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Keeping track of all the information required from each vendor on their farm and what nutrition/incentive programs they participate in can be daunting. Some markets are able to use a program such as ManageMyMarket. However, many markets are not able to afford to use such programs and must create their own tools to track all the information needed for each vendor.

List all information you want to track regarding each of your vendors businesses:

Regarding nutrition programs operating in your market, list all information you will want to track per program, per vendor

You will want to collect overall market information each week. List all pieces of information that you will collect regarding your market:

Now create spreadsheets that will help you to collect and store the information noted above.