

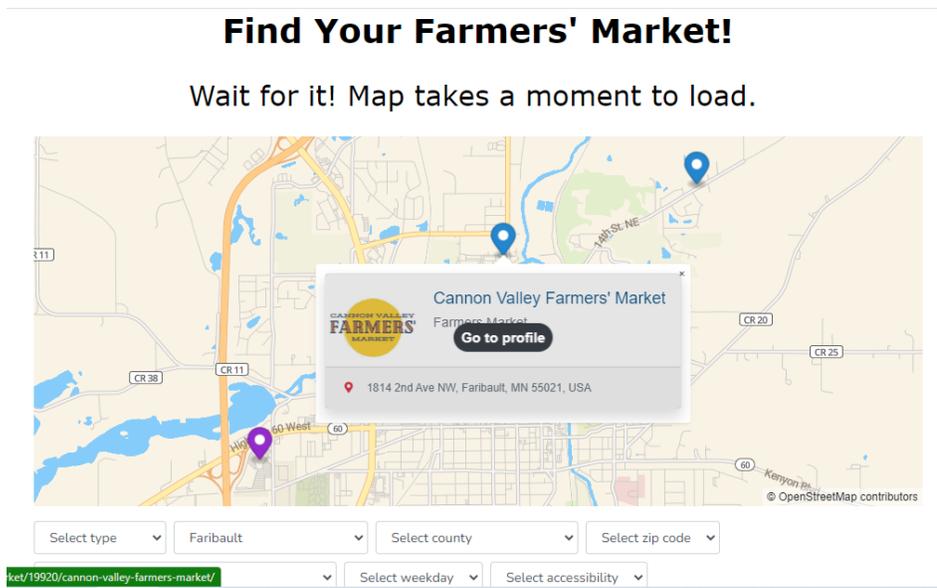


How to Guide: Claiming your farmers' market on Farmspread

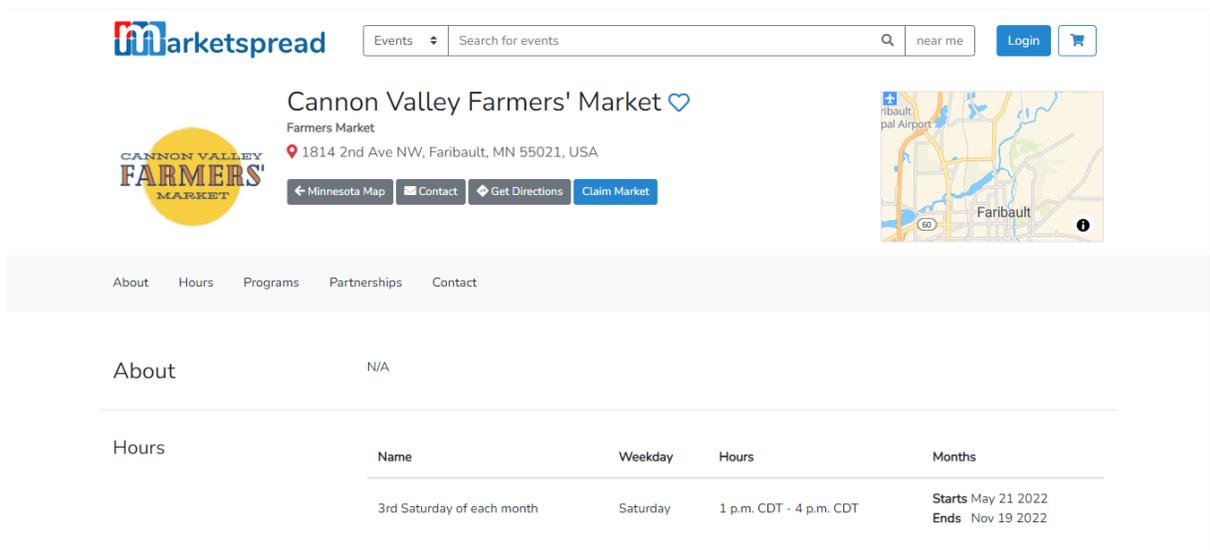
Claiming your market will allow you to advertise special market events on the MFMA map and website and keep your market location and hours up-to-date. Using the instructions below, claiming your market is simple and free to you!. Once your market is claimed it will be a huge help to us as we work hard 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*



