

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 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.



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

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

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 Vivery

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 Vivery 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! Vivery 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**.