



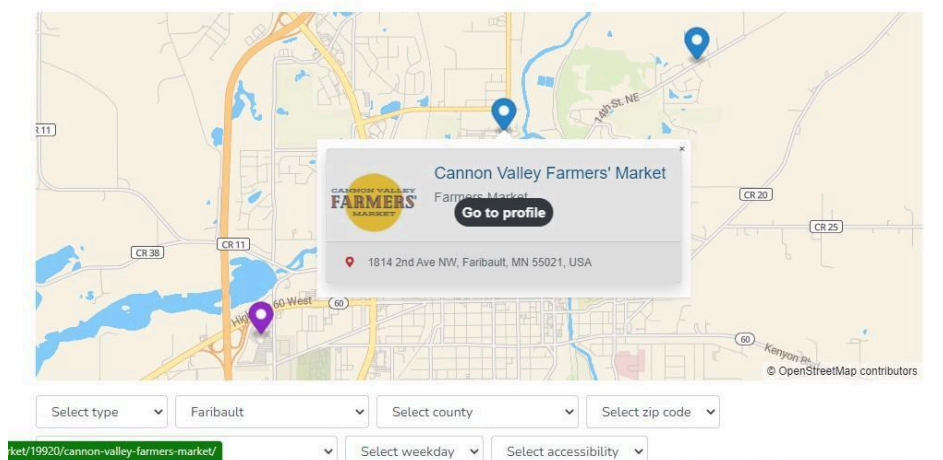
Claim Your Farmers' Market on Farmspread

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.

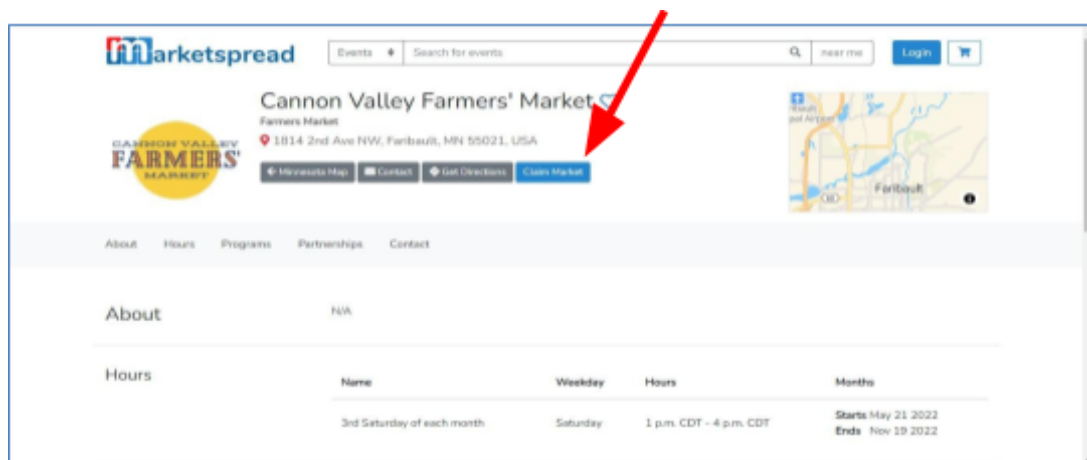
1. Go to the map on the MFMA website (mfma.org), find your market and select *Go to profile*

Find Your Farmers' Market!

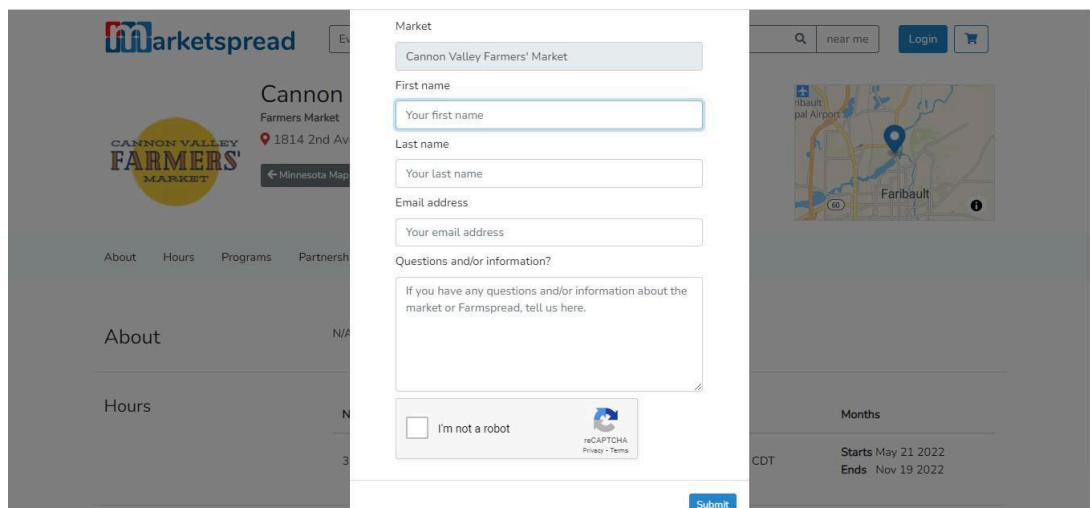
Wait for it! Map takes a moment to load.



