Stop Hunger Goodness Platform Guide

Welcome to the Goodness Platform!
All the information you require to navigate the goodness platform can be found here.

1. Connect to the Platform

To access the platform, simply follow this link on your PC. If you have a Sodexo email, please use the SSO (Single Sign On).

If you do not have a Sodexo email, you will have to enter your USERNAME and PASSWORD for your first connection.

- Your USERNAME is the initials of your country (e.g. USA for United States, UKI for United Kingdom & Ireland) + your Employee ID (number present on your payslip)
  e.g. UKI2009844
- Your PASSWORD is: Surname!yearofbirth
  e.g. White!1978

NB: When creating the password for the first-time connection, the surname must be written as mentioned on your payslip.

In some cases, the surname might have specific characters that requires additional information:

⇨ If the surname has more than 1 capital letter like *McGerry*
  You must include all the capitals:
  e.g. *McGerry!1978*

⇨ If the surname has an apostrophe like *O'Rielly*,
  You must include all the capitals and the apostrophe: e.g. *O'Rielly!1978*

⇨ If the surname has hyphens like *Smith-Jones*
  You must include all the capitals and the hyphens: e.g. *Smith-Jones!1978*

⇨ If the surname has a space in-between like *Stevenson Brown*,
  You must include all the capitals and space: e.g. *Stevenson Brown!1978*

The platform is also available as an app: called "Benevity".

Use the QR codes below to access the mobile versions for Apple and Android, enter the program domain: **stop-hunger.benevity.org**, and then use the *Single Sign On* or your username and password.
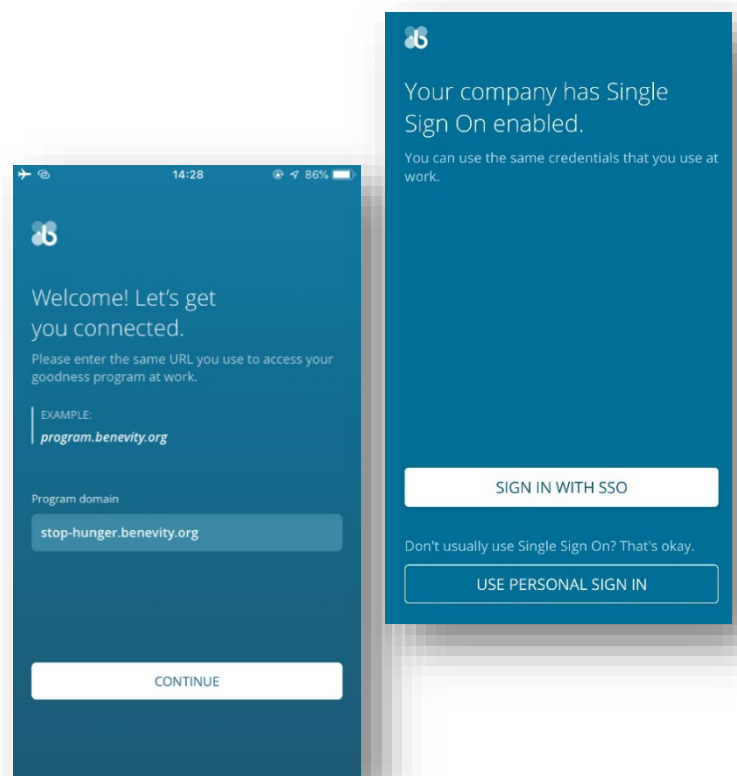
2. Find Volunteer Opportunities

Browse Opportunities

Click **Volunteer** in the top navigation bar and browse the Featured Volunteer Opportunities at the top of the Volunteer page.

- Enter the name of a cause or activity in the search field under **Find an Opportunity** at the bottom left of the page or use the interactive map to see available opportunities in your area.
- Use the filters at the top of the results page to narrow your search.
- When you find an opportunity, click its name or the **View Details** link to learn more.
- Click **Sign-Up Now**
- Review the event details and select the specific shift you want to sign up for if applicable.
- You will receive an email confirmation reminding you of the date and time you signed up for, and it will appear on the **My Dashboard** page.
- If you ever need to cancel, you can do this through your confirmation email, or go back on the opportunity, click **'Manage my Shift'**, and unclick the shift that you signed up for.

