

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