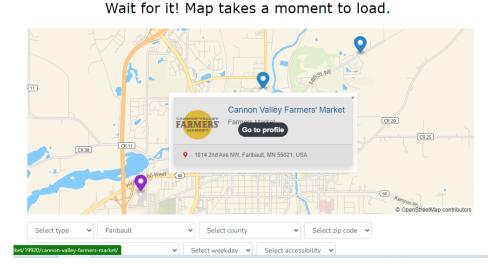


## How to Guide: Claiming your farmers' market on Farmspread

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: <a href="mailto:kzeman@mfma.org">kzeman@mfma.org</a> / <a href="mailto:kguenther@mfma.org">kguenther@mfma.org</a>

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



## Find Your Farmers' Market!

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

arketspr	ead	Events 🗢	Search for events			Q r	near me	
CANNON VALLEY	Farmers Mark	et Ave NW, Farib	Farmers' M nault, MN 55021, USA ♦ Get Directions			ribault pal Airpo	an Faribault	
About Hours Progr	ams Partne	erships Cont	act					
About		N/A						
Hours		Name		Weekday	Hours		Months	
		3rd Saturday o	if each month	Saturday	1 p.m. CDT - 4 p.m. CDT		Starts May 21 2022 Ends Nov 19 2022	

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

<b>M</b> arketspread		ead 🖪	Market	Q near me Login 🔭
			Cannon Valley Farmers' Market	
	С		First name	nbault 18 12 11
		Farmers Market 9 1814 2nd Av	Your first name	pal Airport
	CANNON VALLEY		Last name	
	FARMERS'	← Minnesota Map	Your last name	
			Email address	Faribault 0
			Your email address	
	About Hours Progr	ams Partnersh	Questions and/or information?	
			If you have any questions and/or information about the market or Farmspread, tell us here.	
	About	N/A		
	Hours			
		<u>л</u>	I'm not a robot	Months
		3	Privacy - Terms	CDT Starts May 21 2022
				Ends Nov 19 2022
			Submit	

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

<b>M</b> arketspread	Events    Search for events	Q near me Login 🔀	
	Thank you Someone will be in touch shortly		
Farmers' Ma Someone fr process.	Tathy Zeman for submitting information to start the claim your market pro rket. In Farmspread will review the provided information and get in touch wit arm about the benefits of using Farmspread to manage your market. View	ith you shortly to finish the	

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

	←	Image:								
		Re: AnonymousUser submitted market claim for Cannon Valley Farmers' Market 🛛 🖶 🗹 [#005423] 🔃								
	Support 10:09 AM (14 minutes ago) ☆ ← : to me ▼									
		Dear Kathy Zeman,								
1		Hi Kathy-								
2		This market profile should be under your account now. If you have any issues, or if any of these profiles are duplicates, please let me know how I can help.								
		Regards,								
		Andrea								
+		Farmspread.com								
+										
		Your Earmspread Support Team,								

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.

<b>Marketspr</b>	ead	Events 🗢	Search for events		Q near	me Login 🔀	
CANNON VALLEY FARMERS'	Cannon Valley Farmers' Market ♡ Farmers Market & ## ♥ 1814 2nd Ave NW, Faribault, MN 55021, USA ♥ Visit Website   f Facebook ♥ Minnesota Map ■ Contact ♥ Get Directions			inbault pai Airport	ribuut pal Airport		
About Hours Progr	ams Part	nerships Co	ontact				
About		Additional Lo	rmers' market in Faribault MN. <b>cation Information:</b> port on the Rice County Fairgrounds				
Hours		Name		Weekday	Hours	Months	
		Outdoor Se	ason - Every Thursday Market Hours	Thursday	4 p.m. CST - 7 p.m. CST	<b>Starts</b> Apr 14 2022 <b>Ends</b> Sep 22 2022	