Track Your Time

After volunteering, be sure to track your time!

1) Find the Volunteer Opportunity
2) Click its name or the **View Details** link
3) Click the **Track Time** button under the opportunity name

Track Your External Volunteer Time

You can track all your volunteering by selecting. **'Track your external volunteer time'** *on your Dashboard.*

1) Complete the form provided
2) Include the name of the organization where you volunteered, and the hours and date you volunteered.
3) Click **Submit Volunteer Time**
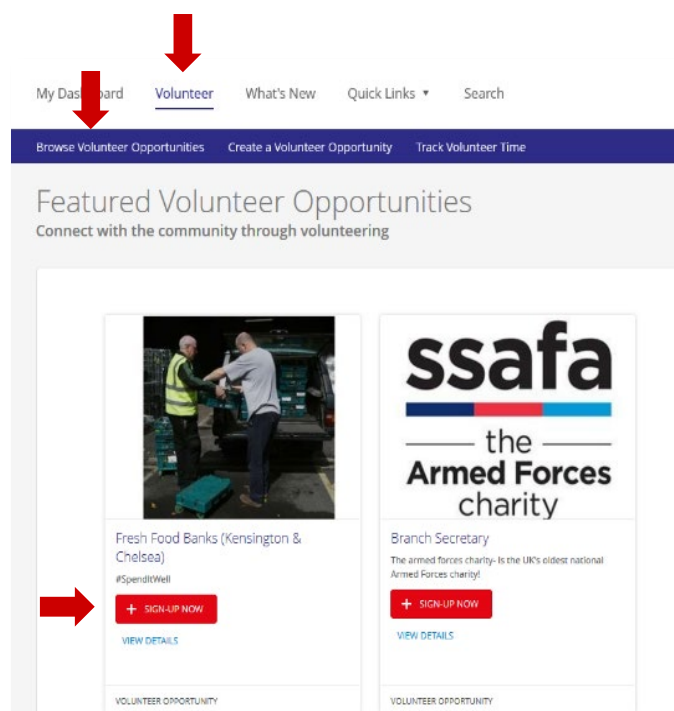
3. Create Volunteer Opportunities - restricted to Charity Champions

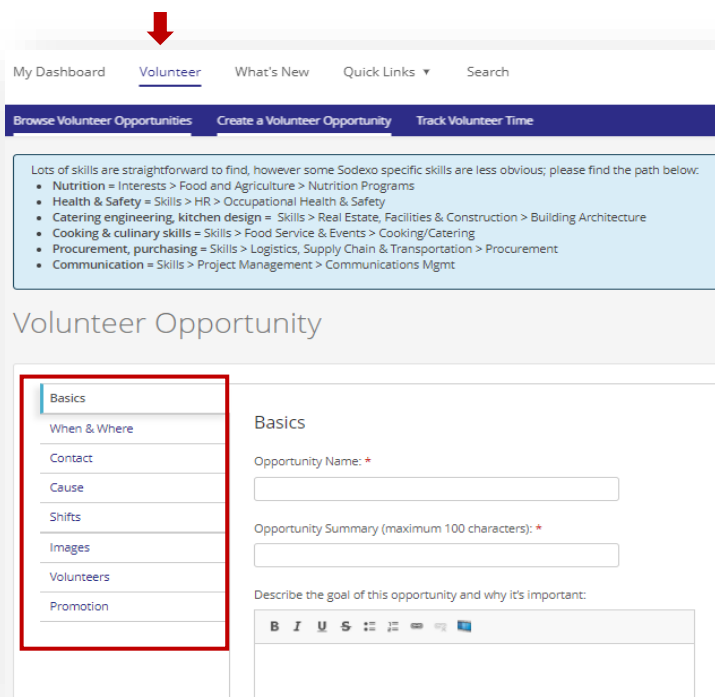To start, click on **Volunteer** in the top navigation bar and select **Create Volunteer Opportunity**.

