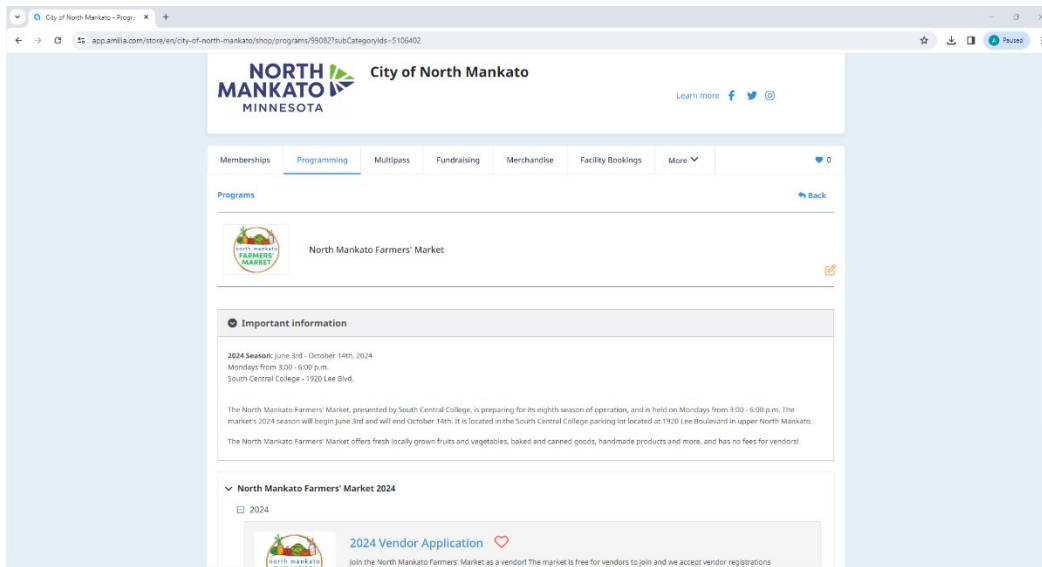


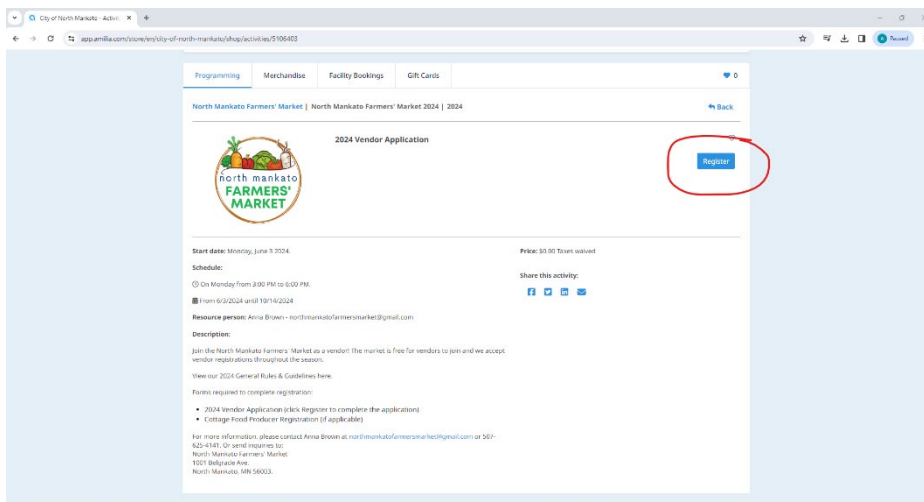
How to Create an Account & Register with Amilia

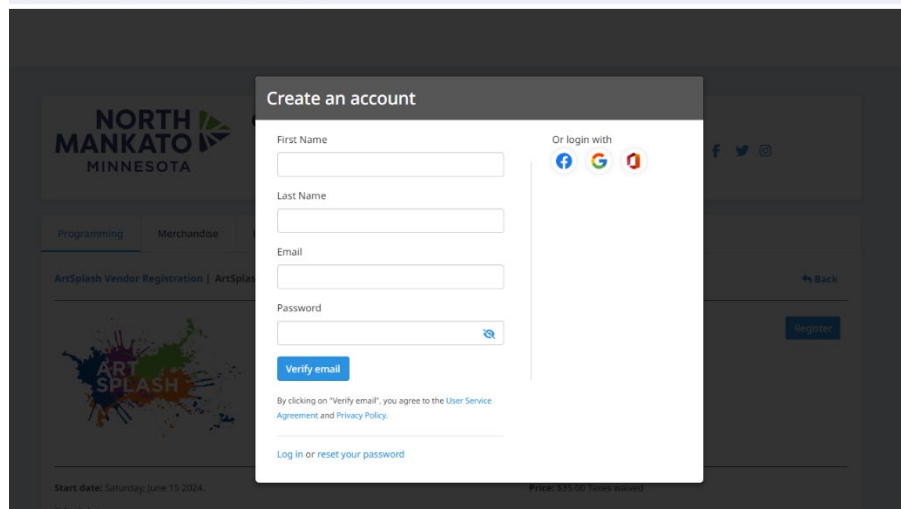
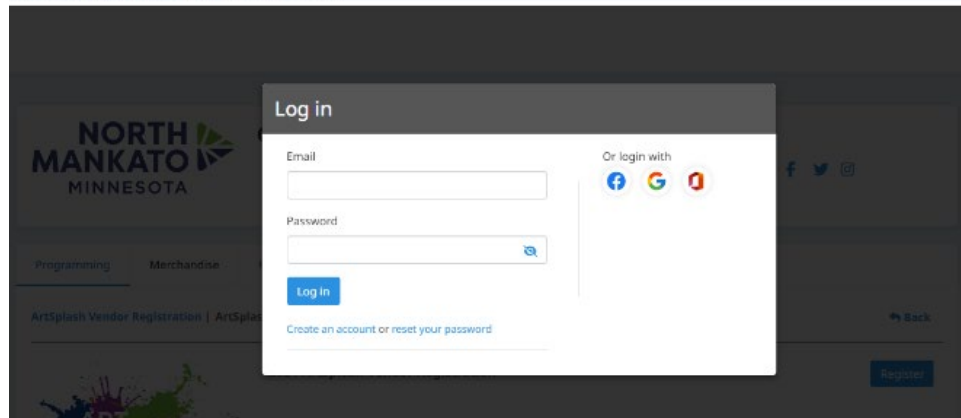
March 2024

