

**OTTAWA
FOOD**

Hunger | Health | Community

Community User Guide

www.OttawaFood.org

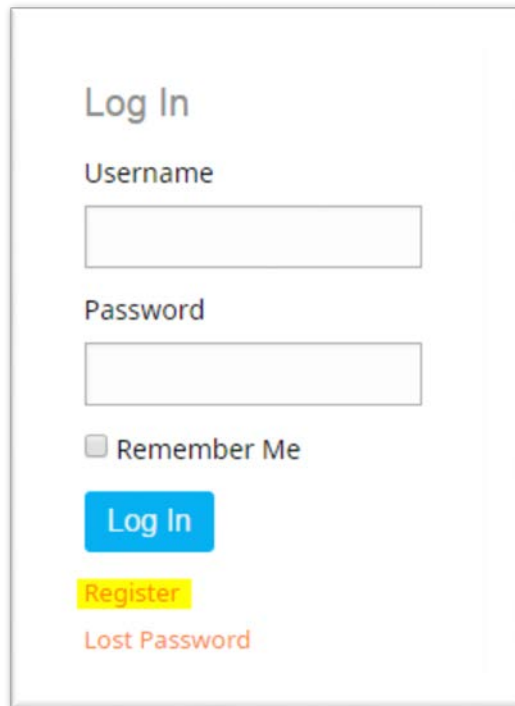
Registration

Community Food Forums

Manage Profile/Add Events

REGISTRATION

- **Existing Provider:** If you are an existing provider, please login with your username (email) and password.
- **FORGOT Password?** Use the “Lost Password” link to retrieve your credentials.
- **New Users:** Click the “Register” link.



Log In

Username

Password

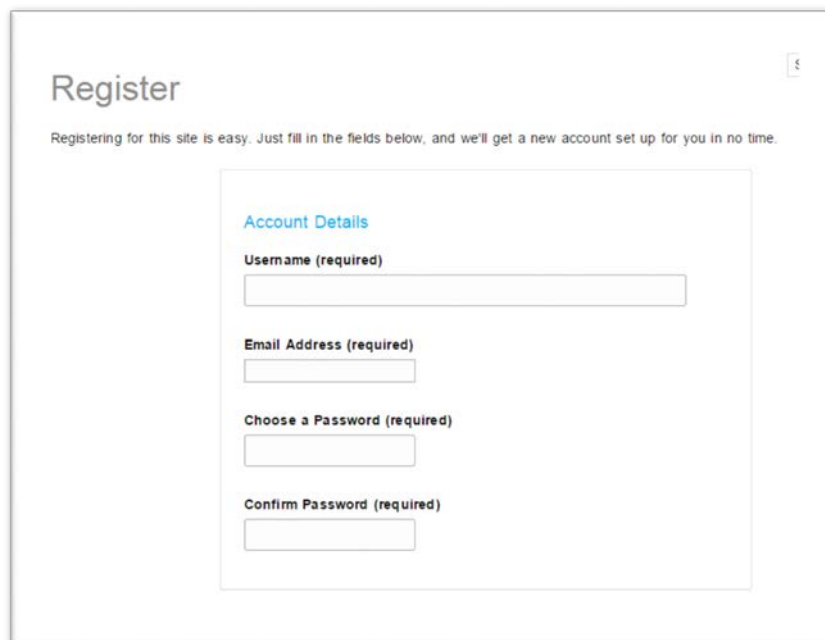
Remember Me

Log In

Register

Lost Password

1. **Register:** Complete the registration form.