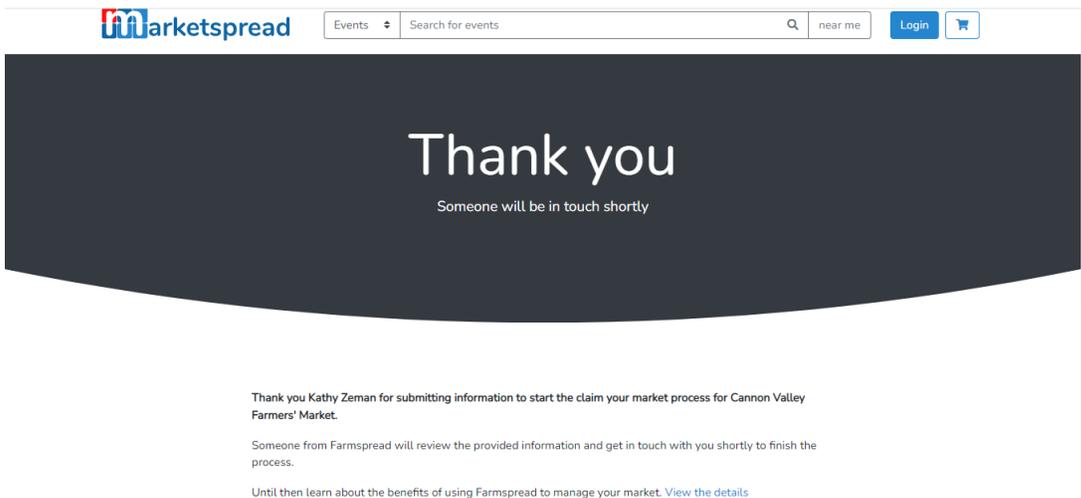
2. Once in your market profile, select *Claim Market* shown highlighted in blue in the picture below.



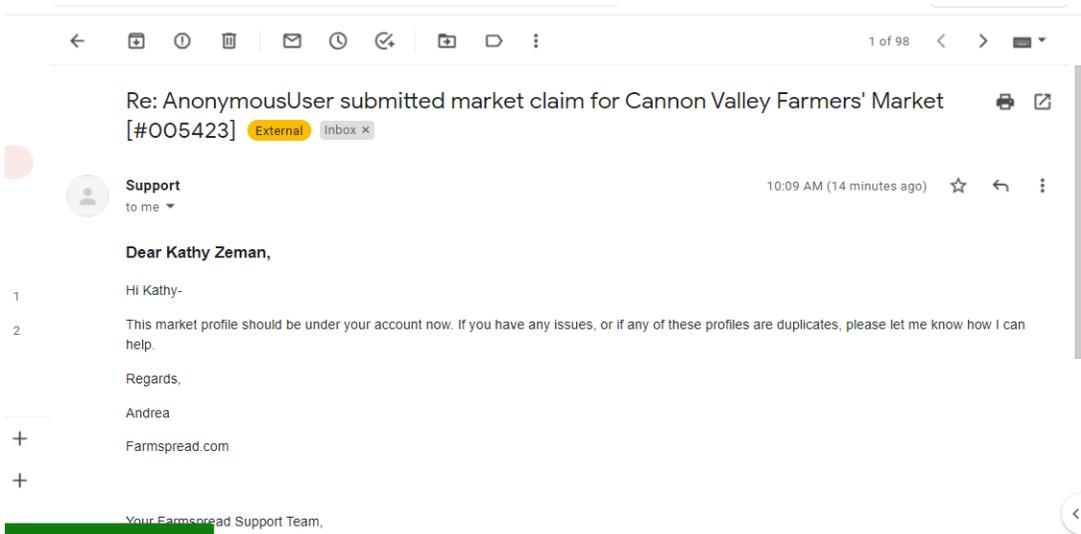
3. Then you will be prompted to submit your name and contact information.

The screenshot shows a web browser displaying the Farmspread website. A registration form is overlaid on the page. The form includes the following fields: "Market" (pre-filled with "Cannon Valley Farmers' Market"), "First name" (with a text input field), "Last name" (with a text input field), "Email address" (with a text input field), and "Questions and/or information?" (with a text area). Below the text area is a checkbox labeled "I'm not a robot" and a CAPTCHA logo. A "Submit" button is at the bottom right of the form. The background shows the website's header with the Farmspread logo and navigation links like "About", "Hours", "Programs", and "Partnerships".

