

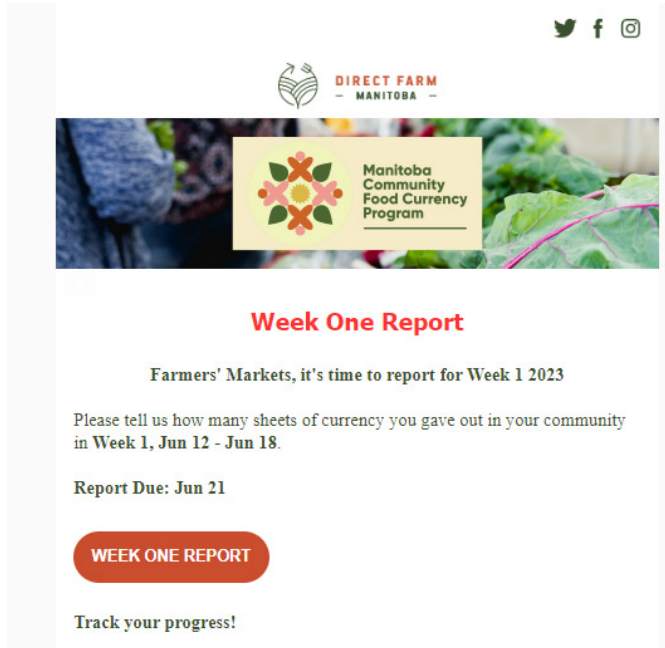
# Farmers' Market and Community Partner Reporting Guide

Reporting is a key part of the Direct Farm Mantioba Community Food Currency Program. It helps keep track of the program across the province and by community and collect important data for the program funders.