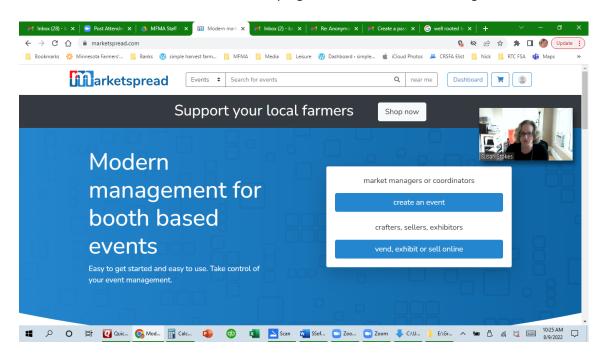
7. Select the black *Register* button in the top right-hand corner

6	arkets	prea	d
Log	gin	Regi	ster
User	name		
Pass	word		۲
Rer	<u>Forgot Passwo</u> member me	ord or Usern	ame?
	Login		
	or		
	🗯 Sign in with Ap	ople	
	<b>f</b> Sign in with Face	book	
	<b>G</b> Sign in with Go	ogle	

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.

Register
Username
Username
First name
First name
Last name
Last name
Email address
Email address
Password
Password
Password confirm
Password again
I'm not a robot
<ul> <li>By clicking here you agree to Farmspread's Terms of Service and Privacy Policy</li> </ul>
Register

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.

M Inbox (28) - 🗠 🗙 📄 Post Attend	le: 🗙 🛛 🐴 MFMA Staff - 🗙 🕅 Cannon Valle; 🗙 😝 Inbox (2) - ka: 🗙 📔 Re: Anonymo	$\mathbf{x} \mid \mathbf{M}$ Create a pass $\mathbf{x} \mid \mathbf{G}$ well rooted to $\mathbf{x} \mid \mathbf{x}$	+ ~ - ø ×
$\leftrightarrow$ $\rightarrow$ C $\triangle$ $\stackrel{ imes}{}$ marketspr	ead.com/market/20489/cannon-valley-farmers-market/dashboard/	Ø	🖻 🖈 🖨 🖪 🍪 Update 🔅
📙 Bookmarks 🛛 🔅 Minnesota Farmers	📙 Banks 🔞 simple harvest farm 📙 MFMA 📒 Media 📒 Leisure 🔞 Dashboard	d « simple 🐞 iCloud Photos 🛛 🗯 CRSFA Elist 📃	Nick 📃 RTC FSA 🤹 Maps 🛛 »
arketspread	😇 View profile View store 🌒		📁 🝳 😯 Support 🌔 Kathy 🕶
Cannon Valley Farmers'	▲ No payment method is currently enabled! Enable		
Market Farmers Market 🛛	Create an event	Invoices	Go to invoices
FARMERS	You currently have no events created. Create a new event to start managing and growing your business!	\$0.00 Overdue	\$0.00 Not due yet
Dashboard	Read market guide     Read fee guide     Go to event config		
🗰 Events			
📇 Vendors			
Posts			
Products			
🐣 Customers			
📜 Orders 🔶			
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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.

		Ills - G: X   M Inbox (6) - Izem: X   M Re: Anonymous: X   M Inbox - manage: X   D Cannon Valley Fa X + V - D non-valley-farmers-market/dashboard/settings/general/	
		inon-valley-larmers-market/dashdolatd/settings/general/ 🛛 👹 Order rivest farm 🗧 MFMA 🧧 Media 🧧 Leisure 🔞 Dashboard «simple 🤹 iCloud Photos 岸 CRSFA Elist 🗧 Nick 📮 RTC FSA 🏟 Maps	ate
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🛥 Metrics 🗹	Market Information	n	
Marketing New	Logo		P
🛠 Event Configuration 🔺		FARMERS	_
🗘 Settings 🗸 🗸			
Profile	Name	Cannon Valley Farmers' Market	I
Currencies	Туре	Farmers Market	P
Employees	туре	A market where vendors sell primarily fresh produce and food goods.	ſ
Online Store		A market where vendors set primarty resis produce and rood goods.	
Status Replies	Virtual Only	Νο	Í
Payment Methods	Website	Not set	Ì
Invoicing			
Messenger Plan	Facebook	Not set	ø
Widgets	Instagram	Not set	ø
Advanced	Tation		
	Twitter	Not set	ø
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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.