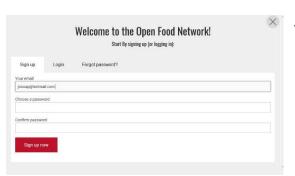
Signing up to the hub as a producer

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

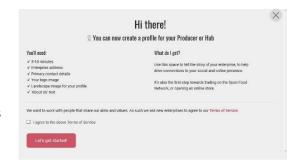


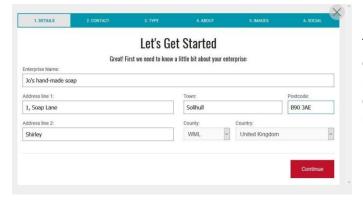
Click on Register Here and you will be taken to



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

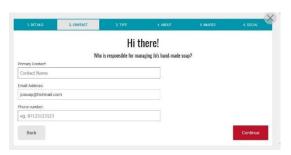
Then check the box to agree to the terms of service and click on **Let's get started**.





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.

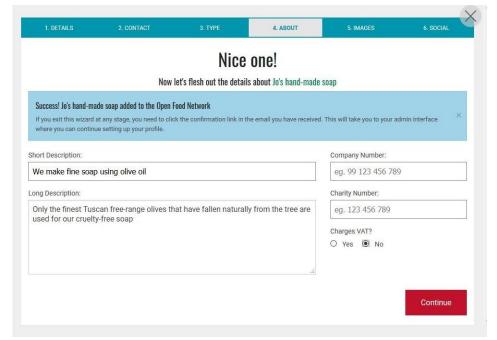
Fill out the boxes & click on Continue



No guidance needed on this box



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



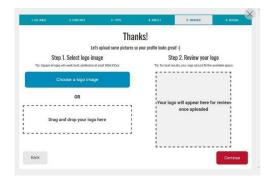
Now they will ask you about what you do. Fill out the short and the long description boxes. These are important as they tell your story and attract customers.

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





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



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.



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.