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

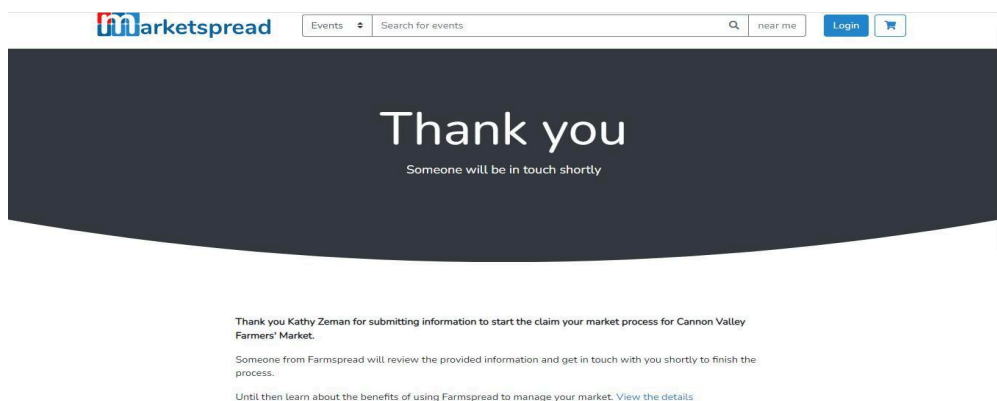


3. Then you will be prompted to submit your name and contact information.

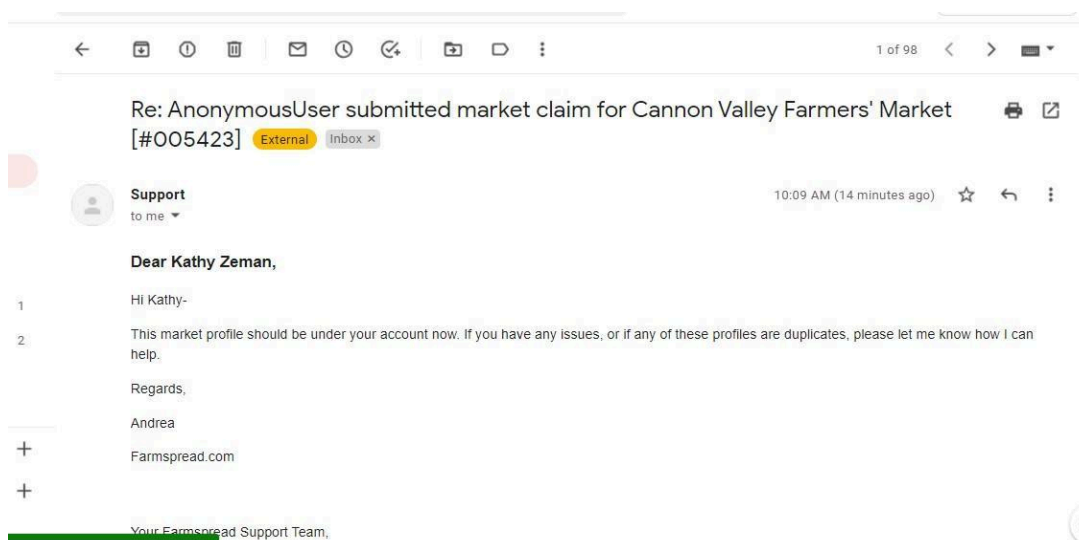


The screenshot shows the Farmspread website interface. On the left, there's a sidebar with the Farmspread logo and navigation links for 'About', 'Hours', 'Programs', and 'Partners'. The main content area displays a form titled 'Market' for 'Cannon Valley Farmers Market'. The form includes fields for 'First name', 'Last name', and 'Email address', each with a placeholder text. Below these is a text area for 'Questions and/or information?' with a placeholder text. At the bottom of the form is a checkbox labeled 'I'm not