

Instructions for NJ Landlink

If at any time you have any questions or problems with any of the instructions included, or are in need of assistance, please contact Lucas Marxen at the New Jersey Agricultural Experiment Station by email at marxen@aesop.rutgers.edu or by phone at (848) 932-4543. If you are unable to access the internet to update your farm information on the website, please contact Lucas to make arrangements so you can provide him with the information needed and he can update your farm information on the website.

Registering Your Account on NJ Landlink

- Under the main banner, on the menu bar, on the right hand side, please click the “Register” button. This will take you to the Registration Page.
- Please provide an email and password for your account. Please note that passwords must contain at least 6 characters. You may use numbers and/or symbols in your password.
- Provide a contact name, email, telephone number and mailing address including city, state, and zip. This information will be kept private and only shown to other registered users when contacting you regarding a listing you have posted or by the website administration in order to contact you about your account or provide you with information about changes to the website.
- When finished with this page of registration, press next near the lower right hand of the screen.
- Please review the Terms of Use.
- If you agree to the terms, check the box and fill in your signature below.
- Do you meet the USDA’s Definition of a Beginning Farmer? If so, check the box.
 - USDA defines beginning farmers as those who have operated a farm for 10 years or less either as a sole operator or with others who have operated a farm or ranch for 10 years or less.
- When you have completed the Terms of Use portion of the Registration Process: click submit.
- Once you have submitted your registration, you can login to your account using the email and password you provided and begin entering information about your farm listing or opportunity following the steps below.

Logging In To NJ Landlink

- Under the main banner, on the menu bar, on the right hand side, please click the “Log In” button. This will take you to the Login Page.
- In the Log In box, please enter your email address and password you provided when registering.
- Once your credentials are accepted, you will be brought to the home page with additional options in the menu bar. Please click on the “Your User Portal” button.
- At this point, you will see additional options on your own and other user’s individual listings such as contact information or an option to send your contact information to the seller.
- If you have forgotten your username or password, please click the “Forgot Password” link below the “Login” button. You will be prompted to enter the contact email address you provided for your account and you will receive an email with instructions for resetting your password. If you

are unable to recover your password for any reason, please contact Lucas Marxen at marxen@aesop.rutgers.edu

Accessing Your Personalized Portal

- If you have not logged in yet, please refer to the previous section.
- If you are still located on the front end of the website where it shows everyone's listings, you will notice there is an additional button on your menu bar that is labeled "Your User Portal". Click this button to move to your personalized portal.
- The menu bar should now change and have the following options:
 - Manage Farmland Listings
 - Manage Farming Opportunities
 - User Profile
 - Help
 - Public Page
 - Log out
- Please choose a specific section below about each of the pages.

Manage Farmland Listings

From this portal, you are able to add, edit, or close out an existing listing. The process for adding and editing uses the same forms.

- After deciding whether to open a new listing, or edit an existing one, you will be greeted with the Property Info form. You can press the cancel button at any time to return to your current listings. Note that this will clear out the form and you will lose all of the information you entered. If you were editing a listing and pressed cancel, the changes you made will not be saved.
- Here you are able to fill out the Property information and location
- Property Locations is where you add the blocks and lots for your property. In most circumstances, the Block and Lot list should contain the appropriate Block and Lot boundaries which will be displayed on the map to the right once you click on the "Add" button. These borders will show up on the Public Side's detailed listings page.
- If a block and/or lot is not found, no polygon will be associated or added to the map.
- You can also check off whether the property is preserved or not. Each Block and Lot can be assigned its own preservation status. This will affect the filtering options on the Public Filter Listings options.
- After setting your block and lot properties, you will need to add a point onto the map. This point represents where on the front page the marker will be. We suggest placing a point at the front of your driveway or doorstep.
- After you complete the Property Info information, you can click next or click on the section button for "Opportunity Details"
- On the Opportunity Details page, you can check all of the categories that are appropriate for your listing. If you need a reminder on the USDA's definition of a beginning farmer is, you can click on "Beginning Farmer" for the definition.

