



# Spark Introduction



# Agenda

- **Logging into Spark**
- **Personal dashboard**
- **My profile**
- **Tracking volunteer time**
- **Viewing personal volunteer history**



# Logging In: <https://cargill.benevity.org/user>



## Log in to Cargill Spark

Employees and Cargill Alumni who do not have a Cargill email address: If this is the first time you are logging in to Spark, please follow the instructions below:

### EMPLOYEES:

See your Giving Campaign Coordinator or an HR representative at your location for your username and temporary password.

### ALUMNI:

Click 'forgot password' to receive your new password via email, and use your AlumXXXX number as your username. If you do not know your AlumXXXX number, please contact [CargillCaresAlumni@cargill.com](mailto:CargillCaresAlumni@cargill.com).

Username: \*

Password: \*

[Forgot Password?](#)

SIGN IN

Employees who have a Cargill email address: Click [Login Using Single Sign-on](#). You do not need a Spark password and Cargill prefers that you use Single Sign-on to access Spark.

CLICK TO LOG IN USING SINGLE SIGN ON

- Accept terms of use on initial entry
- Passwords – minimum 9 characters, including 2 uppercase letters, 3 digits and one special character (nonblank and not alphanumeric)

# Personal Dashboard



MY GIVING ACCOUNT \$0

Hi Margaret  
Log out | Help



UPCOMING DONATIONS	
PayPal/Credit Card	\$0
To be processed on Thu, 08/27/2015	
2015 PERSONAL PROGRESS	
Total Donations	\$0
This Year's Donation Outlook	\$0
Total Volunteer Hours	0:00 hrs

My Dashboard

Make a Donation

Volunteer

What's New

Quick Links

Search

- Unique account for every individual
- Simple navigation

## My Dashboard

## Company News

MY DONATION ACTIVITY

MY VOLUNTEER ACTIVITY

MY FAVORITE CAUSES

GETTING STARTED



# My Profile



My Dashboard

Make a Donation

Hi Lindsey |

Help • Manage



My Profile



Settings



Log out



Edit Picture

Lindsey Kaufmann  
Wayzata, MN

My Profile

My Info

My Skills Edit

Account/Profile Settings ▾

My Profile

My Initiatives

My Rewards

My Donation Receipts

- Personalize profile based on interests and location

# Tracking volunteer time

TRACK VOLUNTEER TIME  
Track External Volunteering

What did you volunteer for?

A specific cause    **2**

Something else

What cause did you volunteer for?

   **1**    Search

How many hours and minutes did you volunteer?

       **3**

HOURS    MINUTES

When did you volunteer?

Please enter start and end date in the format YYYY-MM-DD: \*

       to            **4**

Description of this volunteer activity:

Comments for Admin:

   **5**

Rate your volunteer experience:

   **6**

1. Enter key words to find the organization and click on the Search box; many are already in the system; when you find the organization, click on the **+Add** button and it will appear in the Cause box
2. If an organization is not in the list, click on the "Something Else" button and key in the full Organization Name
3. Input hours and minutes
4. Click on the calendar icons to select starting and ending dates
5. Optional comments are helpful, especially if the organization is not on the list of Specific Causes
6. Click on Confirm and Submit buttons

# Volunteer Opportunities



The screenshot shows a web browser window with the URL <https://cargill.benevity.org/volunteer>. The browser tabs include "Volunteering | Cargill Spark" and "cargill.com". The address bar shows several open tabs: "Login Cargill Spark", "http--teaming.cargill.com...", "WebEx", "NA Project Documents", "http--fiscconnect.cargill.co...", "Working on Wellness", "Welcome, Stacey", "HQ - Home (2)", and "Secure File Transfe".

