

Local Growers Guide Electronic Listing Tips:

Submitting your listing form electronically will list your business in three places:

- RAFFL's 5th Annual Printed Locally Grown Guide
- RAFFL's website
- Vermont Local Growers Guide, an online searchable database for local farm products

1. Contact RAFFL at india@rutlandfarmandfood or 802-417-7331 for a username and password.
2. Go to <http://vermontgrowersguide.com/login.php> and log in using the username and password provided by RAFFL.
3. The first box on the top of the form needs to be checked for the listing to show up on the web site.
4. The listing is live as soon as it is submitted. Make sure you check your listing for errors immediately. It's easy to make changes - just log back in, change any text, and click the "make changes" button at the bottom of the form.
5. The description section is for a few sentences about your operation, as well as any info that doesn't fit in any of the other categories. For example: PYO hours, types of school tours, unusual products or services, farm stand location, etc... (this is the text that will be printed in the Locally Grown Guide along with your contact information)
6. Not all the sales outlets appear on the checklist. If an outlet that you sell to is not on the list, please call Jessica Hyman at (802) 656-9897 or e-mail jhyman@uvm.edu with the outlet name and the additions will be made.
7. The "Google Map code" will be added once the listing is posted. Please do not add or change this box.
8. The "Show Address" box needs to be checked for your location to show up on the map (online and printed map in the Guide).
9. Photos and logos can be added to the online listing - e-mail them to jhyman@uvm.edu.
10. Call Jessica at (802) 656-9897 with any questions about listing your business using the electronic form on the VermontGrowersGuide website.

Thank you for listing your business electronically!