



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.

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

- MY DONATION ACTIVITY
- MY VOLUNTEER ACTIVITY
- MY FAVORITE CAUSES
- GETTING STARTED

Company News



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: *

 4

Description of this volunteer activity:

Comments for Admin:

Rate your volunteer experience:

 6

Next: Confirm Volunteer Time

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



A screenshot of a web browser showing the Cargill Spark volunteer page. The browser's address bar displays "https://cargill.benevity.org/volunteer". The page header includes the Cargill logo on the left, a "MY GIVING ACCOUNT" dropdown menu showing "\$0" in the center, and a user profile for "Hi Margaret" with "Log out | Help" options on the right. Below the header is a blue navigation bar with several menu items: "My Dashboard", "Make a Donation", "Volunteer" (which is highlighted with a red circle), "What's New", "Quick Links", and "Search". Underneath the navigation bar, there are two links: "Browse Volunteer Opportunities" and "Track Volunteer Time".

Featured Volunteer Opportunities

Connect with the community through Volunteering



Selling Tickets for the URS Rubber Duck Regatta

Duck Regatta

[+ SIGN-UP NOW](#)

[VIEW DETAILS](#)



Selling Tickets for the URS Rubber Duck Regatta

Duck Regatta

[+ SIGN-UP NOW](#)

[VIEW DETAILS](#)



Selling Tickets for the URS Rubber Duck Regatta

Selling Tickets for Rubber Duck Regatta

[+ SIGN-UP NOW](#)

[VIEW DETAILS](#)

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 'Questions about Spark?' and a 'View Details' link. A text box on the right side of the page provides instructions on how to navigate to the volunteer history page.

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:
cargillcaresslumni@gmail.com**