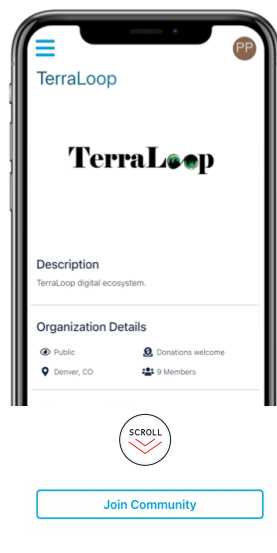


Downloading the app, creating an account and joining the TerraLoop community



Or

Check out the Website:
<https://umanity.app>



Download App & Sign-up

Go to your app store and search for: **Umanity**. Sign-up is a simple 1-step process, name and email are required

Click Join First Community

Click to join your first community, TerraLoop will be in "Featured Communities." Select it where indicated.

Join TerraLoop

You are on TerraLoop's community profile. Scroll down and select "Join Community" button.

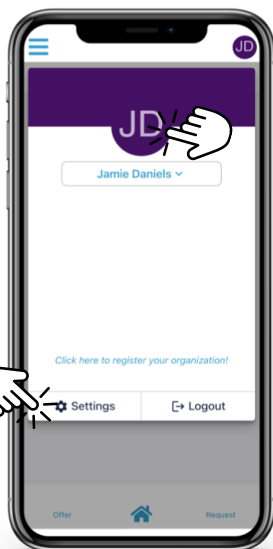
Next page ➔ Setting up your profile

Setting up/editing your organization or business's profile



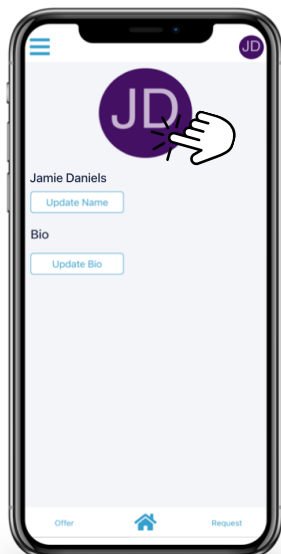
Select profile icon top right

This icon in the top right of the app screen, takes you to your profile for adding a photo, details and editing.



Add an image and profile info

Selecting your initials icon will take you to the image uploader. Select "Settings" (bottom left) to add profile information.

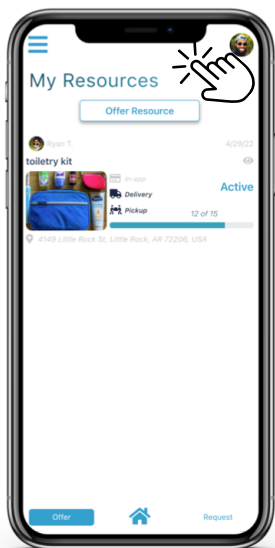


What "Settings" looks like


When Settings is selected, this is what you'll see. You can update your name and bio from here, as well as your image if you didn't add it on the previous screen.

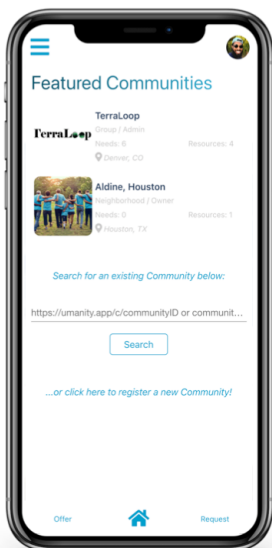
Adding a resource

Make sure to join the TerraLoop community before adding your resource. Refer to the previous page for those instructions.



My Resources

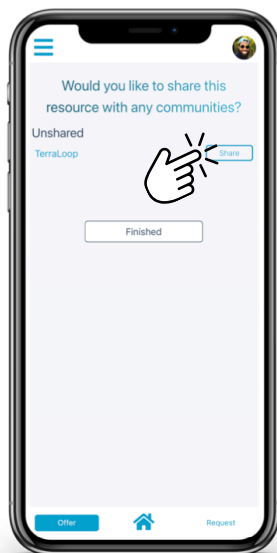
From TeraLoop's profile page, click the menu bar top left: , and then select My Resources, and then click the Offer Resource button.




Resource Questions

You'll be asked the following questions about your resource in this order.

[See next page for a breakdown of the resource questions.](#)



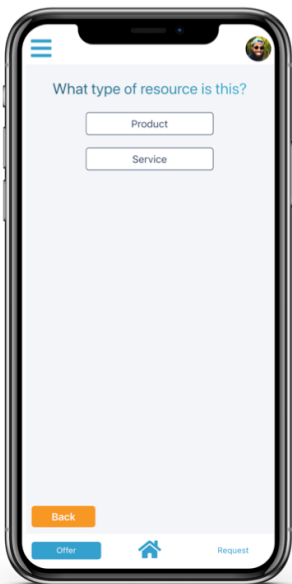
Share your resource to TerraLoop community

Once you've gone through those questions and submitted the resource, share it to the TerraLoop community. Visit the menu again , to view your resource by clicking, My Resources.

Resource Questions



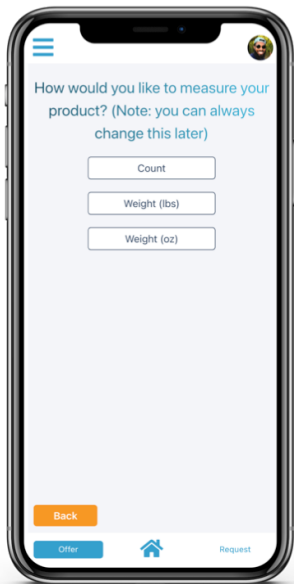
1. **What are you offering:**
Enter a title for your resource.



