



The Goodness Platform user guide

Welcome to the Stop Hunger Goodness Platform - your convenient connection to a world of volunteering. This program helps you find your favourite causes, sign up for volunteering opportunities and track your volunteer time.

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1. Connect to the platform

You can access the Goodness Platform on your desktop computer or laptop by visiting [Sodexo Net](#) or directly following this link <https://stop-hunger.benevity.org/>.

If you have a Sodexo email address (@sodexo.com) you will be able to use the SSO (Single Sign On).

If you **do not** have a Sodexo email address, you will be able to sign-in by using your login username and password.

Your login username is 'UKI' followed by your eight-digit Employee ID e.g. **UKI1234678**

Your password when you log in for the first-time will be your surname, followed by '!' and the year you were born e.g. **Surname!1950**

In some cases, your surname might have specific characters that require additional information:

- If your surname has more than one capital letter like McGerry, you must include all the capitals e.g. **McGerry!1950**
- If your surname has an apostrophe like O'Rielly, you must include all the capitals and the apostrophe e.g. **O'Rielly!1950**
- If your surname has hyphens like Smith-Jones, you must include all the capitals and the hyphens e.g. **Smith-Jones!1950**
- If your surname has a space in-between like Stevenson Brown, you must include all the capitals and space e.g. **Stevenson Brown!1950**. However, you must not leave space before or after the surname e.g. **xStevenson Brownx!1950**



You can also access the platform on the mobile app for Apple and Android, called "Benevity". Scan the QR codes above to download the mobile app or visit your devices' app store.

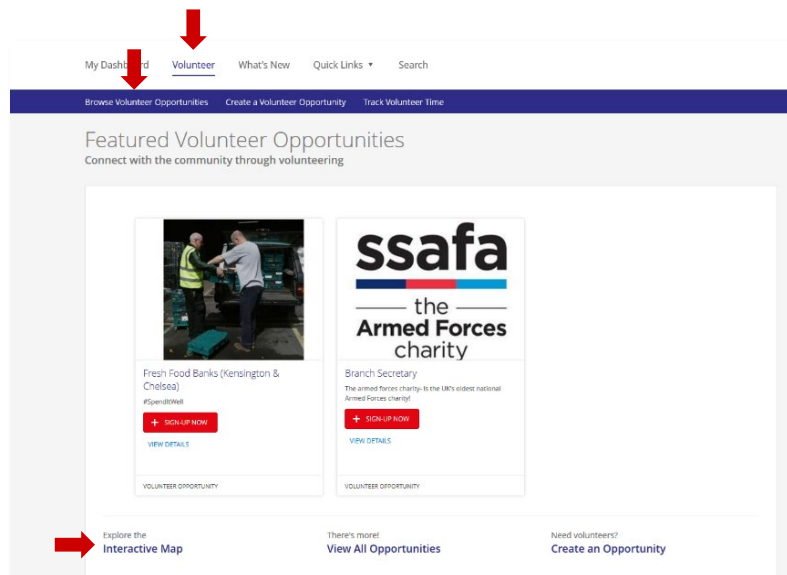
Once downloaded, enter the 'Progam Domain' **stop-hunger.benevity.org** to access the app and sign in either using SSO or your login username and password.

2. Find volunteering 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 opportunity that you signed up for.



Tracking other volunteering time

You can also track time for volunteering you've done on your own. The easiest way to do this is using the box marked **Track your external volunteer time** on your **My Dashboard**:

- 1) Complete the ['Track Volunteer Time' form](#).
- 2) Include the name of the organisation where you volunteered, and the hours and date you volunteered.
- 3) Click **Confirm Volunteering Time**.

Tracking your time

After volunteering, be sure to track your time!

