Add pictures. As part of our application process we need to be able to view your work, so we ask that you provide a **minimum** of 3 images to us. There is no maximum so if you would like to provide additional images to support your application, please do so.

To add images please click the +Add button to the right of where it says User Photos:

User Photos

Before market applications can be submitted, you must **add** at least 3 photos assessing your application. Images with their titles and descriptions may appear

Market Applications

▲ Before market applications can be submitted, you must provide at least 3 n

Add your images. You can only add one image at a time. Make sure to fill in all fields marked with an *. Once you have done so, hit save.

Add Photo

Please select photos that best illustrate your products and your stall presentation. Note that all photos uploaded here will be publicly visible on the internet, and may be used for promotional materials and posts for the market.

Title*

Display Image On Public Website

Set as Cover Image for Website

User Photo*

No file chosen

Step 10: Once you have added the minimum of 3 images, you will be able to apply for the market dates you are interested in on the main page. Simply scroll down to where it says Market Applications.

Where there is an upcoming market date that you have not applied for, which is still open for application, there will be a blue Apply Now button in the box for that market (see circled in red for example).

Market Applications

Upcoming Markets

<p>Twilight at Yagan Square - August Aug. 24, 2018 from 4:00 to 9:00 at Yagan Square</p> <p>Application Closing Date June 1, 2018</p> <p>Application Notification Date June 15, 2018</p>	<p>September 2018 Sept. 23, 2018 from 9:30 to 3:30 at Heathcote Cultural Precinct Applecross</p> <p>Application Closing Date June 15, 2018</p> <p>Application Notification Date June 29, 2018</p> <p>Apply Now</p>	<p>Twilight at Yagan Square - October Oct. 5, 2018 from 4:00 to 9:00 at Yagan Square</p> <p>Application Closing Date July 6, 2018</p> <p>Application Notification Date July 20, 2018</p> <p>Apply Now</p>
<p>November 2018 Nov. 4, 2018 from 9:30 to 3:30 at Heathcote Cultural Precinct Applecross</p> <p>Application Closing Date July 20, 2018</p> <p>Application Notification Date Aug. 3, 2018</p> <p>Apply Now</p>	<p>Twilight at Yagan Square - Christmas Market - November Nov. 16, 2018 from 4:00 to 9:00 at Yagan Square</p> <p>Application Closing Date July 27, 2018</p> <p>Application Notification Date Aug. 10, 2018</p> <p>Apply Now</p>	<p>December 2018 Dec. 16, 2018 from 9:30 to 3:30 at Heathcote Cultural Precinct Applecross</p> <p>Application Closing Date Aug. 24, 2018</p> <p>Application Notification Date Sept. 7, 2018</p> <p>Apply Now</p>

When you have hit this button you will be taken to the following page:

Create Application for September 2018

Sept. 23, 2018 at Heathcote Cultural Precinct Applecross

Preferred stall type

If selecting a shared stall, please state which other business you plan to share with

Other stall types are acceptable

Do you have insurance*

I accept the [Market Terms and Conditions](#)

Stall discount*
Not Applicable

Fill in all fields and hit Save.

Once you have submitted your application (by hitting Save), it will appear under a new heading: Existing Applications:

Application Notification Date
Aug. 10, 2018
[Apply Now](#)

September 2018
[Apply Now](#)

Existing Applications

September 2018
Sept. 23, 2018 from 9:30 to 3:30
at Heathcote Cultural Precinct Applecross

Application Notification Date
June 29, 2018

Preferred Stall Type
Indoor Large 2018 - 2m x 1.5m (\$145.00)

[Edit](#) [Delete](#)

At any time, you can change your Preferred Stall Type by hitting the Edit button for that particular market date. If you wish to withdraw your application for a particular market date, you can do so by hitting the Delete button (these only appear if the market is still open for application, once the closing date to apply has passed you will need to get in touch with Market Management).

Step 11: You will hear from us regarding the status of your application but the Application Notification Date for each market you have applied for:

Application Notification Date
Aug. 10, 2018
[Apply Now](#)

September 2018
[Apply Now](#)

Existing Applications

September 2018
Sept. 23, 2018 from 9:30 to 3:30
at Heathcote Cultural Precinct Applecross

Application Notification Date
June 29, 2018

Preferred Stall Type
Indoor Large 2018 - 2m x 1.5m (\$145.00)

[Edit](#) [Delete](#)

Now you're all done! If you run into any issues or need any assistance please do not hesitate to get in touch.