



The Share Meals application is a tri-institutional effort dedicated to ensuring all college students are food secure. By activating this powerful resource, the Auraria campus will strengthen its community by empowering its event organizers to reduce food waste by sharing left over food with students, faculty, staff, and community members. In addition to ending college hunger, the app will also connect folks to networks of valuable community resources.

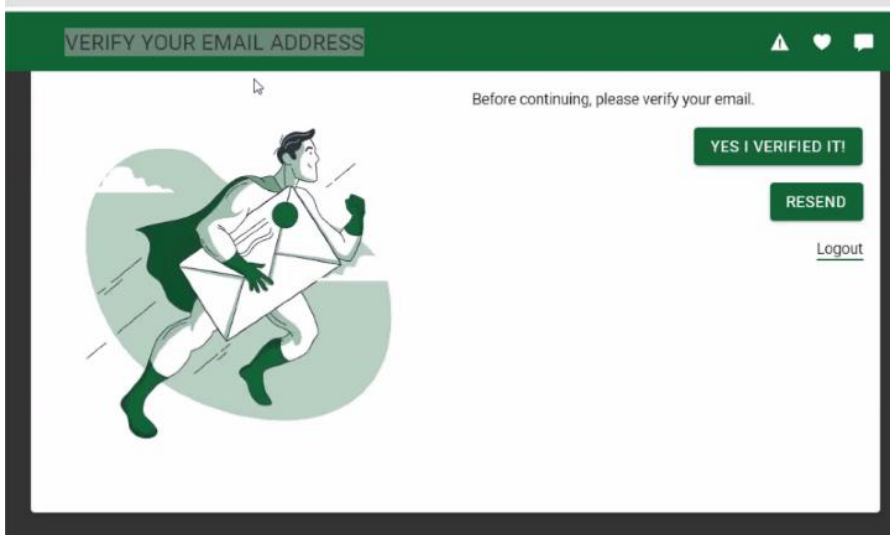
App | Web Version Share Meals Website

HOW IT WORKS

Share Meals landing page: <https://www.sustainableauraria.org/sharemeals>
You can click the links from the home page to sign up and will have the option to access through the web version or the phone app.

When you sign up, be sure to use your AHEC or institutional/school affiliated email. You'll be prompted to enter your name and a password as well.

If you have an AHEC or institutional email you can skip the "community code" section, Otherwise, you'll need a code to sign up. To get the code, please email cassy.cadwallader@ahec.edu



Once you've entered your login info, please check your email inbox for a verification email containing a link. If you don't see the email, check your junk mail.

Note: if you get a notification that the link in the verification email has expired, log out of the app or refresh the page and try the link again.

YOUR ACCOUNT PAGE ×

- **Your Public Profile** - Here, you can change how you appear to other users on the app. You can upload a profile photo if you wish; if you don't, your initials will be displayed instead. You can also choose a name.
- **Your Communities** - These are all the communities you belong to. You can make and read posts only through the communities you belong to. Some are added automatically based on the email address you use when you sign up.

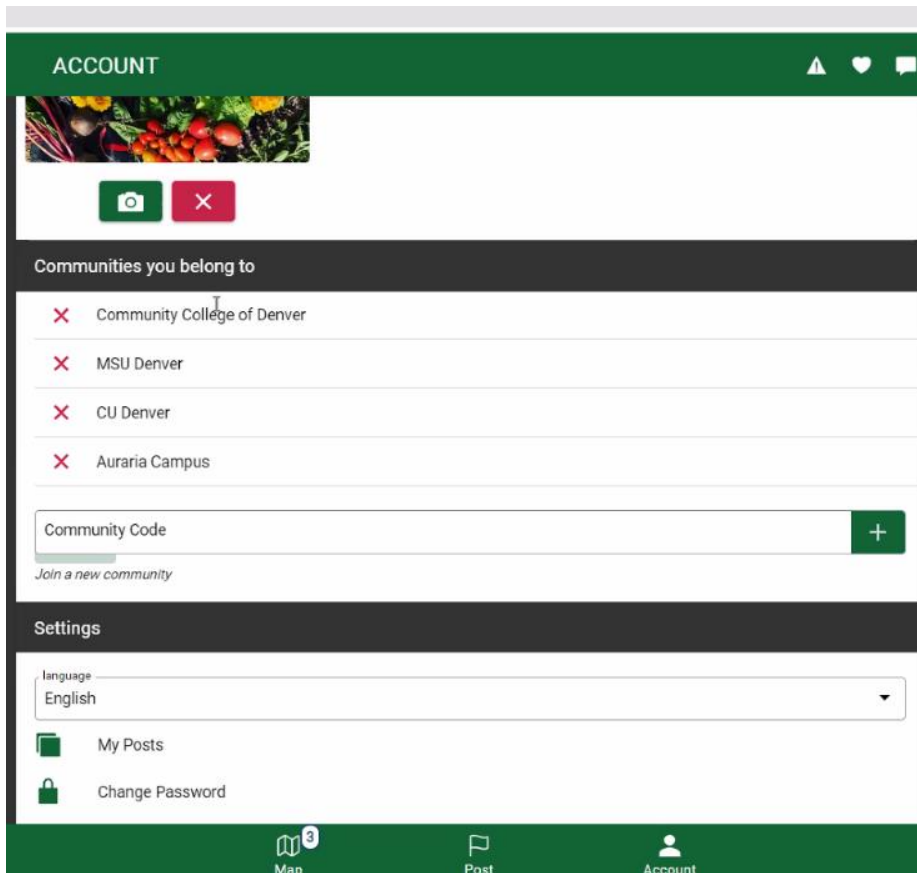
If you want to leave a community, you can click on the red X next to it.

