

How to Create a MeatSuite Profile

Thanks for choosing to list your farm on MeatSuite.com! We're excited to have you. Please follow the directions below to build your farm page. Before you get started, we encourage you to take a look at several of the current listings to see what makes an attractive profile page.

1. Create an account.

- Visit <http://meatsuite.com/login>. (Or, go to Meatsuite.com and click "Login" in the upper right.) On the bottom of the login page, you will see "**Need an account?**" Click "**Signup.**"

2. Fill in account information.

- **Products:** MeatSuite.com was developed to increase freezer trade sales of local meat. For this reason, we only list farms that sell whole, half, or quarter animals, or sell "bundles" or "bulk packs" (offering meat in bulk for one price). If you currently sell only by the cut, consider creating a bulk pack to list on MeatSuite (current listings with bulk packs/bundles can be found on the website).
- **Contact Information:** Please enter all of your contact information. Be sure to double check your email address and all other contact information for accuracy, as the contact information is public. This is how potential customers and MeatSuite administrators will reach you.
- **Photograph:** Have a high-quality photograph ready to upload to your profile page. Each farm is allowed to upload one photograph.
- **Farm Description:** This field allows you to describe what makes your farm and products great. Tell the customer how you feed and raise your animals, and what makes your farm unique. The farm description is also an area in which you can tell customers about other products; for example, wool, eggs, and breeding stock. This is the space for you to describe any special attributes such as organic, grass-fed, free-range, etc. Only meat products are listed under the "products" portion of your profile page.
- **Pricing:** For beef, bison, pork, goat, and lamb, please list a price that is \$/lb HCW (hot carcass weight). **This price must include the cost of processing.** For rabbit and poultry, list price as \$/lb for the whole animal or \$/animal. You must list a price for each product! "**TBD**" or "**contact for price**" is not

acceptable. Products without prices will not be listed on your farm profile. If you accept payment plans for bulk purchases, be sure to check “**yes**” after “**Accepts payment plans**” to alert users of Meat Suite who are looking for flexible payment options.

- **Product Description:** This area is meant to be simple and concise. Indicate how the product is available (whole, half, quarter, bundle, etc.) for each species. Please indicate the months that each product is typically available, if not year-round. This is not an area to reiterate your farm description.

Sample Pricing \$2.99/lb HCW

Sample Description: Beef by the half and whole. Available August to December. Price includes processing. Meat comes in cryovac plastic.

- **When you are finished, click “Sign up” to submit your listing for review.**
 - **A small window will appear thanking you for your listing.**
3. **Confirmation Email:** You should receive a confirmation email within a week of submitting your profile. If you do not receive this email within one week, there is likely an issue with your contact information, and you should contact the website administrator (contact@meatsuite.com).
 4. **Edit your own listing:** After your farm’s account has been approved, you can edit your listing at any time to change prices, your photo, or other details. To edit your listing, visit <http://meatsuite.com/login> and login with the email address and password that you used to create an account. Click your farm’s email address in the upper right, and then select “**view listing**” from the drop down menu. This will show your farm’s unique Meat Suite page. Review this page for any necessary changes. If you determine that the information on your listing needs updating, click “**edit**” in the upper right of your page, and make sure to save your changes. We will either approve your edits or contact you if your page needs further revision.
 5. **Questions, Changes, and Troubleshooting:** If you have questions, please contact the MeatSuite administrators at contact@meatsuite.com.

Again, we encourage you to spend a few minutes look at the diverse farm profiles already listed. Thank you again for joining MeatSuite!

To edit your farm's Meat Suite listing:

1. Visit <http://meatsuite.com/login>. (Or, go to Meatsuite.com and click "Login" in the upper right).
2. On the bottom of the login page you will see **"Need to edit an existing listing but don't have an account?"** Click **"Create your account"**. Here you can type the email used on your listing (If you do not know, click the **"Farms"** tab and search for your farm. The listed email will be on your farm's Meat Suite page). You will also need to create a new password. If this does not work, please email us and we can work out any issues.
3. Once you create your account, **login** (the same login button as before) and **edit your page**. To edit, click your farm's email address in the upper right, and then select **"view listing"** from the drop down menu. This will show your farm's unique Meat Suite page. Review this page for any necessary changes. If you determine that the information on your listing needs updating, click **"edit"** in the upper right of your page. Check your prices, species you have for sale, attributes of your farm products, months your products will be available, contact information, and any other new details. Add a photo if you don't have one! If you accept payment plans for bulk purchases, be sure to check **"yes"** under **"Accepts payment plans"** under your products tab to alert users of Meat Suite who are looking for flexible payment options.
4. Save your changes, logout, and you're all set!