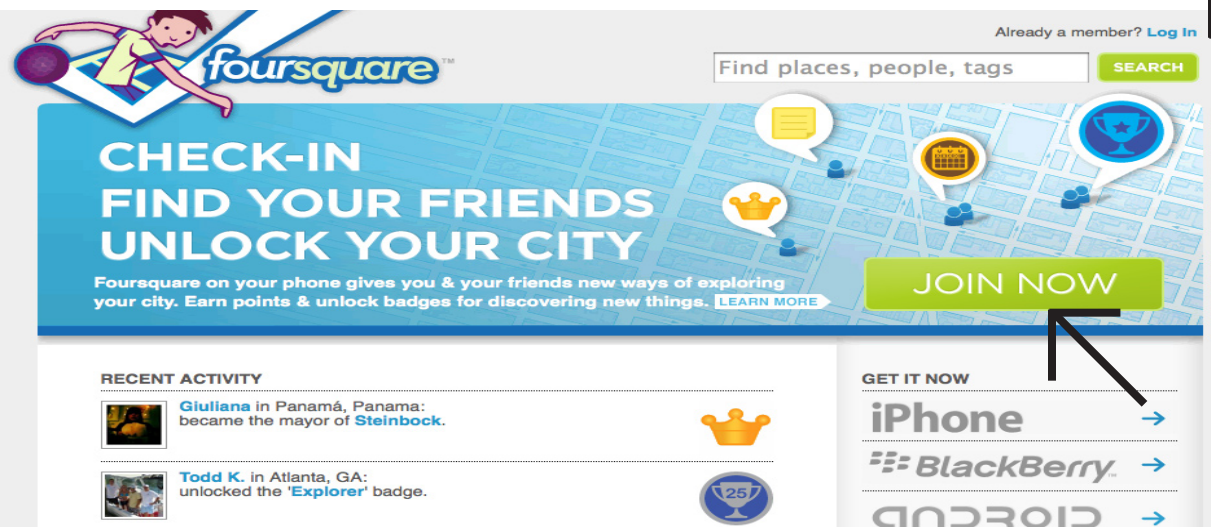
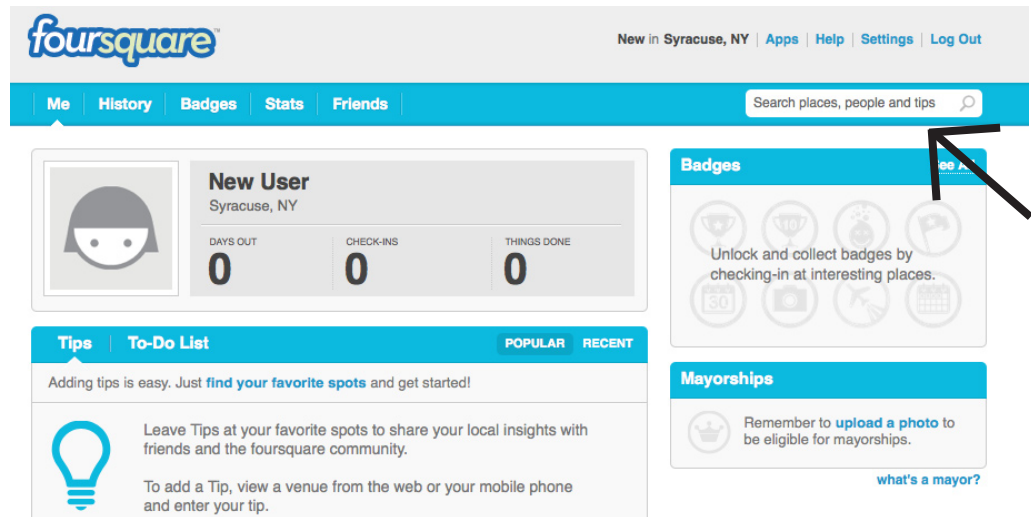


Picture Tutorial: foursquare



Step 1: Go to www.foursquare.com. This should be the page you see. Click either “Log In” or “Join Now”. Follow all the prompts to create your account.

Step 2: This is what you should see once you have finished creating your account, with your name in the place of “New User.” Once you get to this page, go to the search bar and type in the name of your business to see if it already exists on foursquare.



Step 3: If you scroll through the search results, and do not find your venue, scroll to the bottom of the page to add a new foursquare venue.


Don't see the place you're looking for? [Add a new venue to foursquare](#)

Hey, thanks for the new venue!