Register

Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

Account Details

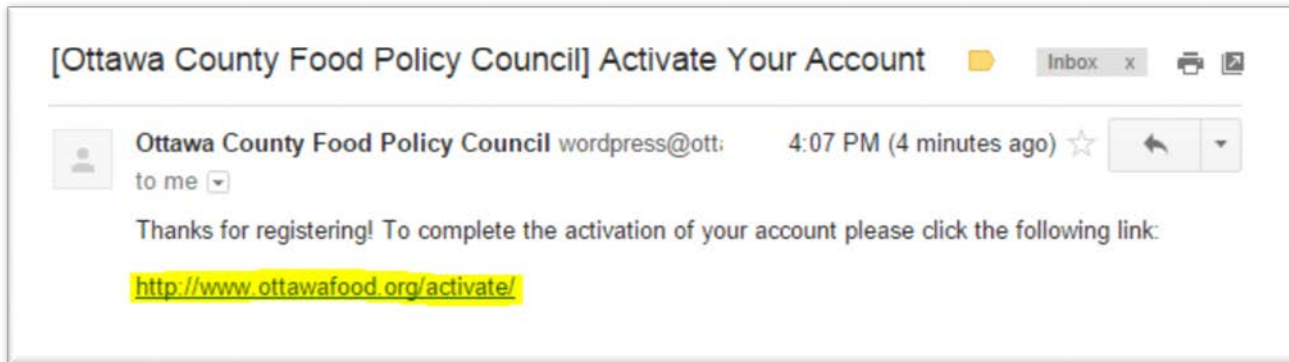
Username (required)

Email Address (required)

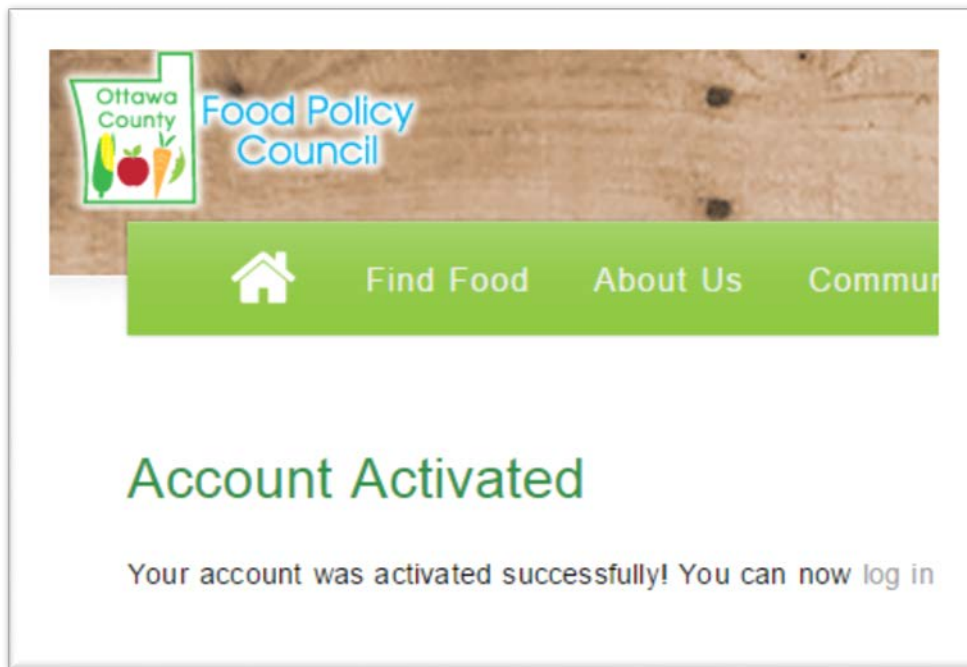
Choose a Password (required)

Confirm Password (required)

2. **Activate Registration:** A registration email will be sent to the email provided. Click the activation link provided in the email.



3. Success!



COMMUNITY FOOD FORUMS

The community forums on OCFPC are visible to the public, however users must be logged in to contribute.

1. **Community Forum Index:** The community forums are organized by group. By clicking on a group name, you can view the topics.

The screenshot shows the 'Community Food Forums' index page. At the top right, there is a 'View website in:' dropdown menu set to 'Select Language'. The main heading is 'Community Food Forums'. Below this is a table with four columns: 'Forum', 'Topics', 'Posts', and 'Freshness'. The table lists four forums: Northeast Ottawa County, Northwest Ottawa County, Southeast Ottawa County, and Southwest Ottawa County. Each forum entry includes a brief description: 'Collaborate to reduce food insecurities in [County Name]'. A blue bar is visible at the bottom of the table area.

