



Linking Applications Between Events

How to reuse applications and carry over vendor answers

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Introduction

When setting up a new event, you can either create a brand new application from a template or link to an existing application that's already been used by another event. Linking to an existing application saves time and provides a better experience for returning vendors, whose previous answers can be automatically carried over.

This guide explains the difference between templates and existing applications, how to link events to applications, and how vendor answer carry-over works.

Key Concepts

Templates vs. Existing Applications

When creating an event, the Application dropdown shows two sections:

Templates	Fresh application definitions that have never been used. When you activate your event, a template becomes an "existing application" that can be reused by future events.
Existing Applications	Applications that have already been used by at least one activated event. Multiple events can share the same existing application, which guarantees consistent questions and enables answer carry-over.

What's in an Application?

An application defines what information vendors must provide when applying. This includes:

- Questions you want vendors to answer
- Documents you require vendors to upload
- Surveys vendors must complete
- Application fees
- Allowed vendor types and product categories

How Answer Carry-Over Works

When a vendor applies to an event, the system automatically looks for their previous answers to questions with **matching text**. If the vendor has answered a question before (in any previous application to your market), that answer is pre-filled for them.

Key Point: Answer carry-over is based on the question text matching exactly. When you link multiple events to the same existing application, the questions are guaranteed to match — so vendor answers always carry over.

Choosing Between Templates and Existing Applications

When to Use a Template

Select a template when:

- This is your first event and you haven't activated any applications yet
- You want to customize questions specifically for this event
- You need different requirements than your other events
- You're testing a new application design

When you activate an event using a template, that template becomes an "existing application" that you can reuse for future events.

When to Use an Existing Application

Select an existing application when:

- You want returning vendors to have their answers pre-filled
- You want consistent questions across multiple events
- You're running a recurring event (e.g., annual market)
- Multiple events should share the same vendor requirements

Tip: Using the same existing application for recurring events ensures vendors only need to fill out the application once. Their answers carry over automatically to each new event.

How It Works

Step 1: Create Your First Application Template

Before creating events, set up your application template with all the questions, documents, and fees you need.

- Go to **Settings > Applications**
- Click **Create Application**
- Add your questions, document requests, and fees
- Save the application

Step 2: Create Your Event

When creating a new event, you'll choose an application from the dropdown:

- Go to **Events > Create Event**
- Fill in the event details (name, dates, etc.)
- In the **Application** dropdown, you'll see two sections:

Templates	Select one of these for your first event or when you need a fresh application.
Existing Applications	Select one of these to reuse an application from a previous event and enable answer carry-over.

Step 3: Activate the Event

When you activate the event:

- If you selected a **template**: It becomes an existing application that can be reused by future events.

- If you selected an **existing application**: The event is linked to that application immediately — no new application is created.

Step 4: Vendors Apply

When vendors apply to your event:

- If they've applied before using the same application, their answers are pre-filled
- They can review and update any pre-filled answers
- New questions appear blank for them to answer
- Their submitted answers are saved for future applications

Common Scenarios

Scenario 1: Annual Market — Reusing the Same Application

Situation: You run a weekly farmers market and want returning vendors to have an easy re-application process each year.

What to do:

- For your first year, create a template and activate your event
- Each following year, create a new event and select the **existing application** from the previous year
- Returning vendors will see their previous answers pre-filled
- They can simply review and submit, or make updates as needed

Scenario 2: Multiple Events Sharing One Application

Situation: You manage several events throughout the year (e.g., Spring Market, Summer Market, Fall Market) that all have the same vendor requirements.

What to do:

- Create and activate your first event with a template
- For subsequent events, select the **existing application** from the dropdown
- All events now share the same application
- Vendors who applied to one event will have answers pre-filled for others

Scenario 3: Different Events Need Different Applications

Situation: You run different types of events with different vendor requirements (e.g., a Food Truck Festival vs. a Craft Fair).

What to do:

- Create separate templates for each event type
- Activate each event with its appropriate template
- You'll end up with multiple existing applications — one for each event type
- Future Food Truck Festivals can reuse the Food Truck application, etc.

Even with different applications, if some questions are worded identically (e.g., "Describe your products"), those specific answers will still carry over.

Scenario 4: Updating Questions for Next Year

Situation: You want to add new questions or modify existing ones for next year's event, but still want returning vendors' answers to carry over.

What to do:

- Create a new template with your updated questions
- Keep question wording identical for questions where you want answers to carry over
- Create your new event and select the new template
- Previous answers will carry over for unchanged questions
- New or modified questions will appear blank for vendors

Note: If you need to modify an existing application, changes will affect ALL events using that application. To avoid this, create a new template instead.

What Carries Over (and What Doesn't)

Automatically Carried Over

Item	Carries Over?	Notes
Question Answers	Yes	If the question text matches exactly
Yes/No Responses	Yes	Carried over with the question
Multiple Choice Selections	Yes	If the same choices are available

Not Automatically Carried Over

Item	Carries Over?	Notes
Uploaded Documents	No	Must be re-uploaded each event
Survey Responses	No	Surveys must be completed fresh
Application Fees	No	Fees are charged per application
Booth Selections	No	Made during event assignment

Documents and surveys don't carry over because they may need to be current for each event (e.g., updated insurance certificates, current health permits).

Important Limitations

Cannot Change Application After Vendors Are Assigned

Once vendors have been assigned to booths/spaces in an event, you **cannot** change which application is linked to that event. This protects the integrity of vendor data and booth assignments.

If you need to use a different application, you have two options:

- Remove all vendor assignments first (if possible)
- Create a new event with the correct application

Question Matching Is Exact

Answers only carry over when the **question text matches exactly**. Even small changes will prevent carry-over:

Original Question	Modified Question	Will Carry Over?
Describe your products	Describe your products	Yes
Describe your products	Describe your products.	No (period added)
List your certifications	List any certifications	No (wording changed)

Tip: Using the same existing application guarantees questions match. If you need different questions, keep unchanged ones worded identically.

Best Practices

- **Reuse existing applications when possible** — This guarantees answer carry-over and keeps your events consistent.
- **Plan your template carefully** — Think about what questions you'll need long-term before creating your first event.
- **Keep question wording consistent** — If you create a new template, keep unchanged questions worded identically for carry-over.
- **Test with a sample vendor** — Before launching a new event, test the application process to verify answers carry over correctly.
- **Communicate with vendors** — Let returning vendors know their previous answers will be pre-filled and they should review them for accuracy.

Quick Reference

Template	A fresh application definition. Becomes an "existing application" when you activate your event.
Existing Application	An application already used by at least one event. Select this to reuse the same questions and enable answer carry-over.
Answer Carry-Over	Happens when question text matches exactly. Guaranteed when using the same existing application.
What Doesn't Carry Over	Documents, surveys, and fees must be submitted fresh for each event.