Complete the information in the form to create your opportunity. Use the **Form Navigation guide** on the left to move back and forth on the page. Required fields are marked with a red asterisk.

Basics

Opportunity Name: this should describe the opportunity and motivate people to find out more. Make it exciting!

Opportunity Summary: Provide a short (one line) description of your opportunity that states what you are trying to accomplish and how.
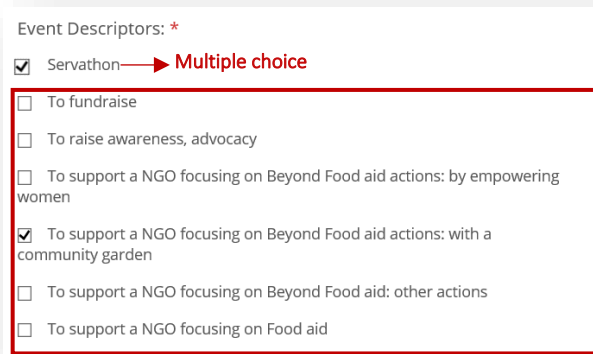
Describe the goal of this opportunity and why it's important: Give details about the opportunity, including the objective, why it's important, and the impact participants will be making. Keep it short and sweet but cover the main points (who, why and how). Selecting the *Enable Rich Text* checkbox will give you additional formatting options and allow you to embed links or video content.

Event Descriptor: You need to select at least one of the checkboxes that represent what type of event this opportunity is for.

Note that the box **Servathon** *can be ticked with the other choices. However, you can only select one option for the rest for KPI purposes. If you need assistance, please contact* *StopHunger.UKandIE@sodexo.com.*

When and Where

Add the **Start**, **End date** and **time** for your opportunity by clicking the date boxes and using the pop-up calendar. Note that if you don't have an End Date, the opportunity will be considered as "Ongoing" and will stay visible until disabled.
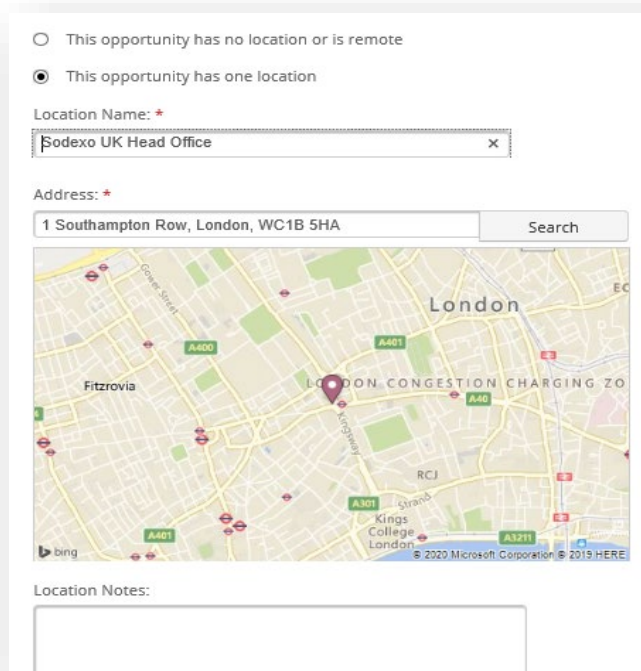
Add the times in the corresponding fields.

Indicate your **Time Zone** (this will be automatically updated into the volunteer calendar).

Provide any additional **Date/Time Notes** you may have, such as shift details or schedules.

If your event has a **Location,** please specify or if it is **Virtual** please select (no location/remote.

Add notes relating to the event location if needed (i.e. arranged transportation, a meeting spot for the event, parking information, etc.).