To join new communities, you will need to know the correct community code. These are usually given out by the admins of the community.

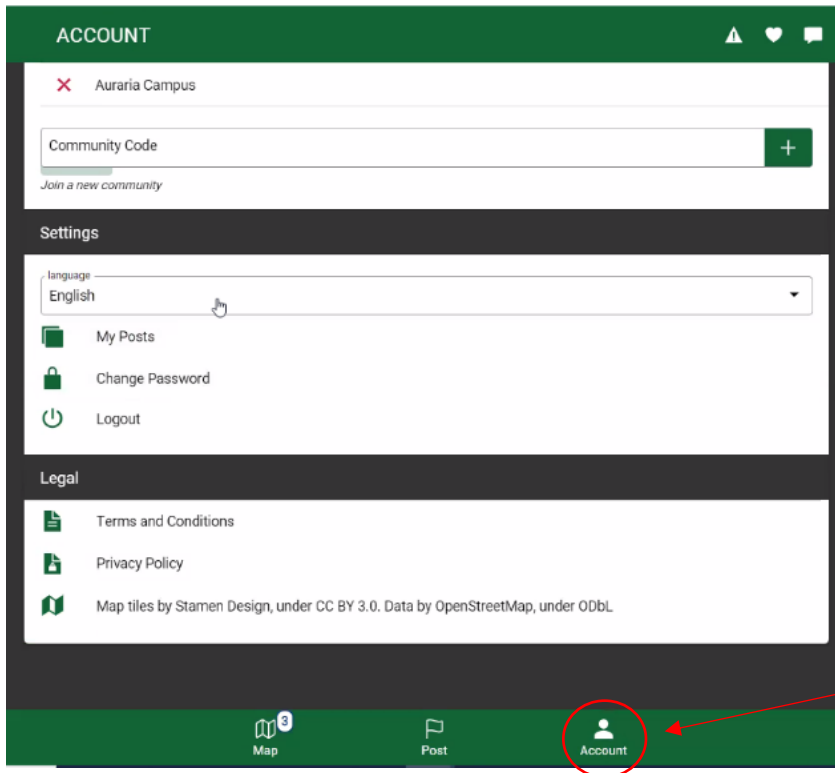
- **Settings** - Here, you can change the language of the whole app using the language dropdown. Additionally, you can view all the current posts. Or, you can change your password or logout of your device.
- **Help Service** - The Help Service shows useful information and instructions on every page. By default, we show you the help popup

Once you've successfully logged in, an instruction and information page will pop up. This will outline basic functions of the app that can be accessed from each particular screen.

Further instructions on how to turn this setting off will be listed later in the tutorial.