Venue Info Edit Venue

NY farmers market

400 Westcott St
Euclid Ave
Syracuse, New York 13210



Categories: *uncategorized*
Tags: *untagged*

edit

Do you manage this venue? Claim here

YOUR CHECK-INS TOTAL PEOPLE TOTAL CHECK-INS
0 0 0

Mayor (LAST 60 DAYS)

No Mayor Yet.
Check in and it could be you!



Step 4: Once you click to add a new venue, type in all the necessary information, and click “create venue”. You will then be taken to this page. Now click the orange band that says “claim here” to manage or be a staff member for your market. Follow the steps to claim your venue. Note: You are able to change managers at any time.

Have you been here? Leave a tip to let other people know what's good.

Tips POPULAR RECENT

Step 5: Once you create your new venue, you will be taken to this page, where you can edit your venue, view statistics, add specials, and edit employees. Please note that although there can be multiple employees, there can only be one manager at a time.

Me History Badges Stats Friends

Search places, people and tips

Venue Info Edit Venue Venue Stats Manage Specials Venue Terms of Use

New York Farmers Market

117 Highbridge St
W Genesee St
Fayetteville, NY 13066
(315) 637-4690



Categories: *uncategorized*
Tags: *untagged*

edit

You're a manager of this venue Add a special

About this Venue
Add a description to your venue

YOUR CHECK-INS TOTAL PEOPLE TOTAL CHECK-INS
0 0 0

Mayor Last 60 Days

No Mayor Yet.
Check in and it could be you!



Venue Info Edit Venue Venue Stats Manage Specials Venue Terms of Use



You're a manager of this venue Add a special

About this Venue
Add a description to your venue

YOUR CHECK-INS TOTAL PEOPLE TOTAL CHECK-INS
0 0 0

Mayor Last 60 Days

No Mayor Yet.
Check in and it could be you!

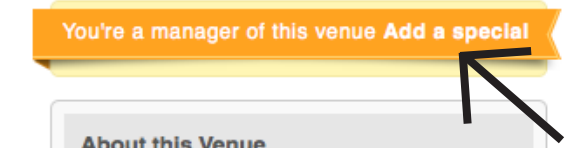


Staff

New User

Manager

Step 6: Here is a close up view of your options on your new venue page. A good first step would be to add a description to your venue. Click the “add a description” tab to write something. Make sure to check your venue stats, and add a special if you wish as well.



Add a Special

New York Farmers Market

What kind of special promotion would you like to offer your customers?

A special that is unlocked...

for any visitor every 5 check-in(s)

Provide the text that will appear to users when they view your special.

Please note: We strongly encourage you to spell out the "unlock rules" (as selected above) in the text of the special below. Use the example below as inspiration!

example: "Half price wings every 3rd check-in!"

Buy one get one produce item half off for every 5 check-ins!

139 characters remaining

After clicking to add a special, this screen will appear. You can add in your special, and pick how many times a customer must check in before receiving it. Note: Only managers can create specials.

If you scroll down, you will be able to see any specials that you have ever created. You can only have one special active at a time. In order to change or edit a special, click the pencil button. To delete a special, click the X button.

Current Active Special

There's no active special right now. You can make any approved special active by clicking one of the "make live" links in the table below.

All Specials

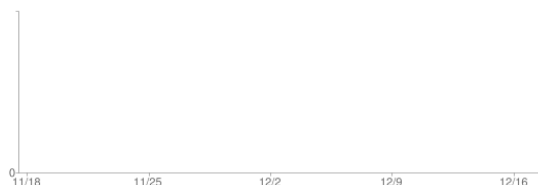
Below you'll find a collection of all the specials associated with your venue. The currently active ("live") special is highlighted in green. Specials that have been approved can be made live — but only one special can be live at a time!

status	applies to	unlocked...	actions	text
New - in review	this venue only	every 15 check-ins		Check-in fifteen times, and we'll tweet about you, and you'll get a free item of your choice!
New - in review	this venue only	every 3 check-ins		Buy three pounds potatoes, get one for free!
New - in review	this venue only	every 5 check-ins		Buy one get one produce item half off for every 5 check-ins!

Once people start checking into your venue, make sure to check out your statistics. You will be able to see who is checking in, when the most popular time to check in was, who was there recently, who visits the most, etc.

All Checkins

Detailed listing of all checkins



Time Breakdown

When visitors are checking in

No Data

STATS

View data from: Today | Yesterday | Last week | **Last 30 days** | Last 60 days | Last 90 days | All Time

Key metrics

Overview of activity

Total Checkins	0
Unique Visitors	0
Sent to Twitter	0%
Sent to Facebook	0%
Men Women	0% 0%

Top Visitors

Users who have checked in the most

No Visitors

Most Recent Checkins

Most recent visitors

All Checkins

Detailed listing of all checkins