a robot' and a 'Submit' button. To the right of the form, there's a map showing the location of the market in Cannon Valley, Minnesota, with a blue pin and a label 'Faribault'. Above the map is a search bar with 'near me' and a 'Login' button. Below the map, there's a section for 'Months' with a calendar view showing 'Starts May 21 2022' and 'Ends Nov 19 2022'.

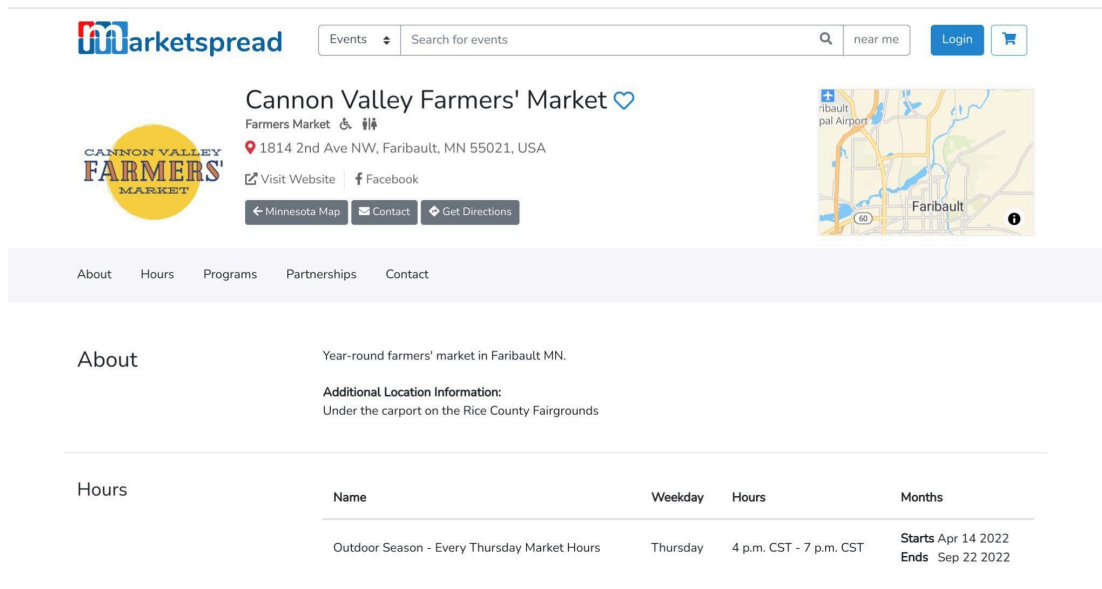
4. After you submit your information the Thank You page below will show.



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



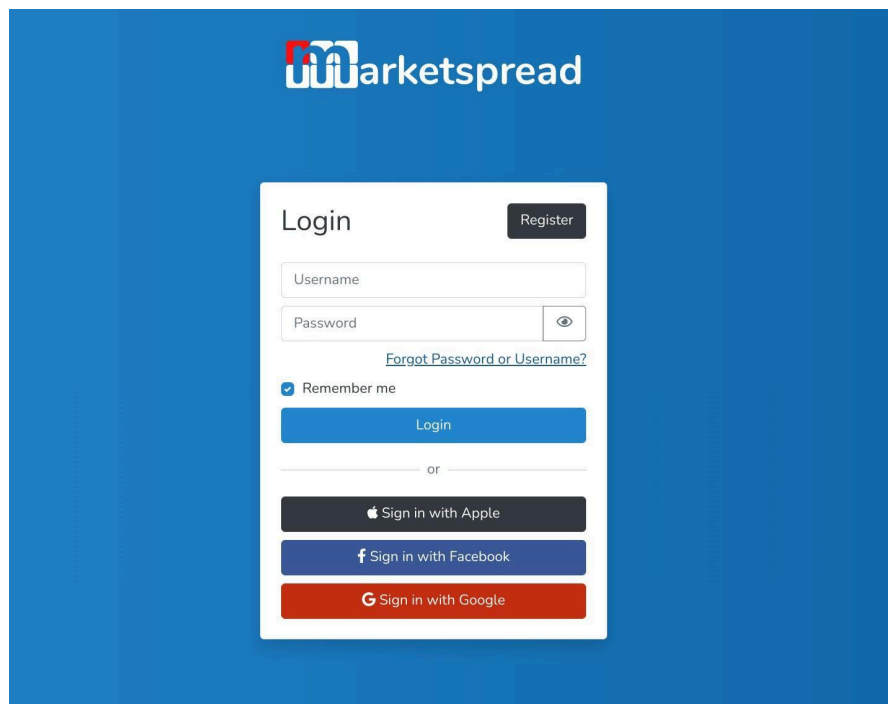
- Then you can go back to your farmers' market profile and create a login by clicking on the blue highlighted **Login** button in the top right-hand corner.