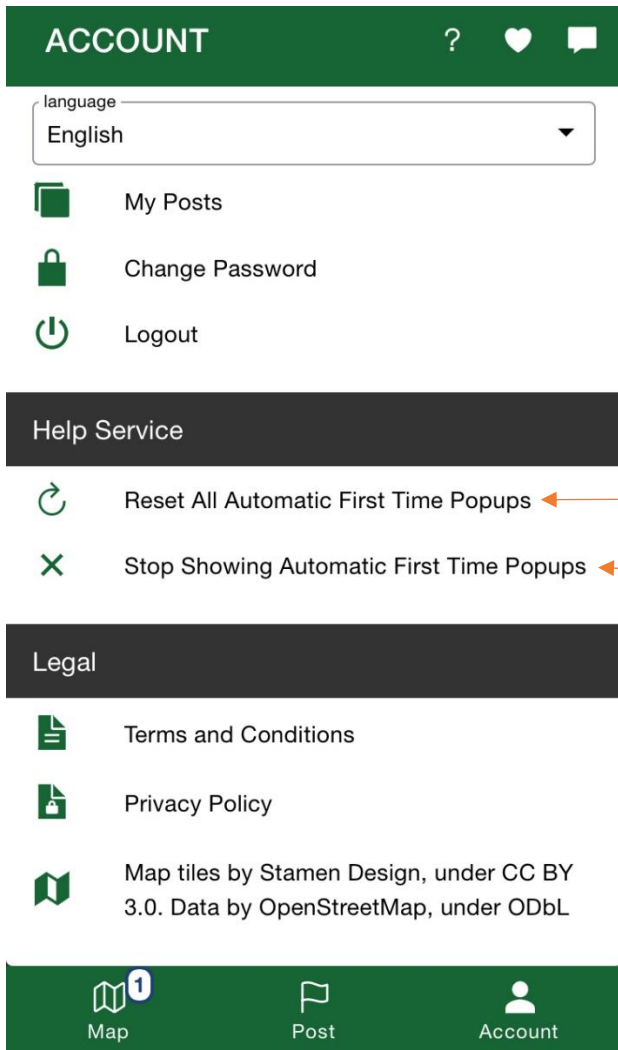


After exiting the information window, another window will pop up and show you which communities you belong to. It should list the school you're affiliated with and "Auraria Campus".

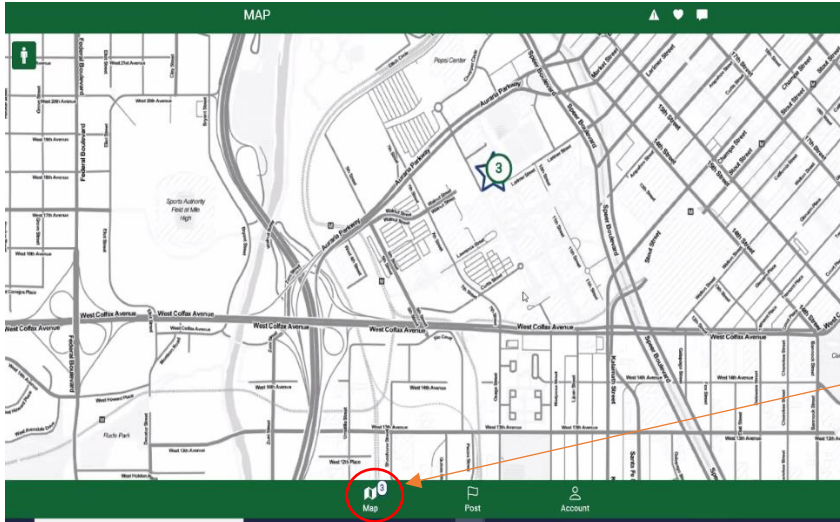


As you scroll down, you will see settings that you can adjust such as the language you'd like the app to be in or an option to change your password.

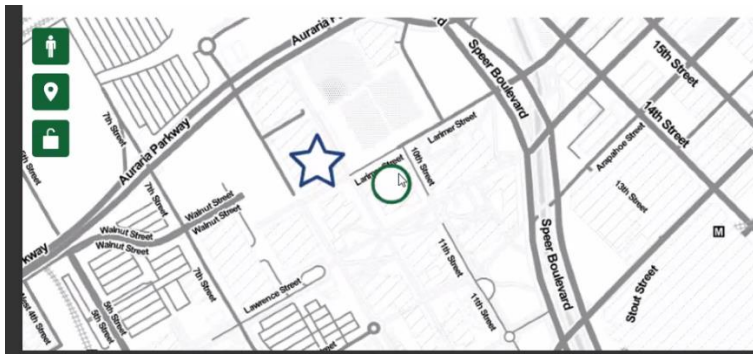
You can always access this page by clicking "Account" at the bottom right of your screen.



This is also where you can change the settings for the informational windows mentioned earlier. If you do not want them to pop up each time you move to a new screen you can turn them off here.



If you click on the “map” icon at the bottom left of the screen, you will find a page that looks like this. The map shows where ongoing events and resources are in relation to the app user.