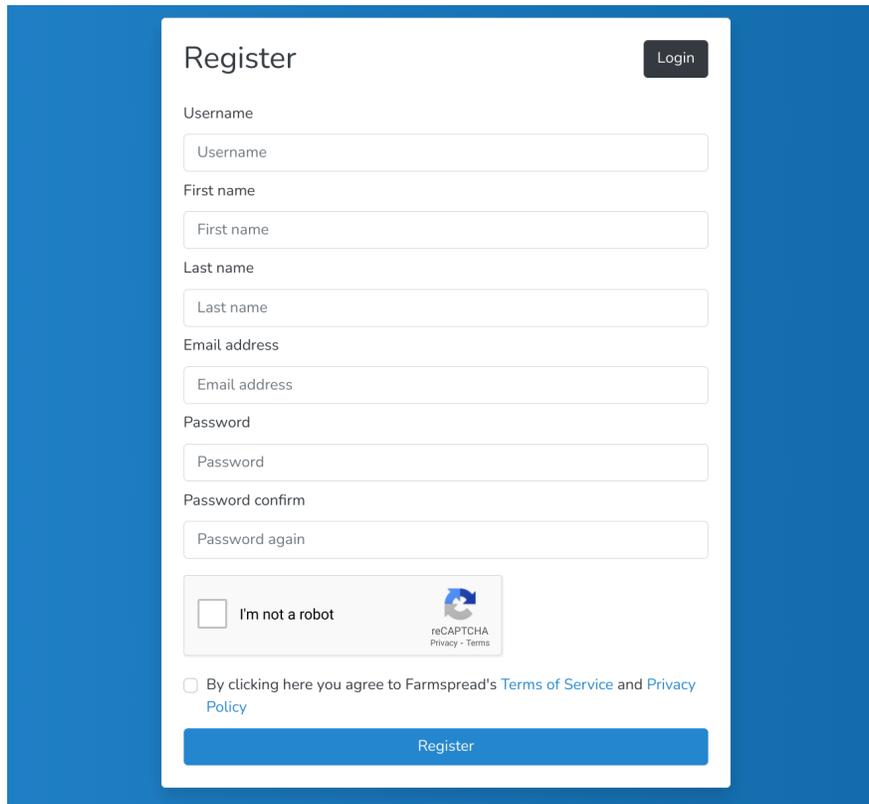
4. After you submit your information the Thank You page below will show.



5. In 2-3 business days you will receive an email from *AnonymousUser*. Do not worry, this is a safe address.

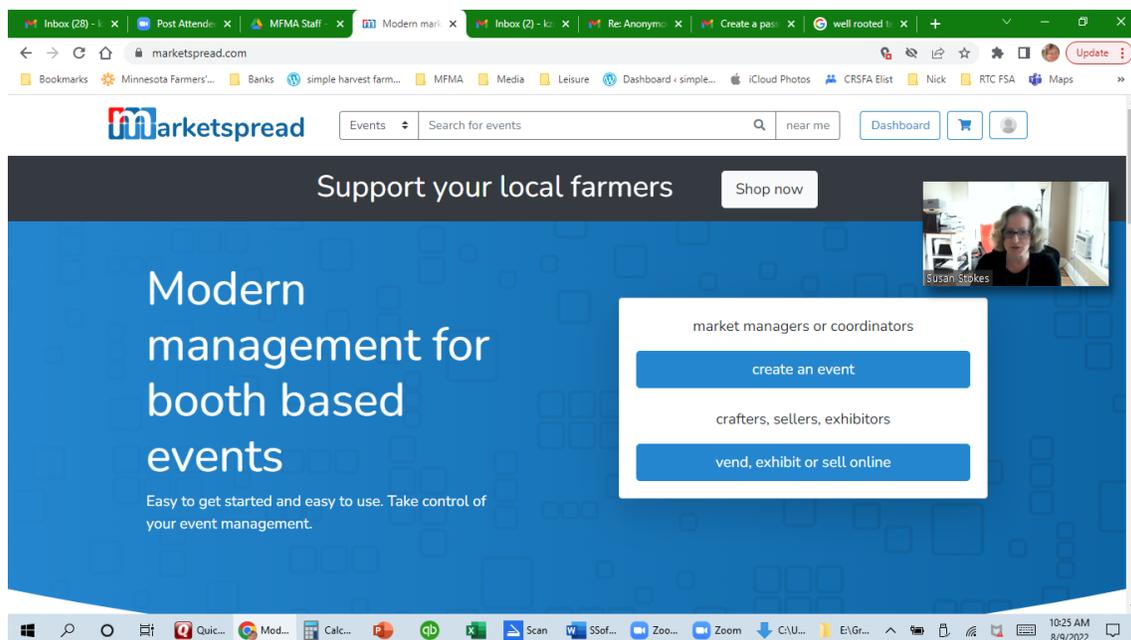


8. When filling out the register information make sure you use the same name and email address you used when you first claimed your market.

