

# Getting Started with Vivery

## Step 1: Claim

### Claim Your Profile

Check your email for your unique Claim Link. **Simply click the link and follow the steps to complete your account setup.**



[Click Here](#) to watch a short video on how to Claim your profile.

*If you can't find it, contact Vivery Support at [support@vivery.org](mailto:support@vivery.org) and request your Claim Link —be sure to include your name and your agency's name in the message.*

## Step 2: Verify

### Verify Your Details

Once logged into Vivery, select "Manage Location" to view the information in your Location Profile and make enhancements.

Confirm that the address, hours, and contact information are correct.



[Click Here](#) to watch a short video on how to get to your profile.

## Step 3: Enhance

### Enhance Your Profile

Add additional details about your location and programs to your profile to help neighbors prepare for their visit.



[Click Here](#) to watch a short video on how to complete your profile

### Important Sections to Complete:



**Location Features:** Indicate wheelchair accessibility, proximity to public transportation, etc.



**Add Images:** Help neighbors feel prepared by adding images of your building, front door, and what a distribution looks like.



**Food Program Features:** Indicate features like client choice, pre-packed boxes, curbside pickup etc



**Items Offered:** List available items, food program features, and dietary options.

# Freshness Badge



## Make sure your profile has a Freshness Badge

**How to check:** View your profile on the Find Food Map OR check your Freshness Date in the General Information section of your profile in Vivory

### How it works:

- Stay fresh with updates:
  - Any time you update your profile the 120 day clock restarts.
- Staying fresh without updates:
  - After 120 days Vivory will send you an email that lets you review and verify your details.
- Lost your badge?
  - Just log in and open any section of your profile and click "save".
- Expiration: Your badge is good for 120 days

**Why is it important?** The Freshness Badge shows neighbors the info is current and trustworthy.

## Activate Digital Tools

### Automated Websites

Create a website in two clicks! Vivory takes the information in your profile and transforms it into a website. If you don't already have an online presence a website makes it possible for neighbors that are searching on Google or other search engines to find your organization.

### Key Benefits:

- Be found by neighbors searching online
- No updates needed, it automatically refreshes whenever you update your profile.
- Easily share key info about your program with one simple URL.



**Click Here** to watch a short video on how to activate your automated website.

### To Activate:

1. Go to **Automated Websites**.
2. Select **Activate Locations**.
3. Click **Enabled**.