Contact
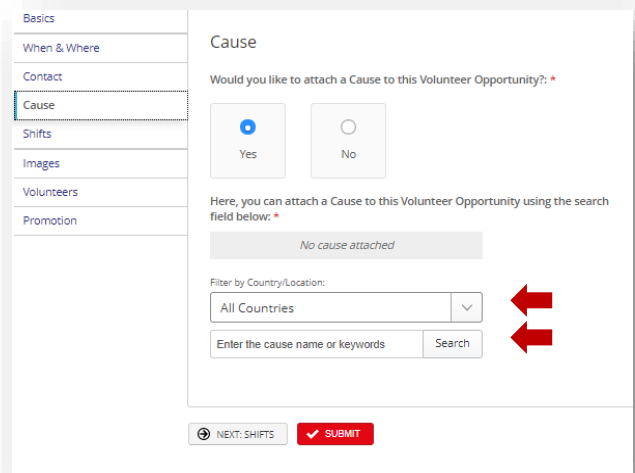
Provide a contact that people can reach out to regarding the opportunity. You can add several contacts (including the NGO contact if applicable) by clicking on **Add another contact**.

You can also choose to be notified when users sign up for your opportunity.
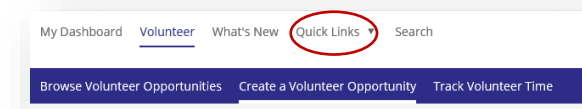
Cause

If your event is intended to help a specific Cause/ NGO, associate that charity with your opportunity.

Use the button **Filter by Country** and enter the cause name or keywords to the search field to find the cause, and then click **+Add**. The Cause will appear on the Volunteer Opportunity information page.

If your event is not attached to an NGO, simply click **"No"**.

Note that if you are not able to find an NGO, you can **Nominate a Cause** via the **Quick Links** in the main toolbar to add the cause to our database (*see in the next Chapter*).

Note that after filling in the Cause tab, you will have two choices:
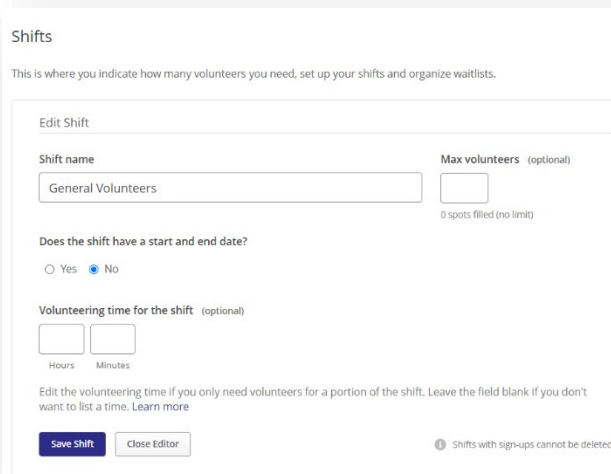
- *pursuing to the next section by clicking **Next** at the bottom or by going directly into one of the left tabs.*
- *saving the opportunity by clicking the **Submit** button.*

Shifts

This is where you set up your shifts, indicate how many volunteers you need and organize waitlists.

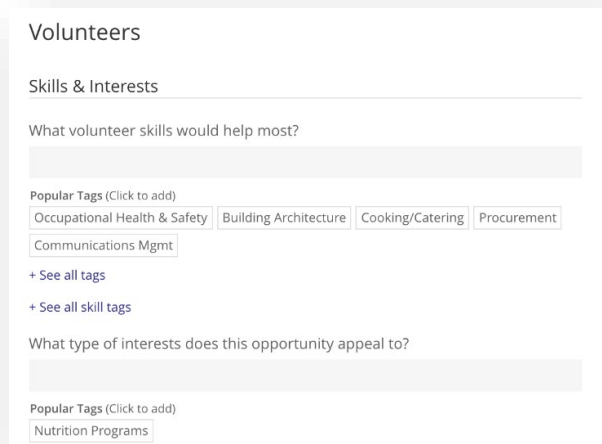You also have the possibility to enter volunteer time for the shift if applicable. This will help the volunteer when tracking volunteered time.

Image

A compelling image will help attract attention to your Volunteer Opportunity. You can **add a smaller image** for search results and browsing featured items and **add a larger image** for the detail page of your Opportunity.

Volunteers

Skills & Interests: Volunteers can add their skills and interests to their Profile. This helps you target a Volunteer Opportunity to people likely to be interested in it. People with corresponding skills & interests in their profile will see it when they filter or search Volunteer Opportunities.