1. Visit the North Mankato Farmers' Market page on the City's website: www.northmankato.com/farmers-market and click the button "2024 Vendor Application."
2. You will then be brought to the City of North Mankato's Amilia registration site. Click on "North Mankato Farmers' Market 2024", then "2024" and "2024 Vendor Application."



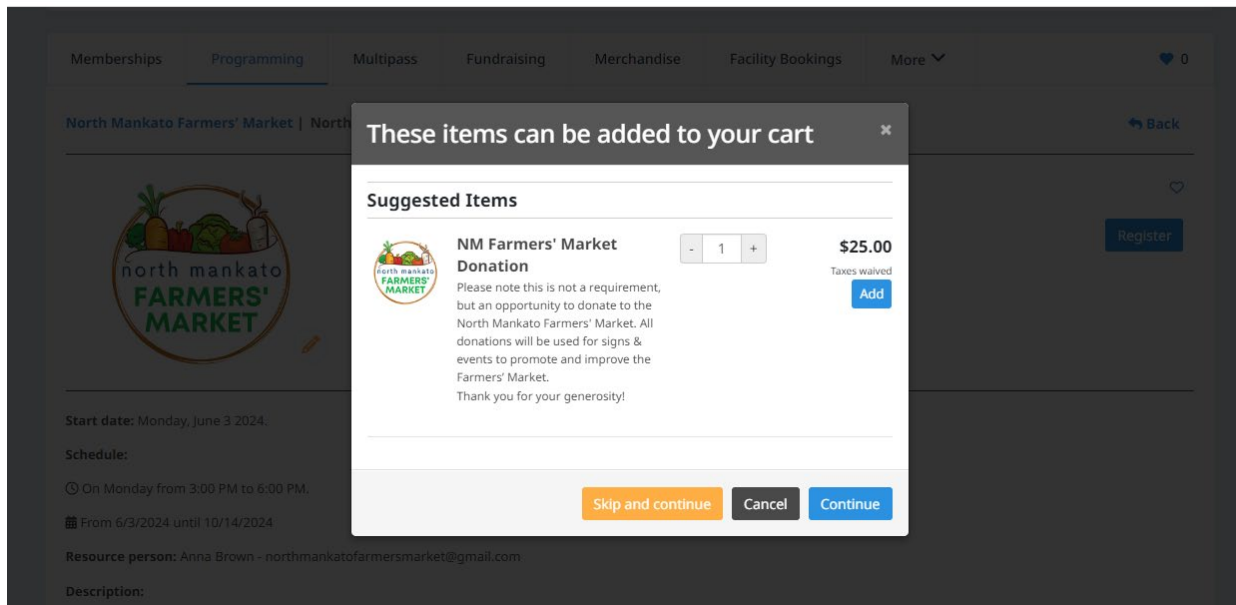
3. Click the "Register" button, and you will be asked to sign in, or create an account. To create an account, simply input your name and email address, and create a password.





4. A “Select participants to register” screen will pop up. Click on your name to add your Vendor Registration to your cart.

5. A “Suggested Item” screen will pop up, this is an opportunity to donate to the North Mankato Farmers’ Market. It is NOT a requirement or a cost to join. (see image on next page)
 - a. If you are interested in donating, choose your donation value (it begins at \$25, and by adding more quantities to your cart, it will increase the amount of your donation by \$25 increments), then click the “Add” button and then “Continue.”
 - b. If you are not interested in donating, simply click “Continue.”



6. It will bring you back to the “Select participants to register” screen, click the “Checkout” button to continue your registration.
7. This will bring you to the Checkout page, you should see your Vendor Application in your cart. If you chose to donate, your donation amount will also be listed on this page. To continue your registration, you must click the box at the bottom of the screen titled “I accept the terms and conditions.” Once you have clicked the box, click “Checkout.”
8. This will bring you to the “Your Information” page, please fill out your contact information, then click “Continue my purchase.”
9. On the next page, please fill out the rest of the registration questions and information. Once completed, click “Continue my purchase.”
 - a. If you are not making a donation, **this will complete your registration and will bring you to the Confirmation screen.**
 - b. If you are making a donation, you will continue on to the Payment screen. You can choose to pay the donation online via card, or choose offline, and we will email you an invoice. Click “Complete purchase” to complete your registration.

Your registration is now complete! You will be sent a confirmation email and a transaction receipt if you made a donation.

If you have any questions or need help throughout the process, please contact Anna Brown for assistance at 507-625-4140.