



Kaleidoskoop Market 2024

Vendor Registration Guide

Welcome to the Kaleidoskoop Market 2024 Vendor Registration Guide!

We're thrilled to invite both new and returning vendors to join us for this year's market, running from October 29th to November 2nd, 2024. This year's event promises to be bigger and better than ever, offering an incredible platform to showcase your products and connect with a vibrant community of shoppers.

To ensure a smooth registration process, we've prepared this guide to walk you through the steps. Whether you're registering from a desktop computer or a mobile device, you'll find all the information you need right here. While registration is possible on both platforms, we recommend using a desktop computer for the easiest and most straightforward experience.

In this guide, you'll find:

- Step-by-step instructions for registering as a vendor
- Helpful screenshots to guide you through each stage
- Tips and tricks to make the process seamless

Let's get started and make Kaleidoskoop Market 2024 a huge success!

The 1-2-3 of becoming a Vendor at Kaleidoskoop Market 2024

1. You need to be a registered user on the online database;
2. You need to have a registered shop;
3. You need to register your products.

If you are an existing user, you can log in with your old credentials but also have to register for 2024. You will get the opportunity to change your banking details if you need to.

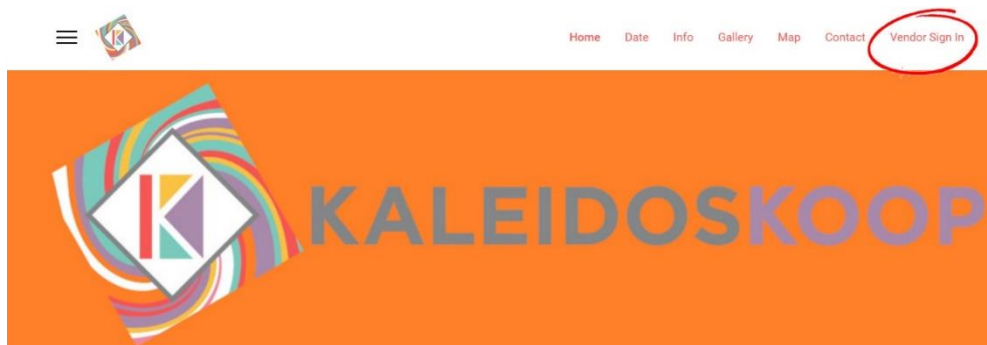
Once you have completed your shop registration, you can pay your deposit. An administrator will verify your payment and approve your registration.

You are then ready to register your products. Existing users can update their products from previous years.

So, let's get started!

1 – User Registration

Go to <https://kaleidoskoopmark.co.za> and click on **Vendor Sign In**. It will redirect you to the Market's database.

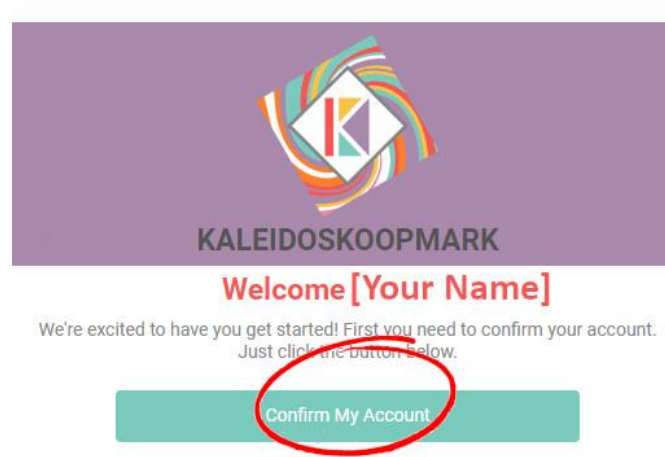
A screenshot of the 'Sign In' form. At the top is the Kaleidoskoop logo. Below it is the title 'Sign In' and the text 'Login with your Credentials'. There is a link 'Don't have an account? Register here' which is circled in red. Below this are two input fields: 'E-mail' and 'Password'. There is a 'Remember me?' checkbox and a 'Forgot password?' link. At the bottom is a green button labeled 'SIGN IN'.

New users click on **Register Here**. Existing users just log in.

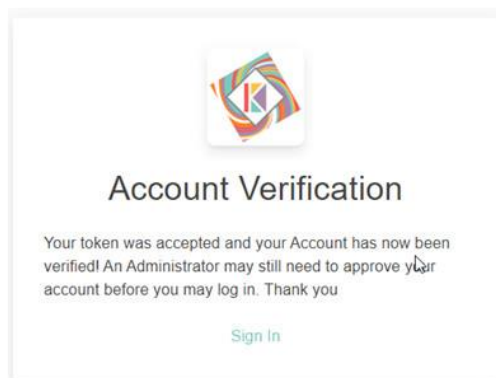
A screenshot of the 'Register' form. At the top is the Kaleidoskoop logo. Below it is the title 'Register' and the text 'Already have an account? Sign In'. There are four input fields: 'First Name', 'Last Name', 'E-mail', and 'Phone Number'. Below these are two password fields: 'Password' and 'Confirm Password'. At the bottom is a green button labeled 'REGISTER' which is circled in red.