As a reminder, you also have example lists of skills that you can use to filter your volunteer opportunity visible as a header under Create a Volunteer Opportunity.
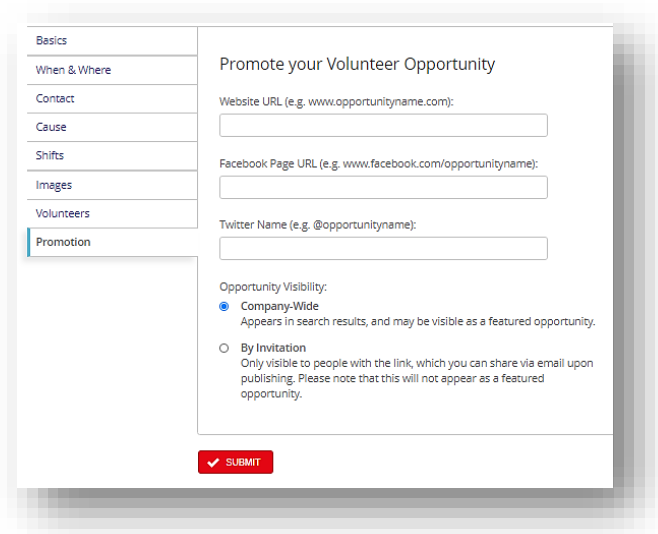

Waiver: You have the option to add a waiver to sign for your volunteers if needed. Note that the waiver can only be a link in the platform.

Extras: Any extra info you might require from your volunteers (T-shirt sizes, etc.).

Promotion

You can promote your volunteer opportunity by sharing its website URL, Facebook, and Twitter pages if applicable.

You can also select if you want this volunteer opportunity to be visible **company-wide** or only visible to the people with the link (**by invitation**).

# 4. Edit Volunteer Opportunities and Group Registration

View Volunteer Opportunities

Once the volunteer opportunity is submitted, it will be directly **Published**.

You can **Edit** the opportunity by going to **View this Opportunity** when you have freshly submitted it. You also have the option to **Duplicate** it at this stage (see also how to duplicate more in details in this chapter, further down below).
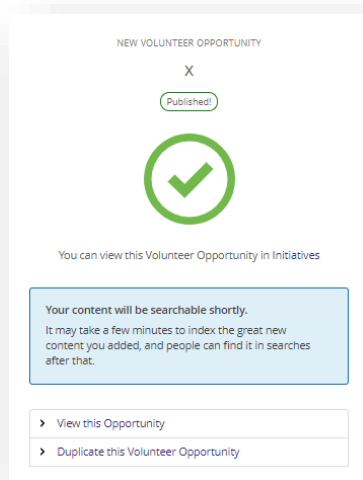
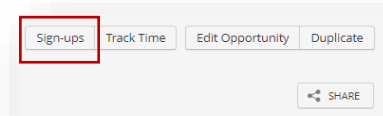The other way to edit your opportunities is to go under your **Profile** in the tab **Initiatives**.
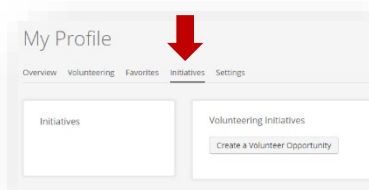
You can also edit it directly on the page of your opportunity in the menu in the top right corner.
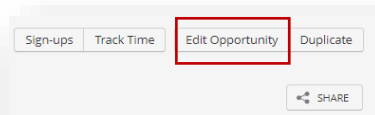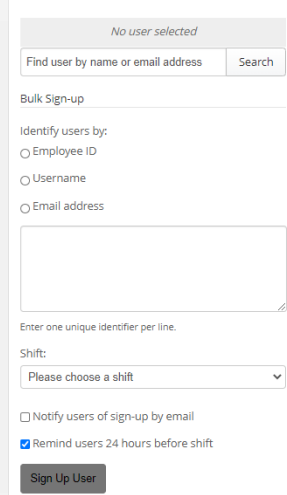