Forum	Topics	Posts	Freshness
Northeast Ottawa County Collaborate to reduce food insecurities in Northeast Ottawa County.	2	8	1 month, 4 weeks ago
Northwest Ottawa County Collaborate to reduce food insecurities in Northwest Ottawa County.	3	5	3 weeks, 5 days ago
Southeast Ottawa County Collaborate to reduce food insecurities in Southeast Ottawa County.	4	9	3 weeks, 4 days ago
Southwest Ottawa County Collaborate to reduce food insecurities in Southwest Ottawa County.	6	17	1 week, 2 days ago

2. **Group Forum:** In the group, topics are listed by most recent. *You must join a group to start a new topic or contribute to a forum.*

The screenshot shows the 'Northeast Ottawa County' group forum page. At the top right, there is a 'View website in:' dropdown menu set to 'Select Language'. Below the group name, there is a 'Join Group' button. The heading is 'Northeast Ottawa County'. Below this, it says 'Viewing 2 topics - 1 through 2 (of 2 total)'. There is a table with three columns: 'Topic', 'Voices', and 'Posts', and a 'Freshness' column. The table lists two topics: 'Spring's Arrival' and 'Weather'. Each topic entry includes the number of voices and posts, the freshness, and the user who started the topic. A blue bar is visible below the table. Below the table, it says 'Viewing 2 topics - 1 through 2 (of 2 total)'. At the bottom, there is a yellow box with the text 'You cannot create new topics.'

Topic	Voices	Posts	Freshness
Spring's Arrival Started by: Addie's Hidden Test	3	7	1 month, 3 weeks ago
Weather Started by: WebTecs	1	1	1 month, 4 weeks ago

3. **Create New Topics:** Once you join a group, you can begin adding topics.

View website in:
Select Language ▼

Northeast Ottawa County

[Leave Group](#) Your email status is **New Topics** (change)

You joined the group!

Northeast Ottawa County

Viewing 2 topics - 1 through 2 (of 2 total)

Topic	Voices	Posts	Freshness
Spring's Arrival Started by: Addie's Hidden Test	3	7	1 month, 3 weeks ago JoAnn Arcand
Weather Started by: WebTecs	1	1	1 month, 4 weeks ago WebTecs

Viewing 2 topics - 1 through 2 (of 2 total)

Create New Topic in "Northeast Ottawa County"

Topic Title (Maximum Length: 80):

Notify me of follow-up replies via email


[Submit](#)

4. **Contribute to a Topic:** Click on a topic title to view the discussion. To contribute, enter your reply in the box under “Reply To.”

Weather

Subscribe to a topic to receive notifications of follow-up replies.

Viewing 1 post (of 1 total)

Author	Posts	Subscribe
February 10, 2015 at 11:43 am		REPLY #869
 WebTecs Keymaster	This years snow fall is causing major delays in our production. Anyone else experiencing this?	

Viewing 1 post (of 1 total)