The page header features the Cargill logo on the left. On the right, it displays "MY GIVING ACCOUNT" with a dropdown menu showing "\$0", and a user profile for "Hi Margaret" with "Log out | Help" options. Below the header is a blue navigation bar with the following items: "My Dashboard", "Make a Donation", "Volunteer" (highlighted with a red circle), "What's New", "Quick Links", and "Search". Below the navigation bar, there are links for "Browse Volunteer Opportunities" and "Track Volunteer Time".

The main content area is titled "Featured Volunteer Opportunities" with the subtitle "Connect with the community through Volunteering". It displays three identical cards for "Selling Tickets for the URS Rubber Duck Regatta". Each card features a heart icon made of red squares on a blue mosaic background. The text on each card includes "Duck Regatta" and a green "+ SIGN-UP NOW" button, with a "VIEW DETAILS" link below it.

# Volunteer Opportunities



My Dashboard | Make a Donation | **Volunteer** | What's New

Browse Volunteer Opportunities | Track Volunteer Time

## Volunteer Opportunities

**FILTER BY MY PROFILE** | MORE FILTERS | RESET FILTERS

Showing opportunities starting between:  
Sat, 07/04/2015 and Sun, 09/04/2016 [Edit Dates](#)

Filtering based on [My Profile](#) [Edit Filters](#)

1 2 NEXT > LAST >>

15 RESULTS FOUND



### Little Farm Hands at MN State Fair

Company Opportunity

**When**

Sat, 08/29/2015 - Sun, 08/30/2015

- List of all projects
- Filter by profile to find local opportunities
- Refine search through more filters



# Volunteer Opportunities



My Dashboard

Make a Donation

Volunteer

What's New

[Browse Volunteer Opportunities](#) | [Track Volunteer Time](#)

[< View All Volunteer Opportunities](#)

## Little Farm Hands at MN State Fair

[VOLUNTEER OPPORTUNITY](#) [COMPANY OPPORTUNITY](#)

[+ SIGN-UP NOW](#)

[TRACK TIME](#)

10 SIGN-UPS



WHEN

**Sat, 08/29/2015 - Sun, 08/30/2015**

Sat, 08/29/2015 - 7:30am - Sun, 08/30/2015 - 7:30pm CDT



WHERE

**MN State Fairgrounds**

1265 Snelling Ave N, St Paul, MN 55108 [\(map\)](#)

### About This Volunteer Opportunity

Volunteers are needed to help kids experience farm life through fun and interactive

- Click on project title for details and to sign up
- Project organizer informed

# Viewing Personal Volunteer History

The screenshot shows the 'My Dashboard' page with a navigation bar at the top containing 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'. Below the navigation bar, the 'My Dashboard' section has four tabs: 'MY DONATION ACTIVITY', 'MY VOLUNTEER ACTIVITY', 'MY FAVORITE CAUSES', and 'GETTING STARTED'. The 'MY VOLUNTEER ACTIVITY' tab is selected and circled in red. Under this tab, there are two buttons: 'Volunteer Commitments' and 'Volunteer History', with the latter also circled in red. Below the buttons, a message states 'There are no commitments to display.' To the right of the dashboard, there is a 'News' section with a link for 'Questions about Spark?' and a 'View Details' link. A text box on the right side of the page provides instructions on how to view the volunteer history.

My Dashboard

News

Questions about Spark?  
View Details

MY DONATION ACTIVITY MY VOLUNTEER ACTIVITY MY FAVORITE CAUSES GETTING STARTED

Volunteer Commitments Volunteer History

There are no commitments to display.

**Get Started Now**

When you sign up for a Volunteer Opportunity it will be listed here. Get started by visiting "Volunteer Opportunities" and clicking on any "Sign-up Now" button.

> [Find a Volunteer Opportunity](#)

- Click on:
  - My Dashboard
  - My Volunteer Activity
  - Volunteer History
- Then you can select year to view history
- You can also click on the "Download History" button to get an Excel file

# Questions?

- **Contact CCA office at:  
[CargillCaresAlumni@cargill.com](mailto:CargillCaresAlumni@cargill.com)**