

Metro Atlanta Food Consortium (MAFC) Platform User Guide

I. Getting Started (All Roles)

1. Navigate to <https://atlanta-food-consortium.c4g.dev/>
2. Click "Sign In" and follow the prompt to log in using your Google email account.
3. After logging in, you will be prompted to select a role (Supplier or Nonprofit).
4. Complete the corresponding registration form to finish onboarding.
5. Once submitted, you will be redirected to your dashboard based on the role selected.

! Nonprofit Access Note: Nonprofit users will only gain access to the platform once an Admin has reviewed and approved their uploaded **501(c)(3)** document (must be under 1MB).

II. Role-Specific Instructions

A. *Admin*

- Click the “Nonprofits” tile to review new nonprofit registrations.
 - Review the uploaded 501(c)(3) document (PDF, PNG, JPG, JPEG under 1MB).
 - Approve or reject applications.
- Click the “Suppliers” tile to view all registered suppliers.
- Click the “Product Requests” tile to view all submitted food pickup requests.

B. *Supplier*

- To submit a new pickup request, complete the New Pickup Request form and click Submit.
- Scroll down to the Pickup Request History table to view past requests.
- To delete a request, click the Delete button and confirm.
- To copy a request, click the Copy button and enter the new pickup details.

C. *Nonprofit*

- Scroll to the Available Products section to view currently listed items.
- Click “Claim This Product” to claim an item.
- Scroll to the Claimed Items section to view items you’ve claimed.
- Click on a claimed product to view more details.
- To unclaim a product, click “Unclaim Product” on the product detail page.

III. Email Notifications

| Trigger/Event | Recipient | Notification Type |
|---------------------------------------------|------------------|-------------------------------------|
| New food item becomes available | Nonprofit user | Based on food preference selections |
| Product is claimed | Supplier | Claim notification for that request |
| New nonprofit registration submitted | Admin | Review required |
| Nonprofit application accepted/ rejected | Nonprofit user | Approval/rejection outcome |

IV. FAQs & Troubleshooting

Q: Can I use any email to register with the MAFC platform?

A: No, at this moment we only allow existing GMAIL users to register.

Q: What file format is required for nonprofit verification?

A: A 501(c)(3) document under 1MB in size, in any of the following formats: PDF, PNG, JPG, JPEG.

Q: Can I change my role after registration?

A: No, you select your role once during onboarding. To access a different role, please register with another Gmail account.

Q: I didn't receive my notification email. What should I do?

A: Check your spam or junk folder. If it's not there, please contact platform support.

V. Role Permissions Overview

| Feature | Admin | Supplier | Nonprofit |
|-------------------------------------------|-------|----------|-----------|
| Log in via Google | ✓ | ✓ | ✓ |
| Select Role & Register | ✗ | ✓ | ✓ |
| Upload 501(c)(3) Document | ✗ | ✗ | ✓ |
| View Nonprofit Applications | ✓ | ✗ | ✗ |
| Approve/Reject Nonprofits | ✓ | ✗ | ✗ |
| Submit Pickup Requests | ✗ | ✓ | ✗ |
| View Your Pickup Request History | ✗ | ✓ | ✗ |
| Copy/Delete Pickup Request | ✗ | ✓ | ✗ |
| View Available Products | ✗ | ✗ | ✓ |
| Claim Product | ✗ | ✗ | ✓ |
| View Your Claimed Products | ✗ | ✗ | ✓ |
| Unclaim Product | ✗ | ✗ | ✓ |
| Receive Email Notifications (Event-Based) | ✓ | ✓ | ✓ |

VI. Platform Support

If you experience any issues or need additional help, please contact fullcircle1@mindspring.com