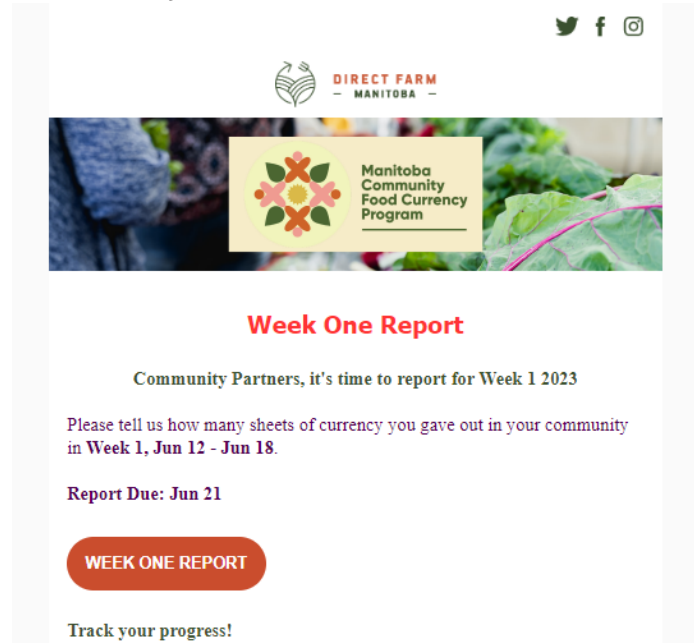
## How to Submit Weekly Reports

1. Each week, markets and partners will receive an email reminder with the link to report:

### Farmers' Market Email



### Community Partner Email



2. Click on the reporting button. A google form will open in your browser.

### Farmers' Market Report

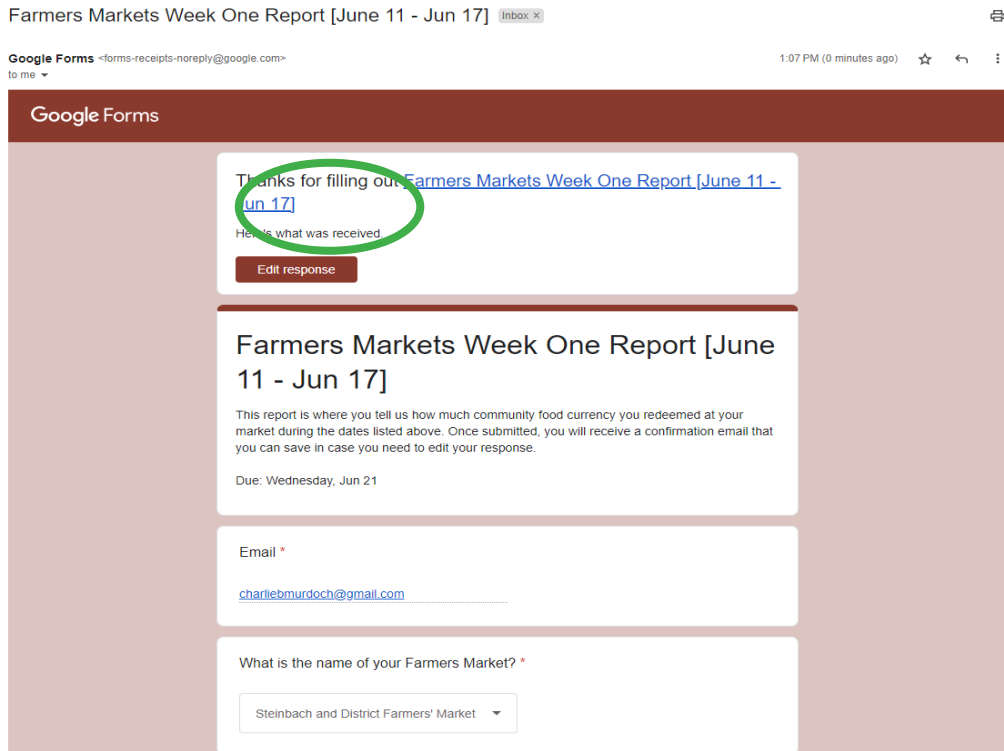
A screenshot of a Google Form titled 'Farmers Market Weekly Report'. The header features the 'Manitoba Community Food Currency Program' logo and a background image of tomatoes. The form title is 'Farmers Markets Week One Report [June 11 - Jun 17]'. The introductory text states: 'This report is where you tell us how much community food currency you redeemed at your market during the dates listed above. Once submitted, you will receive a confirmation email that you can save in case you need to edit your response.' The due date is 'Due: Wednesday, Jun 21'. Below this is a red asterisk indicating a required question: '\* Indicates required question'. The form includes an 'Email \*' field with the placeholder 'Your email' and a 'What is the name of your Farmers Market? \*' field with a dropdown menu currently set to 'Choose'.

### Community Partner Report

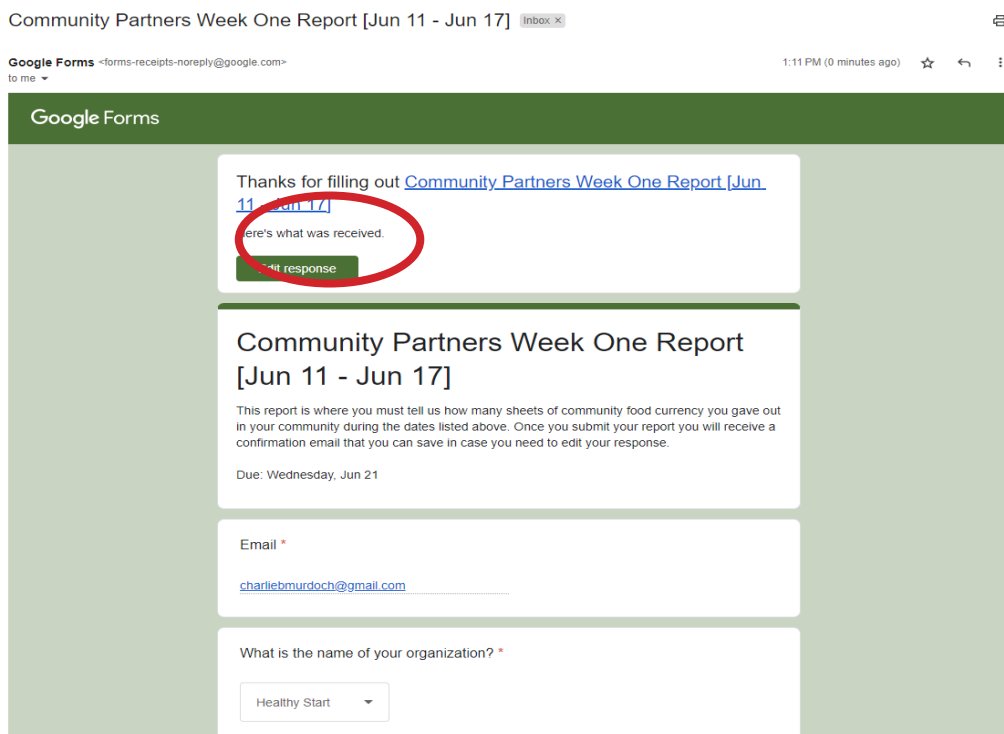
A screenshot of a Google Form titled 'Community Partner Weekly Report'. The header features the 'Manitoba Community Food Currency Program' logo and a background image of green leafy vegetables. The form title is 'Community Partners Week One Report [Jun 11 - Jun 17]'. The introductory text states: 'This report is where you must tell us how many sheets of community food currency you gave out in your community during the dates listed above. Once you submit your report you will receive a confirmation email that you can save in case you need to edit your response.' The due date is 'Due: Wednesday, Jun 21'. Below this is a red asterisk indicating a required question: '\* Indicates required question'. The form includes an 'Email \*' field with the placeholder 'Your email' and a 'What is the name of your organization? \*' field with a dropdown menu currently set to 'Choose'.