- After you have checked all of the appropriate categories, you can click on “Next” in the lower right or “Farm Details” above.
- On the Farm Details page, you can fill out information specifically about your farm
- If the farm is currently in operation, once checked, an additional panel will open up for you to be more specific about what types of operations there are. If an operation is not listed, you are free to input your own in the text boxes provided.
- You are required to put the Gross Acres of your farm. The break outs for the Gross Acres (Crop, Pasture, Woodland), however, are all optional.
- If housing is available, check the box for housing availability. A text area was provided to allow you to be more specific about the housing for the entering farmer.
- Here you can set up the land statuses of your farm and the different buildings, facilities, and equipment are available. If a category is checked, a small description is required for that category.
- When you are done with this section, you can click “Next” at the bottom right or press “Land Details” at the top.
- On the Land Details page, you are required to describe the soils on the farm.
- If your farm has a conservation plan, please check the box and describe it in the text box provided.
- You can also specify which specific types of water sources you have on your properties. A small description is required for the category you check.
- After you are done with the Land Details Section, you can click “Next” in the lower right or “Listing Info” above
- On the Listing Info section, a description of the listing is required.
- At least one form of contact is required to be checked. Please check how you would prefer to be contacted.
 - If you check “None, send me an email with their contact information”, a button will appear on your public listing for only registered and logged in users that will allow them to attach a note with their contact information.
- When you are done with this section, you can click the “Next” button in the lower right or “Uploads” at the top.
- On this final page, the Uploads section allows you to upload pictures and various documents to enhance your listing.
- All of the items on the upload page is optional except “Other”, which is only required if it is detected that you are uploading a document under the “Other” listing.
- When you have completed the listing, click the “Submit” Button. If there are any problems with your form, a popup window will indicate which item is incorrectly filled out.
- If the form submits successfully, your listing will appear under your “Current Listing” if new, updated itself if an older listing, and the form will clear itself out for you.
- You should be able to see your farm on the Public Map where you placed your marker.
- If a listing is complete or no longer available, click the X on the completed or expired listing. A confirmation box will ask you once more if it is okay to close out the listing.
- You may be asked to fill out a completely optional survey after closing your listing.

Manage Farming Opportunities

Much like the Manage Farmland Listings section, from here you can see your currently active listings. You are able to add, edit, or close out an existing listing. The process for adding and editing uses the same forms.

- After deciding whether to open a new listing, or edit an existing one, you will be greeted with the Opportunity Details form. Indicate the types of opportunities that you are seeking. If you check “Other”, please describe or write a short description about the position you are looking for.
- When you complete this section, press the “Next” button in the lower right or “Farming Plans” above.
- Here you can select which agricultural businesses you have or plan on starting. If you have operations that are not listed, feel free to use the text boxes provided to add other operations or other descriptors.
- Please fill out whether you are planning to be a full or part time farmer and specify, if available, which farming practices you are planning to do.
- When you complete the Farming Plans section, press the “Next” button in the lower right or click on “Farm Details” above.
- On the Farm Details page, you need to specify at least one county you’re willing to take part in, and the farm size you are seeking.
- If you require housing on the farm, please check the box and describe what your housing needs.
- If you require or would like specific major farm buildings, facilities, or equipment, please check the options below. If your requirement is not on the check list, please check the box and specify what you are looking for.
- Once you complete this section, press the “Next” button in the lower right or press the “Experience & Listing Info” above.
- On the Experience and Listing Info page, please describe your background and work experience.
- If you have a written business plan, please check the box under where you typed your background and experience.
- Optionally, and to help strengthen your listing, you can upload your farming resume and business plan.
- A description that summarizes the farming opportunity you are seeking is required to put up the listing. Please include what you feel is important.
- Lastly, select which contact method you would prefer.
 - If you check “None, send me an email with their contact information”, a button will appear on your public listing for only registered and logged in users that will allow them to attach a note with their contact information.
- If the form submits successfully, your listing will appear under your “Current Listing” if new, updated itself if an older listing, and the form will clear itself out for you.
- If a listing is complete or no longer available, click the X on the completed or expired listing. A confirmation box will ask you once more if it is okay to close out the listing.
- You may be asked to fill out a completely optional survey after closing your listing.

User Profile

- If you ever need to update your information, you can do so at any time as often as you want.
- When of the information you want updated is filled in, press Submit to save.

Help

- If you need more help, you can find more contact information on the help page of your portal
- You can re-download this user guide at any time using the “User Guide” button

Public Page

The public page will take you to the front end page where you can search for farmland or farmer listings.