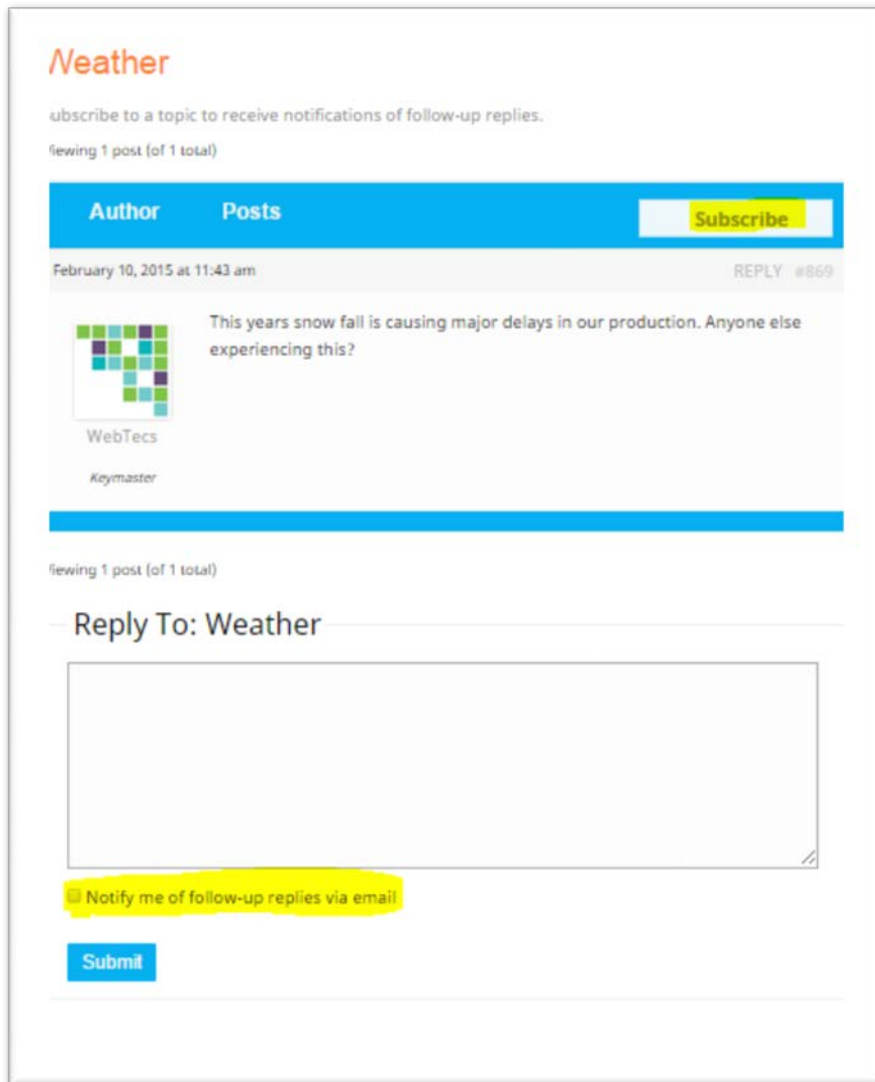
Reply To: Weather

Empty text input box for replying to the post.

Notify me of follow-up replies via email

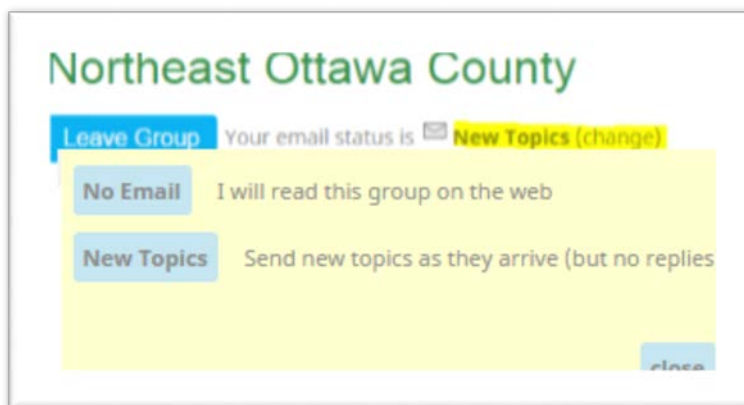
Submit

5. **Receive Notifications on Specific Topics:** To receive notifications, subscribe to the Topic **OR** click the check box next to “Notify me of follow-up replies via email.” Every time another member of the site contributes to this topic, you will receive an email.



