**(1) create a copy of the sheet and rename it as “work”, you will work on the “work” sheet from now on**

**(2) sort the “work” sheet by state (asc), title (asc) and last\_update\_date (desc)**

**(3) read the title/title\_s column and make decision on Type column (pink color):**

1). Whether the website is a page for an individual market

If yes, put the “1” in **Type** column (pink color)

2). Whether the website is a page for multiple farmers market listings or directory

If yes, put the “listings” in **Type** column (pink color)

3) if you are not sure for the open, open the link, and check in the read page

4) if the page does not work, e.g, link is broken,

put “remove” in **Type** column (pink color)

5) if the title/title\_s is not related to the farmers market listing,

Put “other” in **Type** column (pink color):

6) If can’t access the url or website says the link expires:

Put “bad” in **Type** column (pink color)

(4) during you checking and find the page is belong to another state, please revise the “state” column with the correct state abbreviation