How to Guide: Claiming your farmers’ market on Farmspread

Claiming your market will allow you to advertise special market events on the MFMA map and website and keep your market location and hours up-to-date. Using the instructions below, claiming your market is simple and free to you!. Once your market is claimed it will be a huge help to us as we work hard to make sure all of the farmers’ market information we are providing is current and easy for customers to use.

If you have any questions on this process or how to keep your information updated once you have claimed your market don’t hesitate to reach out: kzeman@mfma.org / kguenther@mfma.org

1. Go to the map on the MFMA website (mfma.org), find your market and select Go to profile

2. Once in your market profile, select Claim Market shown highlighted in blue in the picture below.
3. Then you will be prompted to submit your name and contact information.

4. After you submit your information the Thank You page below will show.

5. In 2-3 business days you will receive an email from AnonymousUser. Do not worry, this is a safe address.
6. Then you can go back to your farmers’ market profile and create a login by clicking on the blue highlighted *Login* button in the top right-hand corner.

7. Select the black *Register* button in the top right-hand corner
8. When filling out the register information make sure you use the same name and email address you used when you first claimed your market.

9. Once you are registered and logged-in it will take you to the Marketspread webpage. To update your farmers’ market information select Dashboard in the top right-hand corner where the login button used to be.
10. This is what your dashboard will look like. There are many services Marketspread provides to managers, but to simply keep your farmers’ market information updated on our map, scroll down in the black column on the left-hand side until you see Settings. Select Settings and then select Profile.

11. Once in your profile you can add your market logo and edit all of the information that will show up in your profile on our map, including manager contact information (this is helpful to easily recruit more vendors to your market), the food access programs you provide, and your market location.

12. You can access your market profile anytime by either logging-in directly from Marketspread or by finding your market on our map and logging-in through your profile.