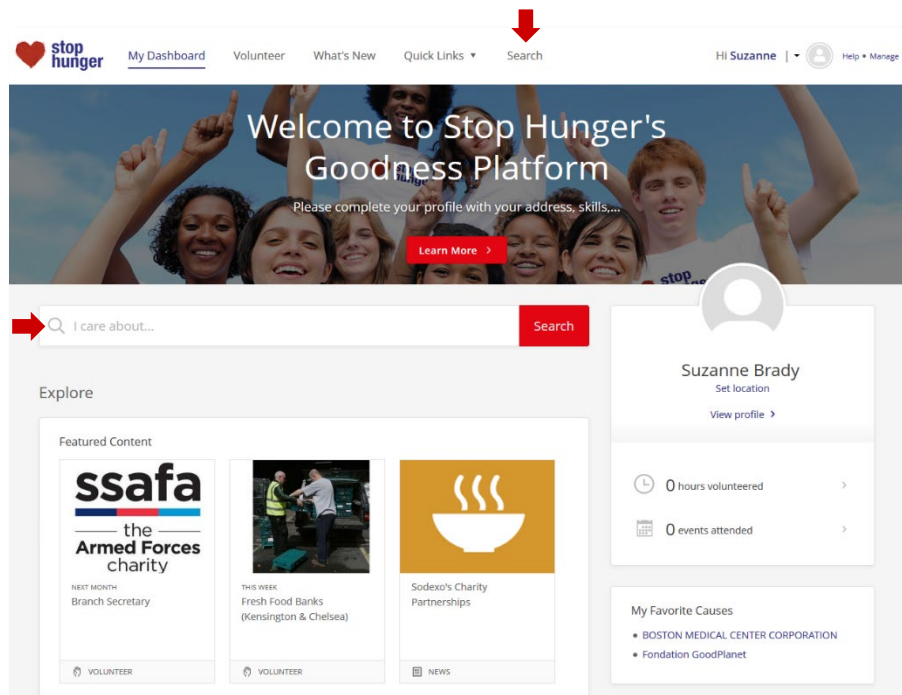
- 1) Find the Volunteer Opportunity.
- 2) Click its name or the **View Details** link.
- 3) Click the **Track Time** button under the opportunity name.

3. Find an organisation

Find a cause

Causes are what we call eligible charities and non-profit organisations. You can search for a cause to learn more about them in several places:

- The main search field on your **My Dashboard**.
 - The **Search** on the right of the top navigation bar.
- 1) Enter the name of the organisation you're looking for in the Search field.
 - 2) If you know the organisation or charity's tax identification number, you can **Search** for that as well.



Narrowing your search results

Here are some ways to help you find exactly what you're looking for:

- 1) Search by Tax ID 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 of the search to narrow your results according to region or category.

4. 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 review and approval.
- 5) You'll receive an email letting you know the status of your nomination.



Adding a Favourite Cause

You can add an organisation to your **Favourite Causes** for easy reference:

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

Our Stop Hunger causes:

In the platform we have selected only the causes and non-profit organisations who Stop Hunger partner with.

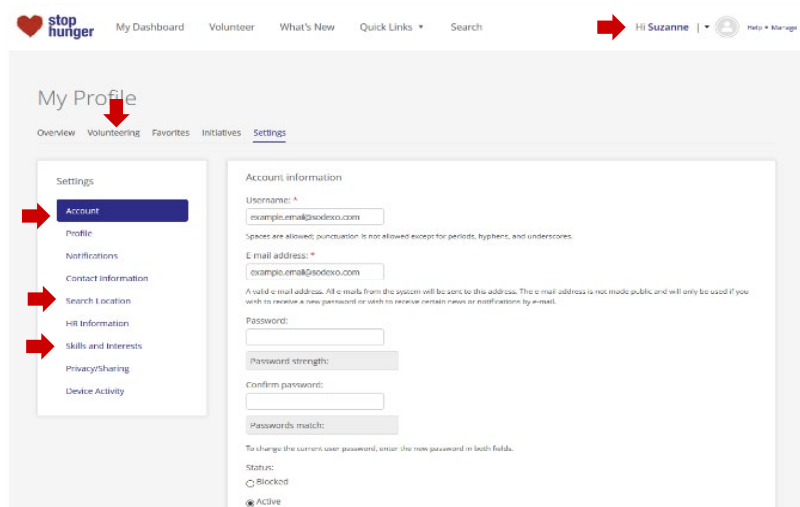
If you would like to suggest a new charity partner who supports a hunger free world, please contact the [Stop Hunger UK & Ireland team](#) or [nominate a cause](#) within the Goodness Platform.

5. 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

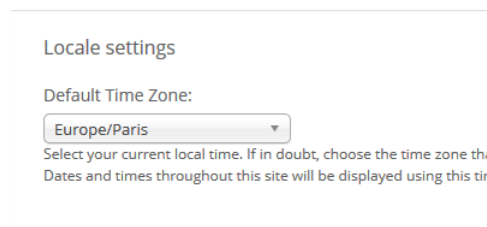
To add skills & interests tags that will help you find relevant content, go to **My Profile > Skills and Interests**:

- 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 skills and interests as you like and click **Save**.

Updating 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 available.
- 4) Confirm and **Save**.



Here to help

Have any questions? Need support? We're here to help!

Please contact the [Stop Hunger UK & Ireland team](#) or the Goodness Platform software developer, [Benevity](#).