New users can fill out the form above and click on [Register](#).

Next, you will receive an email asking you to confirm your account. Click on [Confirm My Account](#).



You will then receive confirmation of your user registration. An administrator will approve it, and you can sign in to register your shop.



2 – Shop Registration

With your user registration confirmed, you can sign in again, and the system will prompt you to register your shop:

REGISTRATION : Kaleidoskoop Mark 2024
Please complete this form to register your shop with us.
Once completed, you will receive an email with further instructions.

Shop Name
Name of your shop or stall

Bank
Select a Banking institution

Account Name
YOUR Bank Account Name

Account Number
YOUR Bank Account Number

Number of Stands required?
1

Do you require any tables?

Do you require a student for your shift?

Do you want us to print your Barcodes?

Total: R

REGISTER FOR MARKET

Give your shop a name, fill out your banking details, give the number of stands you require, checkmark if you need tables, extra help from students or barcodes, and click on **Register for Market**.

Existing users can update their shop's details.

Note the amount to pay, and an email will give you further instructions.

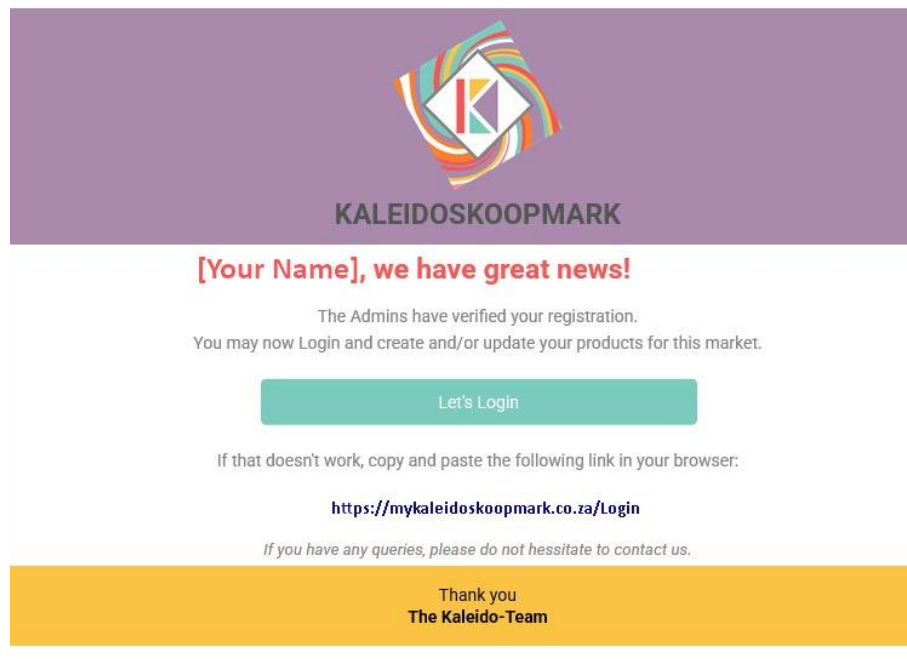
Make PAYMENT

Registration completed for **[Your Shop]**

Once payment has been made, an Admin still needs to Approve your account
Follow the email instructions or click Resend if you did not receive it

RESEND PAYMENT EMAIL

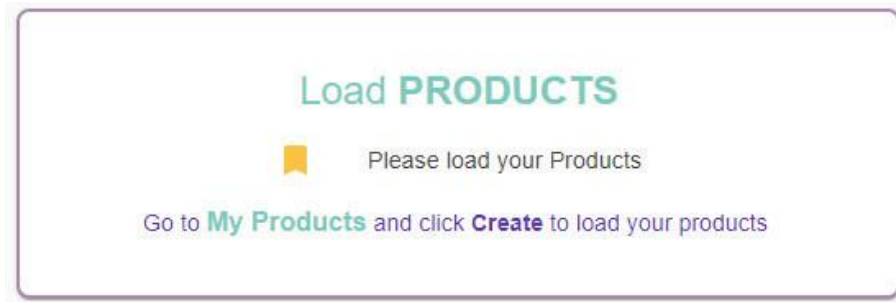
Once an administrator has confirmed your payment, you will receive a notification which will look like this:



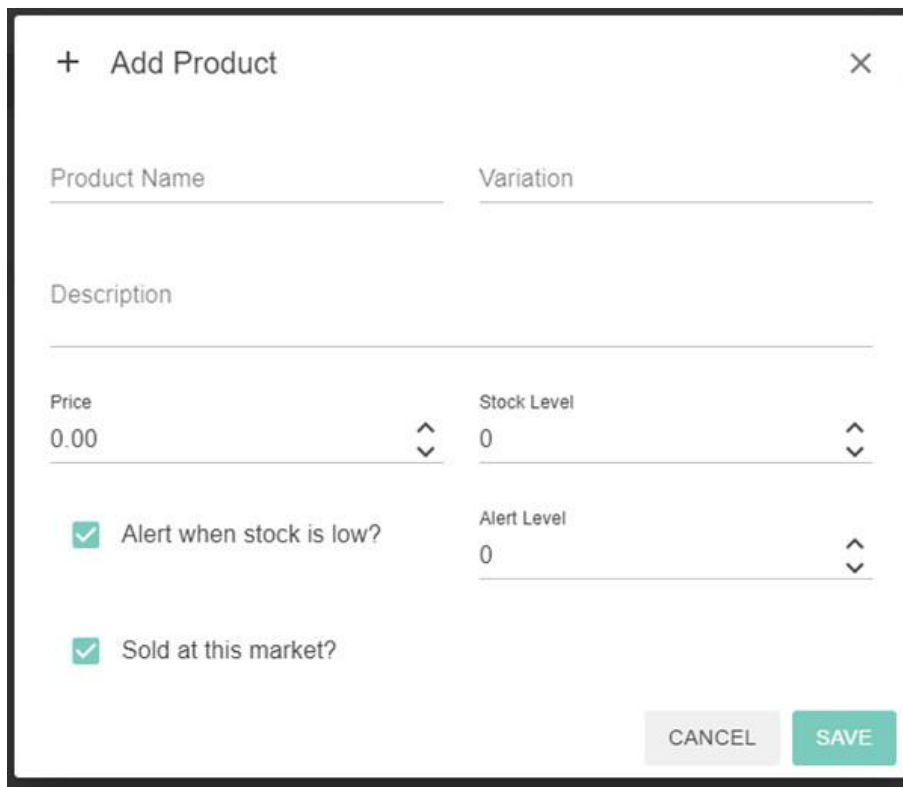
You can now log in again and proceed with product registration.

3 – Product Registration

When you sign in again, the system will prompt you to load your products.



Existing users can update their products. The checkmark at “Sold at this market” will activate or deactivate a product for the 2024 market.



+ Add Product

Product Name _____ Variation _____

Description _____

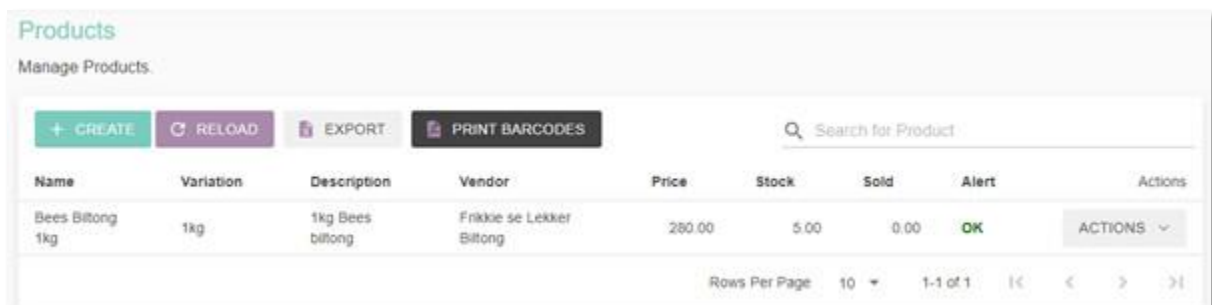
Price 0.00 Stock Level 0

Alert when stock is low? Alert Level 0

Sold at this market?

CANCEL SAVE

The system lists your products, and you can add and edit them as needed.



Products

Manage Products.

+ CREATE RELOAD EXPORT PRINT BARCODES

Search for Product

Name	Variation	Description	Vendor	Price	Stock	Sold	Alert	Actions
Bees Bitong 1kg	1kg	1kg Bees bitong	Frikkie se Lekker Bitong	280.00	5.00	0.00	OK	ACTIONS

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Your products need barcode labels, and barcodes from other markets will not work here. You can click on the barcode link, as in the picture above, and print them yourself. However, we have found that not all printers work the same, and the printer drivers cause the barcodes not to align precisely as we have the system up to print.

The alternative is to request that the Market print it for you. Then you will know that it is correct.

Handy tips from previous years' experience are the following:

1. If you have the same product with different variants at the same price, say different colours, print one bar code for all of them. Many vendors print barcodes for every colour and end up with too many labels.
2. Refrain from printing, say, 500 barcode labels if you would only need 200. You can always print more later during the market.

Congratulations! You are ready to serve shoppers at the Kaleidoskoop Market 2024. Please email mark@kaleidoskoopmark.co.za with any queries.