Group Registration

You can now **Sign up** your colleagues on their behalf! Go onto the opportunity and select sign up
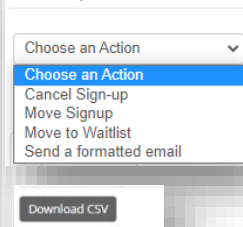

You can:
- search for colleagues and do a bulk sign-up (**1**).
- You can also edit your sign-ups with the **Bulk Operations** and **Choose an Action** (**2**). You have the possibility to **Download a CSV file** with the list of all the volunteers that have signed up.
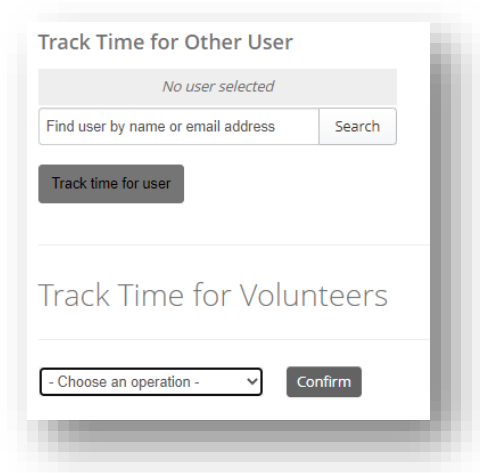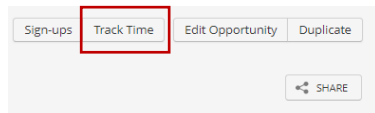
Tracking Volunteer Time

Like the group sign-ups option seen earlier, you also have the possibility to **Track Time** on behalf of your colleagues.

Duplicate a Volunteer Opportunity

To avoid rewriting an opportunity, you can **Duplicate** it as many times as you need and edit it.
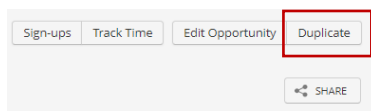
Share a Volunteer Opportunity

Simply click on the Share button.
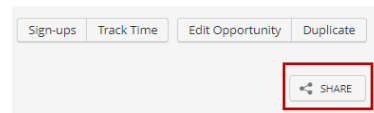
You can then either fill in the form and send a message from the Goodness Platform or copy the link of the opportunity and share it outside.

Note that only users of the Goodness Platform will be able to view the volunteer opportunity shared.

5. Find an Organisation

Find a Cause

Causes are what we call eligible charities and non-profit organizations. You can search for a cause to learn more about them in several places:
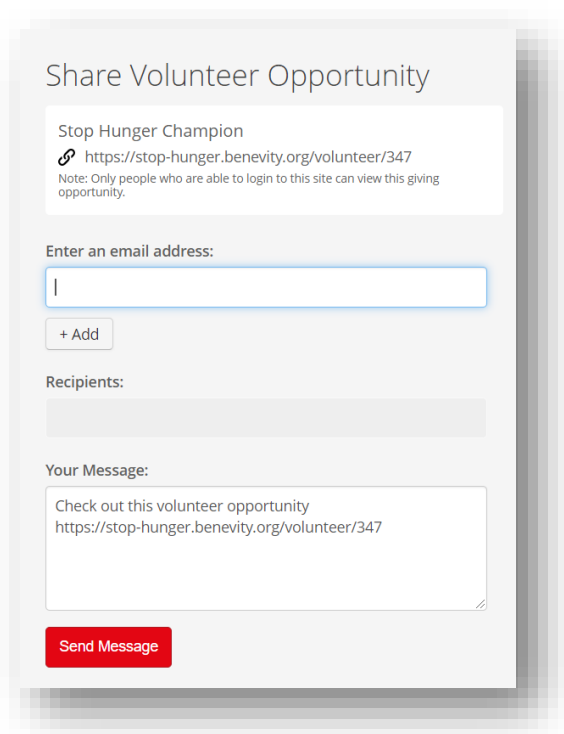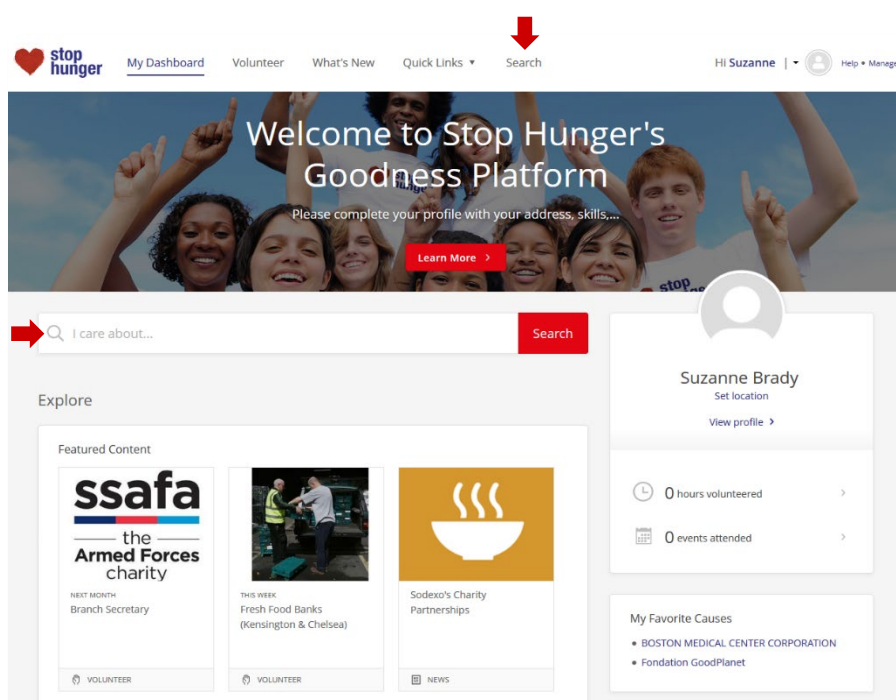
- The main search field on your Dashboard
- The **Search** on the right of the top navigation bar