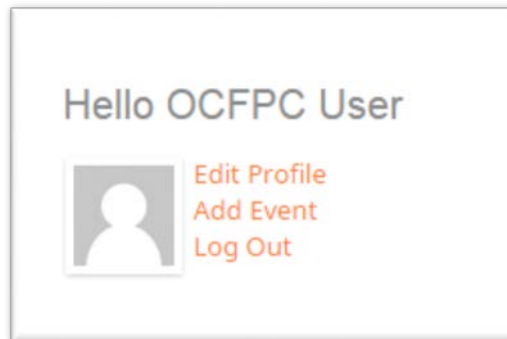
The screenshot shows a forum interface for a topic titled "Weather". At the top, there is a blue header with the word "Weather" in orange. Below the header, it says "subscribe to a topic to receive notifications of follow-up replies." and "viewing 1 post (of 1 total)". There is a blue bar with "Author" and "Posts" labels, and a yellow "Subscribe" button. The post content includes a date "February 10, 2015 at 11:43 am" and a "REPLY #869" link. The post text is "This years snow fall is causing major delays in our production. Anyone else experiencing this?". The user's profile picture is a grid of colored squares, and the name "WebTecs" is displayed below it, with "Keymaster" as a title. Below the post, there is a blue bar and another "viewing 1 post (of 1 total)" indicator. A "Reply To: Weather" section contains a large text input area. Below the input area, there is a yellow highlighted checkbox labeled "Notify me of follow-up replies via email" and a blue "Submit" button.

6. **Receive Other Notifications:** You can receive notifications on new topics in group, no emails at all.



The screenshot shows a notification settings menu for a group titled "Northeast Ottawa County". At the top, there is a blue "Leave Group" button. Below it, the text "Your email status is" is followed by an envelope icon and a yellow highlighted "New Topics (change)" button. There are three main options listed in a yellow box: "No Email" with the description "I will read this group on the web", and "New Topics" with the description "Send new topics as they arrive (but no replies)". A blue "close" button is visible at the bottom right of the yellow box.

MANAGE PROFILE/ADD FOOD EVENTS



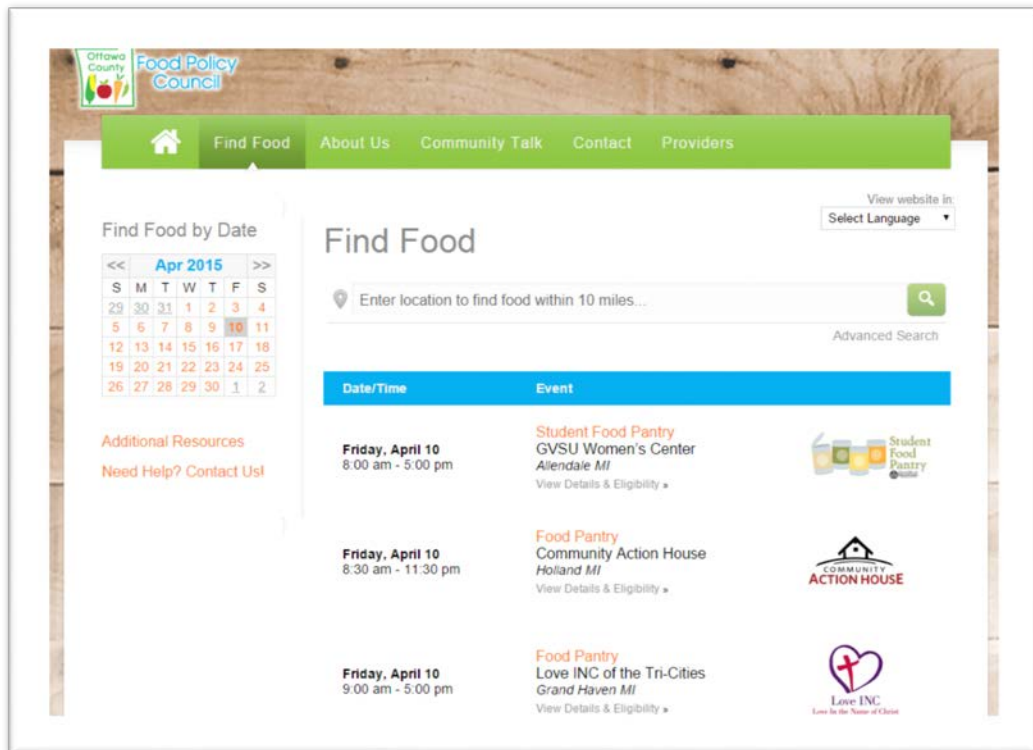
- 1. Profile:** View or edit profile information including contact information, organization information and upload a profile pictures. You can also change the visibility of certain information by clicking “change” next to: “*This field can be seen by*” where available.

