

Signing up to the hub as a producer

You sign up through the open food network (OFN). This is true even if your produce is not food. The OFN software allows us to post our goods whatever their nature. Go to www.openfoodnetwork.co.uk and at the top of the page you will see



Click on **Register Here** and you will be taken to

Just fill out the boxes and click on **Sign up now....**

Then check the box to agree to the terms of service and click on **Let's get started.**

The boxes here are straight-forward to fill out. (if you are a Country Markets producer use the format "*your name* Country Markets" for the **Enterprise Name**. The county code for West Midlands is **WML**.)

Fill out the boxes & click on **Continue**

No guidance needed on this box

...and on this one click **Yes, I'm a producer** then click **Create profile**

1. DETAILS 2. CONTACT 3. TYPE 4. ABOUT 5. IMAGES 6. SOCIAL

Nice one!

Now let's flesh out the details about Jo's hand-made soap

Success! Jo's hand-made soap added to the Open Food Network
If you exit this wizard at any stage, you need to click the confirmation link in the email you have received. This will take you to your admin interface where you can continue setting up your profile.

Short Description:
We make fine soap using olive oil

Long Description:
Only the finest Tuscan free-range olives that have fallen naturally from the tree are used for our cruelty-free soap

Company Number:
eg. 99 123 456 789

Charity Number:
eg. 123 456 789

Charges VAT?
 Yes No

Continue

Now they will ask you about what you do. Fill out the short and the long description boxes. These are important as they tell your story and attract customers.

Don't put anything in **Company number** or **Charity number**.

Check **No** for VAT unless you have a business which is large enough to qualify for VAT

The logo box is straight-forward. Your logo should be square or it will be cropped/distorted by the software

1. DETAILS 2. CONTACT 3. TYPE 4. ABOUT 5. IMAGES 6. SOCIAL

Thanks!

Let's upload some pictures so your profile looks great! :)

Step 1. Select logo image
Tip: Square images will work best, preferably at least 300x300px
Choose a logo image

OR

Drag and drop your logo here

Step 2. Review your logo
Tip: For best results, your logo should fit the available space
Your logo will appear here for review once uploaded

Back Continue

1. DETAILS 2. CONTACT 3. TYPE 4. ABOUT 5. IMAGES 6. SOCIAL

Thanks!

Let's upload some pictures so your profile looks great! :)

Step 3. Select promo image
Tip: Shown as a banner, preferred aspect is 1200x260px
Choose a promo image

OR

Drag and drop your promo here

Step 4. Review your promo banner
Tip: For best results, your promo image should fill the available space

Back Continue

The promo banner makes you page look nice when people click on your name as a producer to see what your story is. The picture for a promo banner should be 1200 x 260 pixels in size

1. DETAILS 2. CONTACT 3. TYPE 4. ABOUT 5. IMAGES 6. SOCIAL

Final step!

How can people find Jo's hand-made soap online?

Website:
www.josapizza.co.uk

Twitter:
@joelline_hands

Facebook:
eg. www.facebook.com/Pages/yournamehere

LinkedIn:
eg. www.linkedin.com/yournamehere

Back Continue

Final Step

Lots of boxes here for your online presence. If you have your own website, Facebook etc. this will direct people towards them. By providing a link to them here you also help boost their ratings in search engines.

Finished!

Thanks for filling out the details for Jo's hand-made soap.

You can change or update your enterprise at any stage by logging into Open Food Network and going to Admin.

Activate Jo's hand-made soap.

We've sent a confirmation email to joesagg@hotmail.com if it hasn't been activated before. Please follow the instructions there to make your enterprise visible on the Open Food Network.

Open Food Network home >

This concludes the registration. You should have received two messages to your e-mail. The second message has a link to activate your account. You are now ready to use the hub. Look at the guide **Using the Hub** to help you get started.