

# HOW TO BE A food rescuer!



FOODRESCUE.CA

FoodRescue.ca enables social service organizations like yours to rescue good food directly from supportive, local businesses. This free tool gives you the flexibility to access to donations based on the capacity and needs of your programs and services. This online system makes it easy to recover food within your own community!

## START YOUR FREE ACCOUNT

Go to [www.foodrescue.ca](http://www.foodrescue.ca) and click **JOIN NOW** then click on **Rescue Food** >

Register as a **key contact** for this account.

- ▶ Provide the name of the Organization
- ▶ Make a password for yourself
- ▶ Watch for an activation email and then respond to **LOGIN**



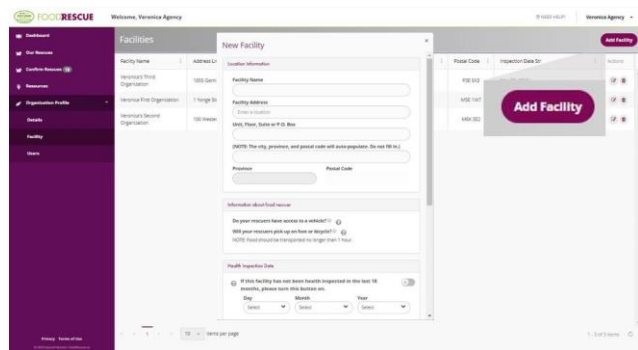
## CUSTOMIZE YOUR DETAILS

- ▶ Move through each section or make any changes by selecting from the side menu >
- ▶ Each section is saved, so you can log out and return to finish at another time
- ▶ Once the general information is complete, a **Signing Authority** needs to agree to the Terms and Conditions of using the system

- Organization
- Office Address
- Mailing Address
- Overview
- Facility Address
- Facility Details
- Social Media
- Person Responsible
- Food Rescuing
- Signing Authority

## ADD FACILITIES & USERS

- ▶ When logged in, select **Organization Profile, Facility** >
- ▶ Fill in the corresponding details for multiple locations
- ▶ Move to the **Users** section >
- ▶ Add user details and associate roles and locations



## RESCUE SURPLUS FOOD

There are 2 types of DONATIONS

- ▶ **Single** – rescue a one-time donation
- ▶ **Recurring** – rescue a regular donation as often as the business wishes to donate – daily, weekly, monthly!

When receiving a donation notice, click the link to see details.

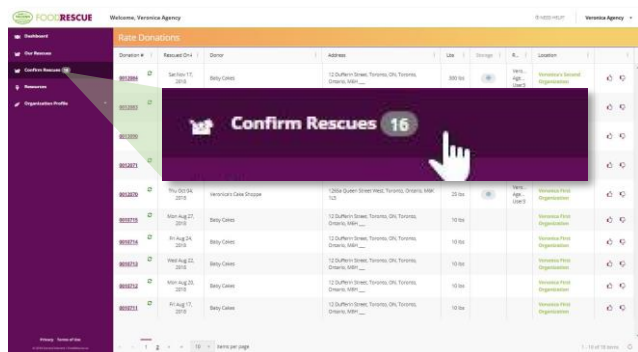
**Review all the donation details before selecting claim!**



## CONFIRM RESCUES

We all need to know the correct donation measurements

- ▶ Confirm if the amount rescued matched the original notice by giving a thumbs up or down
- ▶ If it was a recurring rescue, specify the actual volume recovered
- ▶ Provide any other feedback regarding rescues
- ▶ This information is critical for informing food donors of their successful donations and everyone's positive impact!



**SMART. SIMPLE. LOCAL.**

Got questions? Get in touch: [www.foodrescue.ca/contact-us](http://www.foodrescue.ca/contact-us)