1) Enter the name of the organization you're looking for in the Search field.

2) If you know the organization's tax identification number (called the EIN number in the United States) you can Search for that as well.

Narrow Your Search Results

Here's how to find exactly what you're looking for:

1) Search by Tax ID or EIN number, which is usually the most accurate way to find your charity.

2) Search using an exact phrase by surrounding your term with quotation marks (e.g. "Diabetes Research Institute")

3) Find specific combinations using words like AND / OR (e.g., Dogs OR Cats)

4) Filter out specific words using a minus sign in front of the word, (e.g., Environment -Foundation)

5) Select **Filters** at the top to narrow your results according to region or category.

6. Nominate a Cause

If there's a specific charity you can't find, you can nominate it to be added to the platform.

1) Select **Quick Links** in the top navigation bar.
2) Select **Nominate a Cause** from the drop-down options.
3) Complete the form provided with information that will be used to determine the cause's eligibility.
4) **Submit** and your nomination will be queued for approval.
5) You'll receive an email letting you know the status of your nomination.
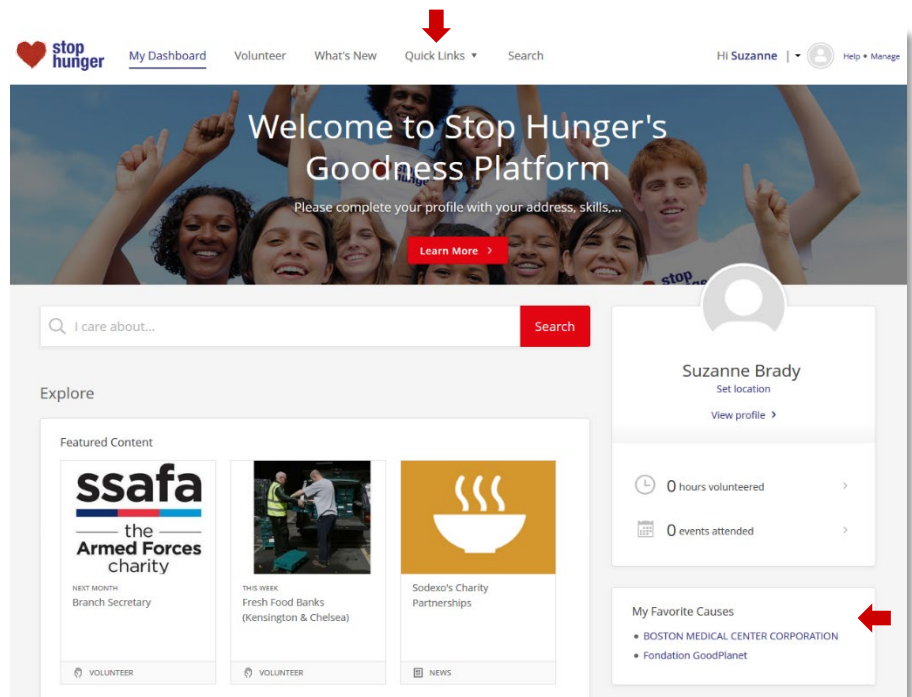
Add a Favorite Cause