The screenshot shows the Cannon Valley Farmers' Market profile on the Marketspread website. The header includes the Marketspread logo, a search bar, and a 'Login' button. The profile section features the market's logo, name, address (1814 2nd Ave NW, Faribault, MN 55021, USA), and links to visit the website, Facebook, and get directions. A map of Faribault, MN, is also displayed. Below the profile information is a navigation bar with links to About, Hours, Programs, Partnerships, and Contact. The 'About' section describes the market as a year-round farmers' market in Faribault, MN, located under the carport on the Rice County Fairgrounds. The 'Hours' section is a table showing the market's schedule.

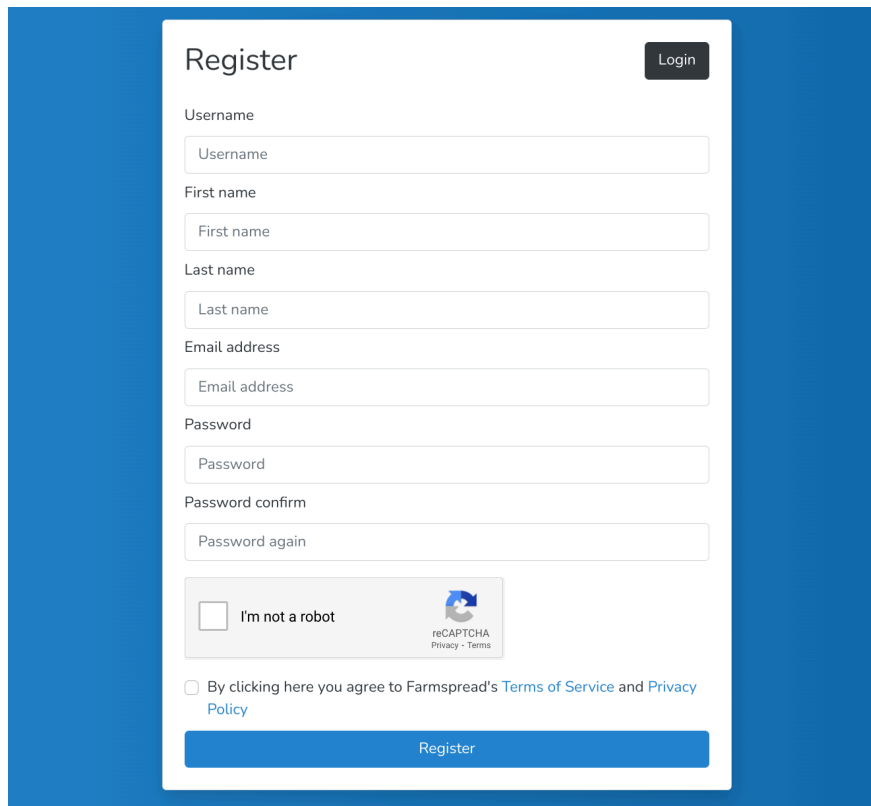
Name	Weekday	Hours	Months
Outdoor Season - Every Thursday Market Hours	Thursday	4 p.m. CST - 7 p.m. CST	Starts Apr 14 2022 Ends Sep 22 2022

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- Select the black **Register** button in the top right-hand corner



The screenshot shows the Marketspread login and registration form. The form is titled 'Login' and includes a 'Register' button. It has fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'Forgot Password or Username?' link. Below the form are three social login buttons: 'Sign in with Apple', 'Sign in with Facebook', and 'Sign in with Google'.

