## The Alaska Farmers Market Association has a new, updated directory!

Powered by Markespread, our new directory allows market listings to include additional information like logos and market history, while improving the functionality of the information we have always included: operating days and times, location (mapped), and currencies accepted including food access programs.

Our new directory also allows market managers to "claim" their market listing, so that the power is in your hands! You can now make changes to your market any time, rather than emailing and waiting on AFMA to update listings. We want to make this a benefit to you and not a burden, and are providing this how-to guide to help you through the process.



## Follow these steps to "claim" your market:

- 1. Navigate to the directory. Follow this link to access our new and improved directory: <a href="https://www.alaskafarmersmarkets.org/market-directory/">https://www.alaskafarmersmarkets.org/market-directory/</a>
- 2. Find your market's listing and click on it. For the purposes of this guide, we created an "AFMA Test Market" to show you this process.



3. When you click on your market's profile, you will see a screen like this:

arketspread	Events    Search for events		Q near me					
AFM, Farmers M Warkets Alaska	A Test Market ♡ arket Ien Walters Ln, Homer, AK 99603, USA Map 🛇 Get Directions Claim Market		Homer Homer Airport					
About Hours Partnerships								
About	This market is a test of Mark	This market is a test of Marketspread's functionality.						
Hours	Saturday Sunday	8 a.m. AKDT - 4 p.m. AKDT 8 a.m. AKDT - 4 p.m. AKDT	Season Starts May 31 2022 Season Ends Sep 01 2022 Season Starts May 31 2022 Season Ends Sep 01 2022					
Partnerships	ALSO Farmers Market Association							

- 4. At the top of your market's listing (or on the bottom of the listing, it seems to change), you will see a blue button (see photo above) that says "claim market." Click on that button.
- 5. You will be prompted to fill in your first and last name, and email address to claim the market. When you are finished filling in your information, click "submit." At this point, you will need to wait until you receive an email from Marketspread before you can make changes to your market listing. This is to ensure that the market manager or someone approved by the market manager is the only person accessing your market listing–not a vendor or customer, or someone else.

## After receiving an email from Marketspread confirming your email has attached to the farmers market listing, log in to your Marketspread account.

 Click on the top right corner where you'll see a user icon, and select "profile" from the drop down menu.

	Q	near	me	Dashboard	
rs	Shop	now		Meghan info@alaskafarmersmarkets	
	0		Your ca Your o Your fa	cart orders favorites	
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2. Then click on "markets and venues" and find your market listing. Click on "dashboard" next to the market you'd like to make edits on (if you have multiple markets, if there's only one then there will only be one "dashboard" button!)

Your Profile Manage your profile, payment methode, and preferences.			
Profile Markets & Venues Vendors & Exhibitors Organizations Associations Notifications			
Your Markets & Venues			Create Market
AFMA Test Farmers Market Dashboard Profile	Marke	et	Dashboard Profile



3. From the market dashboard, on the lefthand side you'll see a navigation /menu bar.Under "settings" select "profile."

4. On this page, click the pencil icon in any section to edit the information.

If you have any questions, email <u>info@alaskafarmersmarkets.org</u> and we can help walk you through, or reach out to Marketspread <u>directly!</u>