3. Fill in the required questions and add any extra comments, stories or questions you want to share.
4. Go back to your inbox to view and save your confirmation email. If you need to edit your report at a later date, you must do this from your confirmation email by clicking on 'Edit Your response.' This ensures that your updated numbers are reflected in the dashboard.

### Farmers' Market Confirmation Email



### Community Partner Confirmation Email



5. Track your progress! When you report, your data is pulled into a [public facing dashboard](#) you can use to see redemption in your community and in Mantioba as a whole. Farmers' Markets can also see their payment schedule for redeemed currency.

### Provincial Redemption Chart

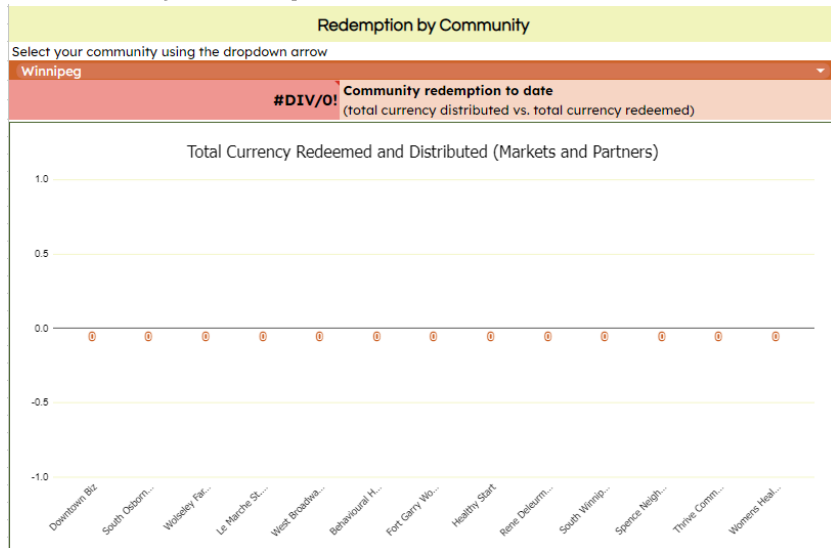


The Dashboard is a google sheet that is available for anyone to view.

The first tab shows charts for provincial redemption and community redemption.

You can use this to see how the program is going at a glance.

### Community Redemption Chart



### Market Payments

Farmers' Market	Total \$4 Currency Redeemed	Total Value All Currency	Redemption / Payments Made	Total Payments	Payment 1	Payment 2
Altona Farmers' Market	0	0	#DIV/0! (Funct	0		
Brandon Farmers' Market	0	0	#DIV/0! (Funct	0		
Carman Farmers' Market	0	0	#DIV/0! (Funct	0		
Downtown Biz	0	0	#DIV/0! (Funct	0		
Lac Du Bonnet Farmers' Market	0	0	#DIV/0! (Funct	0		
Morden Farmers' Market	0	0	#DIV/0! (Funct	0		
South Osborne Farmers' Market	0	0	#DIV/0! (Funct	0		
Le Marche St. Norbert's Farmers' Market	0	0	#DIV/0! (Funct	0		
Steinbach and District Farmers' Market	0	0	#DIV/0! (Funct	0		
Teulon Farmers' Market	0	0	#DIV/0! (Funct	0		
West Broadway Farmers' Market	0	0	#DIV/0! (Funct	0		
Winkler Farmers' Market	0	0	#DIV/0! (Funct	0		
Wolsley Farmers' Market	0	0	#DIV/0! (Funct	0		
<b>Totals</b>	<b>0</b>	<b>0</b>		<b>0</b>		

The Market Payments tab shows you your payment schedule for redeemed currency.

This is how Direct Farm Manitoba will reimburse you for currency so be sure to fill in your reports on time.