



# Cogir's Market Application Guidebook

For now, our website, our Parcours and all of our tools are available in french only but you can still participate and create an English-speaking market.

## Create your account

(skip to the next section if you have planned a Market with us in the past)

1. Go to the website <https://www.petitsentrepreneurs.ca/>
2. Top right, click on the the little man icon and choose « Créer un compte »
3. In the page « Créer un compte », enter your name, your work email and the following password : Cogir2025
  - We recommend using a common work email such as [info@yourdomain.com](mailto:info@yourdomain.com) in case you're not the person in charge of the market next year.
4. You'll then receive a confirmation email. In that email, click on the purple button « Confirmer mon courriel ».
  - If you don't receive the email, please check your spam.
5. Once you clicked on that button, you'll automatically be redirected on the website where you'll be able to log in using your email address and the password you just created.

## Log in to your account

1. Go to the website <https://www.petitsentrepreneurs.ca/>
2. Top right, click on the the little man icon and choose « Connexion »
3. Enter your email address and your password
  - If you don't remember your password, click on « Mot de passe oublié » and follow the directions.

## Fill out the Market Application

1. Once you are logged in, you will access the Dashboard. Click on the dashboard tab called "Organiser"
2. Scroll down until the "Marché des petits entrepreneurs" section and click on "Créer un Marché des petits entrepreneurs" button.
  - If you already planned a Market with us in the past, you'll find your old Market in the section with the mention "Brouillon". Click on that market to modify and re-submit your application.

3. The Market Application form will open. Previous market planner will find all of their old answers. Take time to review all the answers : many will probably stay the same but some might need corrections.

In the following tables, we will guide you, question by question, on the answers you need to put in. You just need to copy-paste those answers and personalize them as needed.

Question	Answer
Nom souhaité	[name of your retirement home]   Cogir

Click on « Je confirme », then on the purple button « Continuer »

- This step won't show to previous planner as the name can't be modified. If you notice a mistake in the name of your market, please contact us.

### Step 1 of 4

The name you previously chose will now appear, but you won't be able to change it. If you notice a mistake in the name of your market, please contact us.

Question	Answer
Description	<p>Because seniors love to encourage the youth, <b>[name of your retirement home]</b>   Cogir's residents invite you to their Marché des petits entrepreneurs. Residents, partners and neighbors from our local community look forward to discover your unique products.</p> <p>Let's gather to celebrate your creativity !</p> <p>For more information :</p> <p><b>[your name]</b></p> <p><b>[your email]</b></p> <p><b>[your phone number] - optional</b></p>
Image d'entête (Header picture)	Do not put any.
Lien vers la page Facebook (Facebook Page Link)	If your retirement home have a Facebook page, open a new tab to get to it, copy the URL and paste it in the form.

Answer the question at the bottom with honesty and click on "Continuer"

## Step 2 of 4

Question	Answer
Type de lieu (Type of place)	<b>[name of your retirement home]</b> Retirement Home  If you need to change this information in the future, you'll be able to do so.
Région administrative (Region)	Choose your region in the dropdown menu.
Adresse exacte (Exact address)	Start to enter your retirement home address. After a few numbers and letters, you will see address recommendation. Make sure to choose the right one in the list of suggested address.
Type de Marché (Type of market)	Choose « Public » and do not touch anything else.
Nombre de kiosques (Number of booths)	You can indicate the maximal number of booths you can host in your market.  <b>Please take note that registrations will NOT be automatically interrupted once you reach that number. We'll talk about that later in this document.</b>
Heure d'ouverture suggérée (Suggested opening hour)	10:00
Heure de fermeture suggérée (Suggested closing hour)	14:00

Click on the button « Continuer » to get to the third step.

### Step 3 of 4 (market planner)

Question	Answer
Nom  (Name)	Your name)
Organisation responsable  (Organization in charge)	Cogir
Adresse courriel  (Email address)	Your work email (it can be different from the one used to create your account)
Adresse postale  (Address)	Retirement home address
Numéro de téléphone  (Phone number)	Your <b>cell</b> phone

Click on « Continuer » for the last step.

#### Step 4 of 4 (signature)

Check the confirmation box, write your name as a signature and click on “Soumettre” at the bottom.

Your Market Application have been submitted ! Give us some time to authorize your Market and to see your Market on our map.

## I WANT TO CHANGE SOMETHING IN MY MARKET APPLICATION

At any time, you can change any information (except your market name). For example, if you need to change the market location because it will rain, you just need to go back to your dashboard, under the “Organiser” tab and click on the button “Modifier” located right under your market name.

## I RECEIVED ENOUGH SMALL BUSINESS REGISTRATIONS TO MY MARKET. I CAN'T ACCEPT MORE !

Really simple ! Just do the same as if you would like to change something in your market application (see above). Go the step 2 of the form and scroll down to “État des inscriptions” section. You can then click on the button “Interrompre les inscriptions”.

## TOOLKIT\*

Once your market has been approved by a Petits Entrepreneurs' admin, you'll find a new section called “Boîte à outils” in your dashboard. In that toolkit, you can download a variety of documents : communication tools, lists, MAPAQ license, training videos and more.

You will also find 2 really helpful guidebooks : “Guide pour Marchés autorisés” will give you a lot of tips to plan your market and “Guide d'utilisation de notre site web” offers guidance through our website functionalities.

\*All documents in the toolkit are available in french only.

## QUESTIONS?

Please contact us at [marches@petitsentrepreneurs.ca](mailto:marches@petitsentrepreneurs.ca) if you have any questions!

## Important!

**Communications and promotional material on the overall partnership will be sent to you by Cogir's corporative recreation team. You can contact them through this email address: [loisirs\\_corpo@cogir.net](mailto:loisirs_corpo@cogir.net)**