A screenshot of a web form titled "Editing 'Contact Information' Profile Group". At the top, there is a navigation bar with tabs: "Profile" (selected), "Groups 1", "Food Events", and "Settings". Below the navigation bar are three buttons: "View", "Edit" (selected), and "Change Profile Photo". The form has two tabs: "Contact Information" (selected) and "Organization Information". The form contains four required fields: "Name (required)" with the value "OCFPC User" and visibility "Everyone"; "First Name (required)" which is empty and visibility "Only Me"; "Last Name (required)" which is empty and visibility "Only Me"; and "Email (required)" which is empty and visibility "All Members". At the bottom of the form is a blue "Save Changes" button.

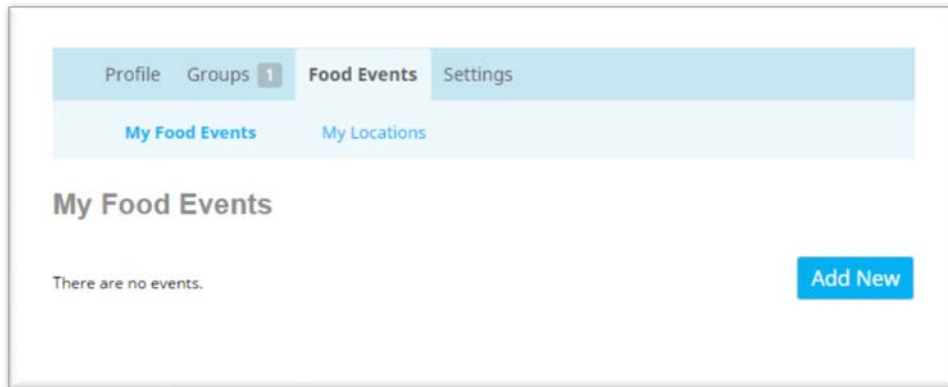
- Groups:** This tab will display all the groups you belong to with the option to leave group or adjust email notification settings.



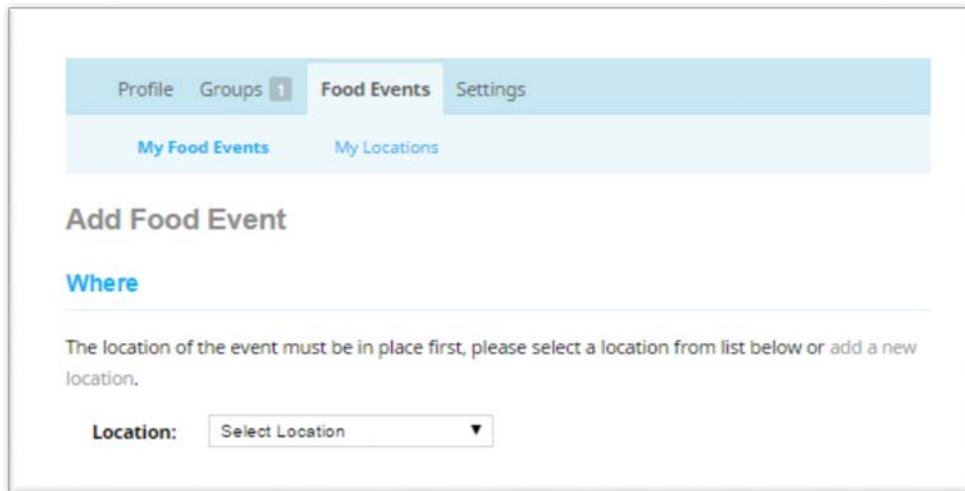
- Food Events:** You can add food events to the www.OttawaFood.org website, pending approval. Approved events are displayed on the “Find Food” section of the website.