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

A screenshot of the 'Register' form on the Marketspread website. The form is white with a blue border and is set against a blue background. It includes fields for Username, First name, Last name, Email address, Password, and Password confirm. There is a 'Login' button in the top right corner of the form. Below the password fields, there is a checkbox for 'I'm not a robot' with a reCAPTCHA logo. At the bottom, there is a checkbox for agreeing to the Terms of Service and Privacy Policy, and a large blue 'Register' button.

Register

Username

First name

Last name

Email address

Password

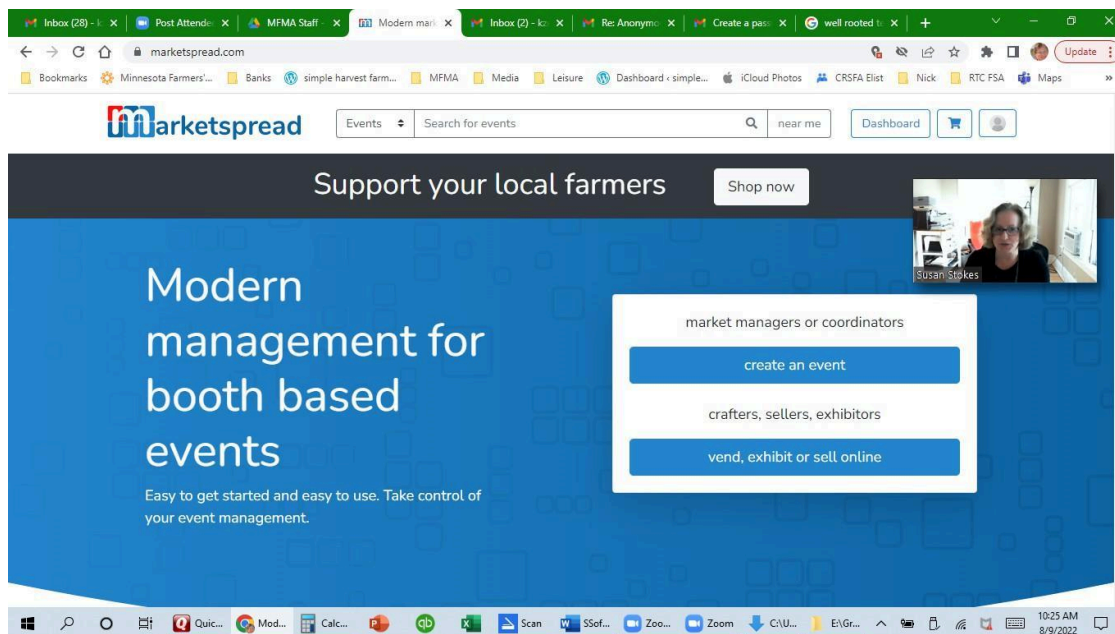
Password confirm

☐ I'm not a robot

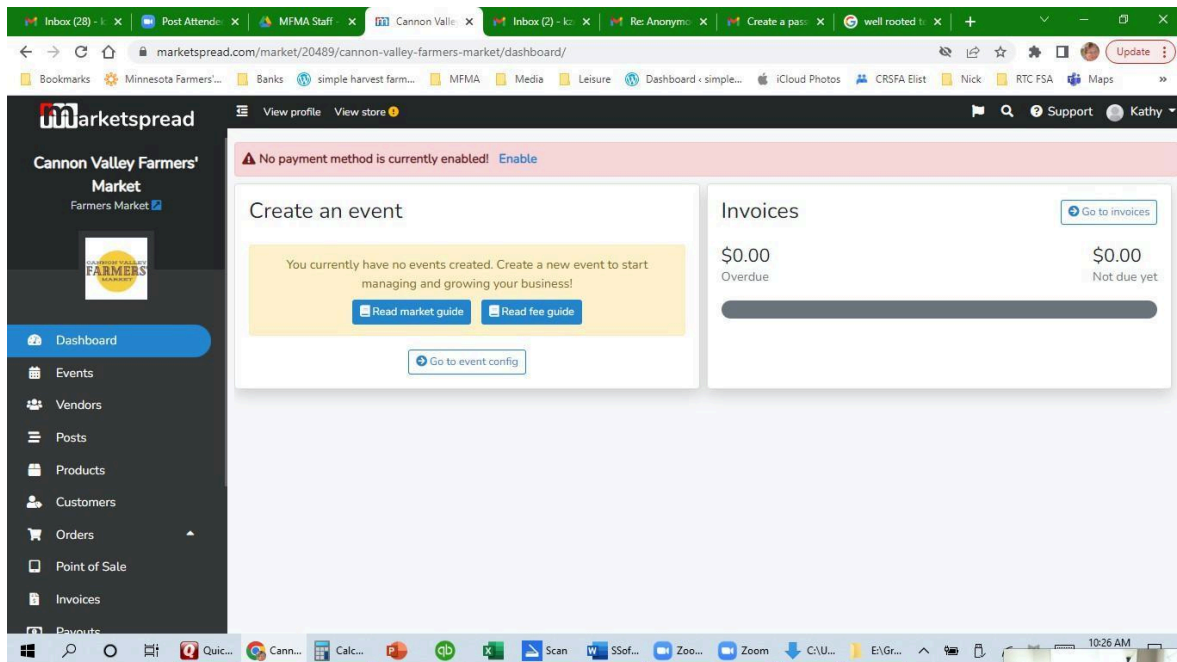
☐ By clicking here you agree to Farmspread's [Terms of Service](#) and [Privacy Policy](#)

Register

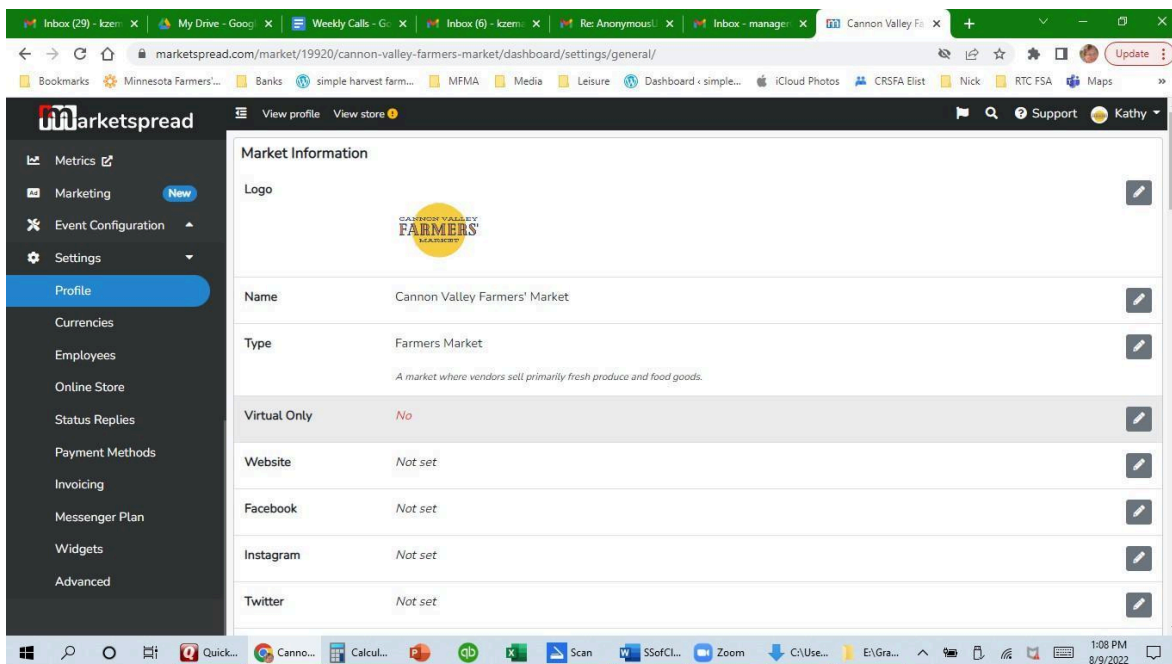
10. Once you are registered and logged-in it will take you to the Marketspread webpage. To update your farmers' market information select **Dashboard** in the top right-hand corner where the login button used to be.



11. 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**.



12. 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.



13. 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.