You can add an organization to your Favorite Causes for easy reference.

1) Click a cause's name, or the View Cause Profile link beside it.
2) Click the **Favorite** button at the top of the Cause's Profile to add it to your Favorites.
3) See your list of Favorite Causes any time on the right side of your dashboard.

Causes selected:

In the platform Stop Hunger has pre-selected only the causes and non-profit organisations with whom we are partnering.
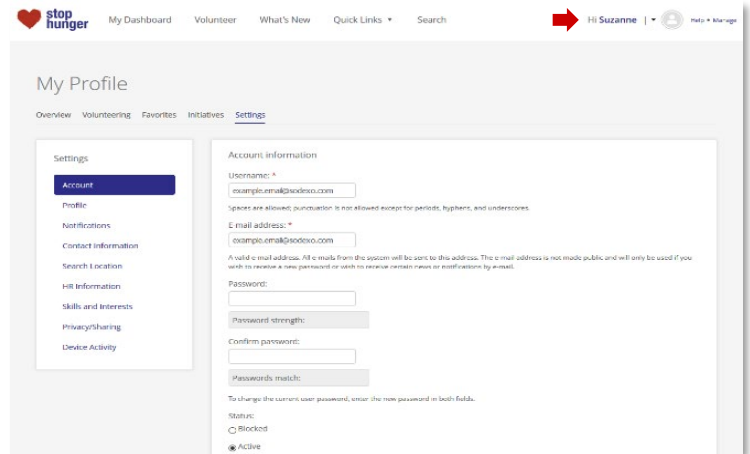
If you would like to suggest a new partner who is engaged for a hunger free world, please reach out to your local Charity Champion or contact StopHunger.UKandIE@sodexo.com.

7. Updating Your Account

Change Your Password

*To change your password, start by clicking **My Profile** beneath your name in the navigation bar.*

1) Click **Settings** and **Account**
2) Enter and confirm your new Password in the fields provided
3) Click **Save**

View Your Volunteering History

*Start by selecting **My Profile** > **Volunteering**.*

1) Click **Volunteer History** to see your previous activity.
2) Click **Volunteer Commitments** to see your upcoming activity.

Change Your Search Location

*To change your search address, go to **My Profile** > **Settings** > **Search Location***

1) Enter your new address in the field
2) Click **Confirm** and then **Save**

Add Skills and Interests to Your Profile

*To add skills & interests tags that will help you find relevant content, go to **My Profile** > **Skills and Interests.***

1) Click **See All Tags** under Skills and Interests
2) Click a tag to add your skills or interests
3) You can remove a tag by clicking the X beside it
4) Add as many skills & interests as you like and **Save**

Update Your Time Zone

*To change your time zone, click **My Profile** > **Settings** > **Account**.*

1) Select a time zone from the options
2) Scroll to the bottom of the page to Local Settings
3) Select the correct Time Zone from the drop-down menu options
4) Confirm and **Save**

Change Your Language

*To change your language in your profile, go to **My Profile** > **Settings** > **Account** > **Language setting**.*

This is the default language for the site and email communications.

Note that this is the best way to change your language. If you only change it from the bottom of the page website, it will not update your language for the email communications sent from the platform.

Here to Help

Any questions? Contact our software developer, Benevity.

support@benevity.com
1.855.237.7875