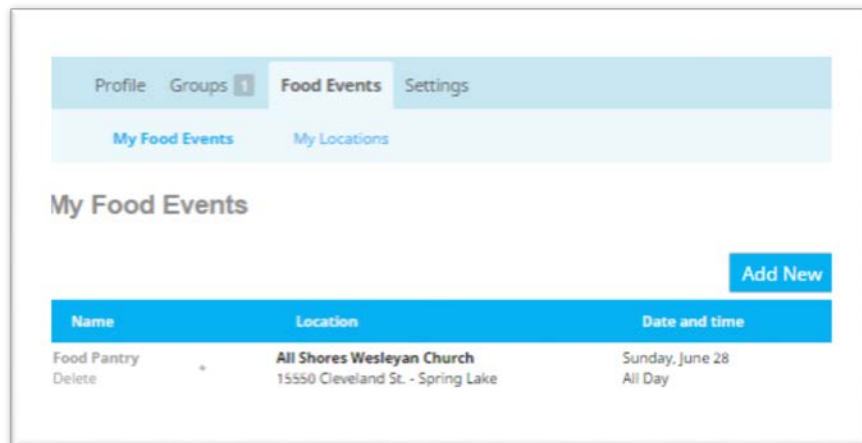
4. **Add Food Event:** To add a food event click the “Food Events” tab, then click “Add New”.



To add a new food event, you will first need to verify the location. The site has many locations already entered. Check the drop down list of locations. If the one you need is not entered, you will need to enter the new location *before* entering a new event (see #5 Add New Location).



After successful submission, your event is pending until approved.

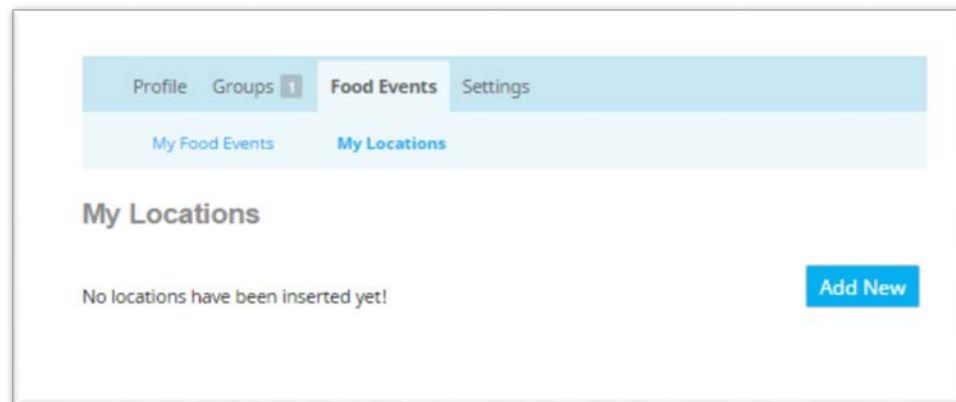


You will receive an email when your event has been approved.



You can now view your event in the “[Find Food](#)” section of the www.OttawaFood.org



5. **Add New Location:** To add locations, click “My Locations” then click “Add New.”



Complete the form, including the option “Location Image.”

The screenshot shows the form for adding a new location. It has the same navigation bar as the previous screenshot. The sub-tab 'My Locations' is active. The form fields are: 'Location Name:' followed by a text input box; 'Phone' followed by a text input box; 'Website' followed by a text input box. Below these is a section titled 'Location Image' with a horizontal line. Underneath, it says 'No image uploaded for this location yet'. At the bottom, there is a label 'Upload/change picture' followed by a 'Choose File' button and the text 'No file chosen'.

The uploaded location image will display in “Find Food”:

Date/Time	Event	
Friday, April 10 8:00 am - 5:00 pm	Student Food Pantry GVSU Women's Center Allendale MI View Details & Eligibility »	
Friday, April 10 8:30 am - 11:30 pm	Food Pantry Community Action House Holland MI View Details & Eligibility »	

6. **Settings:** To update your email, change your password or delete your account, click the “Settings” tab.

Profile Groups **1** Food Events **Settings**

General Email Delete Account

General Settings

Current Password (required to update email or change current password)

[Lost your password?](#)

Account Email

Change Password (leave blank for no change)

New Password

Repeat New Password