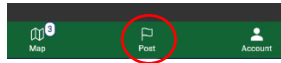


☆ -User's current location

○ -Static resource or ongoing

Static resource- a permanent resource available to the campus community on a regular basis. These are locations where people can reliably get food or other resources (such as food pantries).

To make a post about an event or resource, click on the "Post" icon in the bottom center of your screen.



POST

What

title *

details *

dietary restrictions total servings

communities *

When

starts * 17 Oct 2022 at * 3:15 PM

ends * 17 Oct 2022 at * 4:15 PM

All Day HAPPENING NOW

Where

You'll be presented with several prompts to create an event. Please fill out all the relevant information, including the name of the event, any details about it, the type and amount of food available, which communities the food is available to (you can select multiple), and the times that the food will be available.

dietary restrictions

has dairy

has nuts

gluten free

halal

kosher

CANCEL

method

- from address
- from current location
- from common list
- virtual

CANCEL OK

A menu will come up providing you with options on how to select a location. You can type in an address, have it pin your current location if you're physically at the event, or select from a list of pre-determined, common event locations on campus. Any option will still show the location on the map through the programmed geolocation.

location

- Tivoli Quad
- Hospitality Learning Center
- CU Denver Student Commons
- Ninth Street Historic Park
- Confluence at CCD

CANCEL OK

Example of "Common list"

POST

location
PE Events Center

room

optional

Example of location title with geolocation

Photos

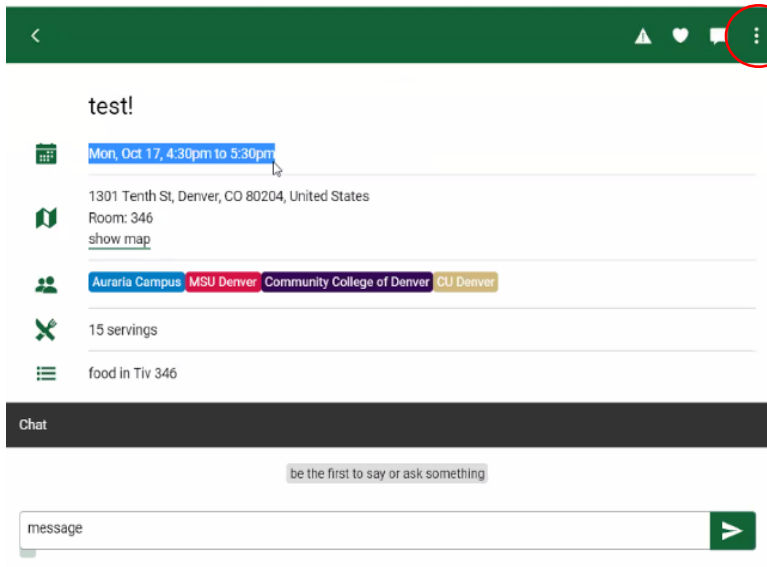
[reset](#)

If you want to add photos of the event, the food, etc. you can add it from your photo library or take a new picture to post directly.

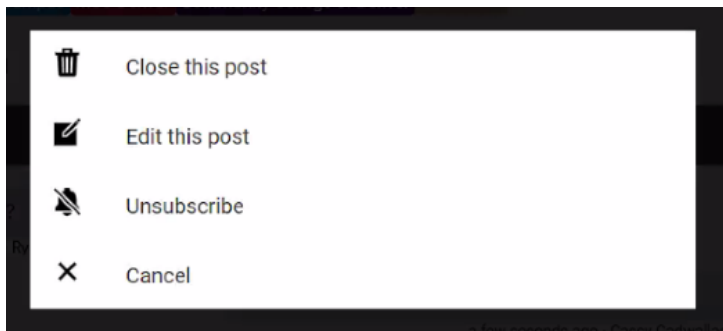
Once you've entered all the information for your event, click "post" at the bottom of the screen. This will publish your event and send a notification to all of the communities that you selected.



Once your post is made, you can click on it through the map or the events list (accessible through the icon in the top right corner of the screen). This will show you a summary of the event with all the information you entered.



If you need to make edits to or close the event you can do it from this page. Click the "menu" icon in the top right of the event summary page to find options to edit the post.



You can close the event, essentially "canceling" the event and deleting the post. "Edit this post" will allow you to modify any of the details that you entered when the post was initially made. "Unsubscribe" will make it so you no longer receive notifications from this particular event.

You do not have to "close" every event you make. They will automatically close at the end time set in the post. You will only need to select "close this post" if you want to take it down before the originally scheduled "end time".