Member Portal Access

We are happy to introduce you to our brand new **Member Portal**. Please note that this is a work in progress. The layout and features may change as we gain experience. Pay attention to the instructions on every page. Please email us at info@eugenesaturdaymarket.org with questions or suggestions.

The address is https://eugenesaturdaymarket.org/sm-mms/

First time logging into the portal:

1. There is an "I Forgot my Password/Username" field at the top of the screen. Click Username.
2. On the next screen, enter the email address on file with us. Click the Search button.
   a. Your username will be sent to your email address within 5 minutes. Check your email to retrieve your username.
   b. Usernames default to your first.last name all lower case:
      i. For example: jane.doe or bob.smith or t.jones
   c. If you receive a "Username not found" message, then we have a different email address on file for you. You can call or email us to make changes to your contact information.
3. Return to https://eugenesaturdaymarket.org/sm-mms/. Click on the Password at the top of the screen.
   a. Enter the username you received by email. Click the Search button. An email with a temporary password reset link will be sent to you. The link will be active for 15 minutes.
   b. Click the link in the email. You will open a page to reset your password.
   c. Your password must be 8 characters long and must contain one upper case, one lower case, and one number or special character.Click Save Password.
4. Return to https://eugenesaturdaymarket.org/sm-mms/ to enter your username and password. You're ready to use the portal now!
5. Once you have logged in with your username and the password you set up, then you can change your password and your username at any time by using the User Settings menu.
6. The opening screen is your Public Profile that will be autofilled from our database including your craft category and keywords. Your company name will be across the top. There will be a message that says "No Profile Pic Selected" until you upload an image and make it your profile picture. There's a Logo Image option too.
7. Edit Profile Button – Click to make changes to your contact information.
   a. Every field on this screen has a checkbox that allows you to choose what to show on your Public Profile. Most boxes start unchecked and therefore

are hidden by default. You can choose to show your email address, phone number and any other contact information by checking the box.
   b. The top box is your business name. You can make changes at any time.
   c. Once you have images uploaded, you can select an image as your profile picture from the Image Gallery.
   d. Please add a description for your business in the next box. There is no text limit, but links to websites will not automatically embed into this box.
      i. There is a "?" at the bottom of the box. Mouse over it for help using BBCode to customize your description.
   e. You can make changes to your contact information.
   f. Please click the link at the top of the Social Media section to help you upload links to all your social media accounts. The buttons on the profile page will take visitors directly to your pages. Test the buttons to make sure it's entered correctly.
   g. Once everything is updated, then you will click the Save Changes button at the bottom of the screen.
8. Image Gallery – Click the Image Gallery button to start uploading your pictures.
   a. The maximum file size of an image is 2MB.
   b. You can upload JPG, PNG or GIF files.
   c. You are allowed to upload up to 10 images.
   d. Select "Choose File" to upload an image from your files.
   e. Once you have the image selected, then you can enter a description. This description will show when the mouse hovers over the image.
   f. Click "Upload Picture" when you're ready and there it is!
   g. Click the Set Image as Profile Image button to choose an image as your profile picture.
9. View Owings – This is the screen that will show you all of your 2020 payments as well as any payments that are due. You cannot make payments online. You cannot make any changes to this screen. Please contact the office if you have any questions about your owings.
   a. The default screen shows unpaid owings.
   b. Click "Show All Owings" to see paid as well as outstanding owings. Paid owings are highlighted in Green. Any unpaid owings due within a week will be highlighted in yellow. Any owings that are past due will be in red.
   c. Click "Show Unpaid Owings" to see if you have any outstanding owings.
   d. Click "Show Paid Owings" to see what payments you have made in 2020. Past year payments are not available, but all payments from this time forward will be available year to year.
   e. Use your browser settings to print this screen for your records.
10. This should be all you need for your first time. You are allowed to make changes to your information at any time. Please return to the Public Profile page to test all of the settings and text. We hope you will monitor your information and contact us anytime you have questions or concerns.