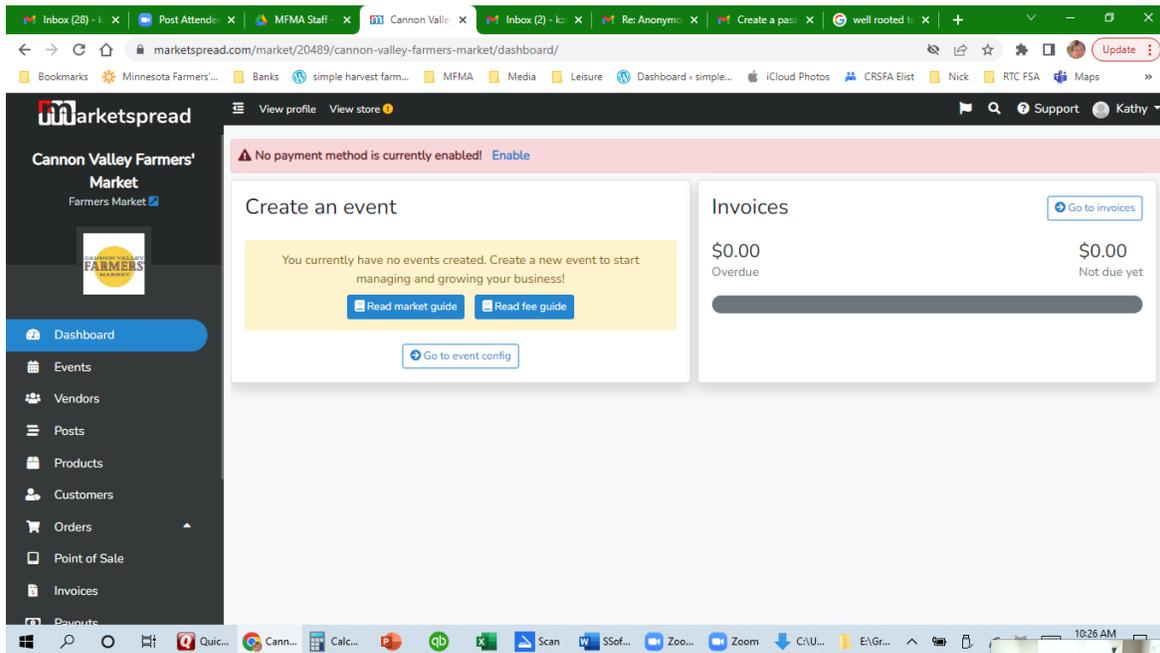


The image shows a registration form titled "Register" on a blue background. The form includes the following fields: Username, First name, Last name, Email address, Password, and Password confirm. There is a "Login" button in the top right corner. Below the password fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. At the bottom, there is a checkbox for agreeing to the Terms of Service and Privacy Policy, and a large blue "Register" button.

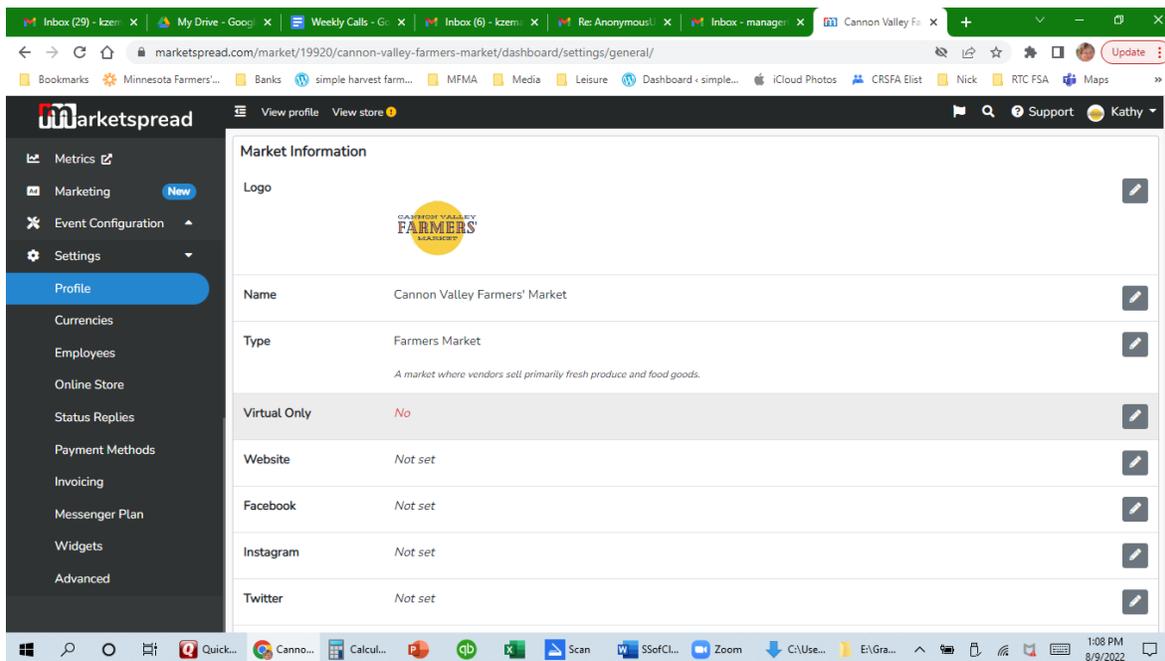
9. Once you are registered and logged-in it will take you to the Marketspread webpage. To update your farmers' market information select *Dashboard* in the top right-hand corner where the login button used to be.



- 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**.



- 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.



- 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.