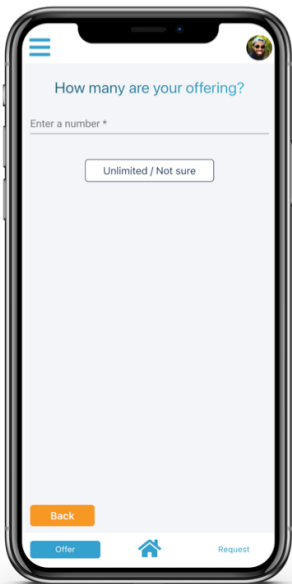
2. **What type of resource is it:** For TerraLoop, choose "Product."



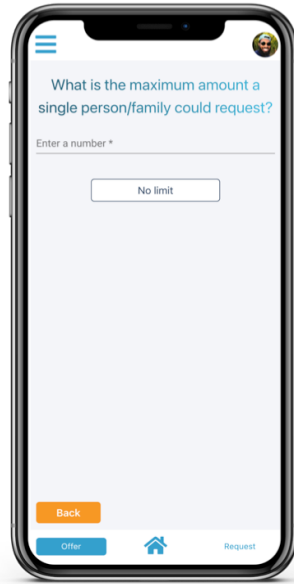
3. **Is this a public resource:** select "Yes."



4. **Measurement Unit:** Choose by count or by weight.

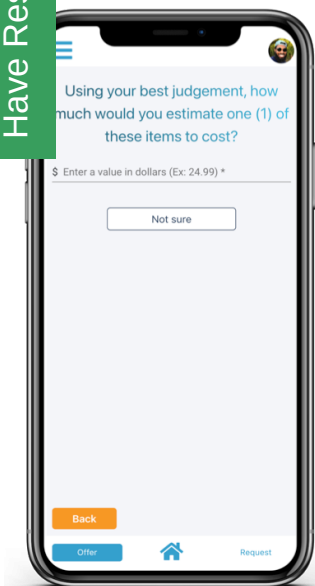


5. **If by count is chosen, how many?** If weight is chosen, enter the # of pounds.

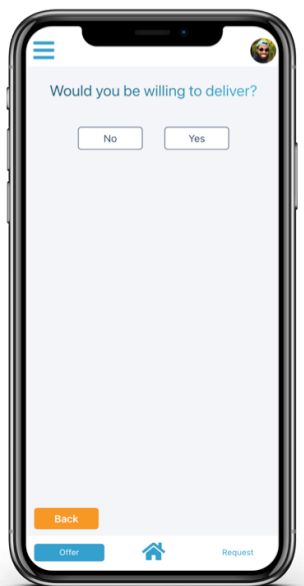


6. **What's the maximum one person can request:** Select "No Limit" if one person may take all of your resource.

Resource Questions



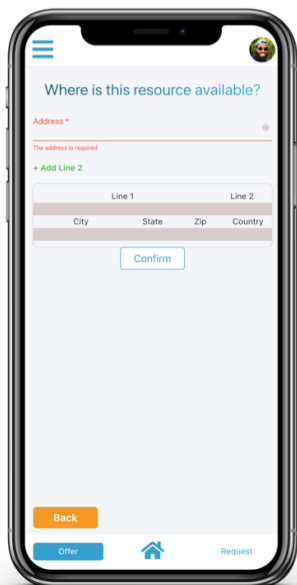
7. Estimated cost per unit: How much do you estimate the cost would be per unit?



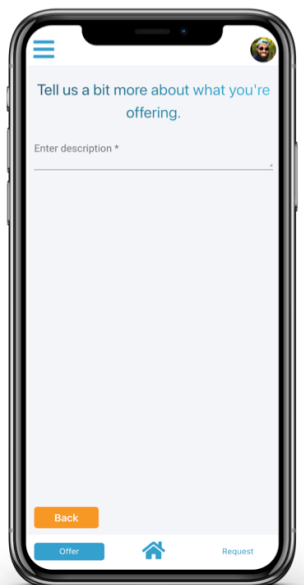
8. Delivery: Would you be willing to deliver? Yes or No.



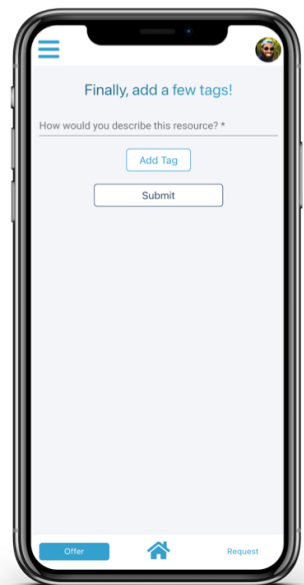
9. Pick-up: Can someone come pick up your resource?



10. Pick-up address: If your resource can be picked-up, provide the pick-up address



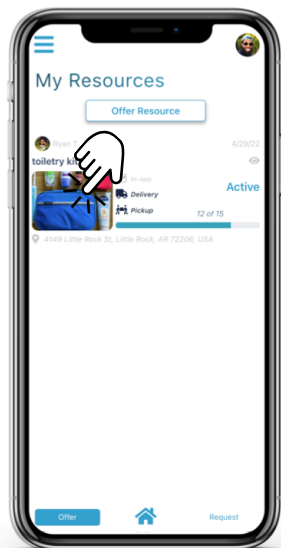
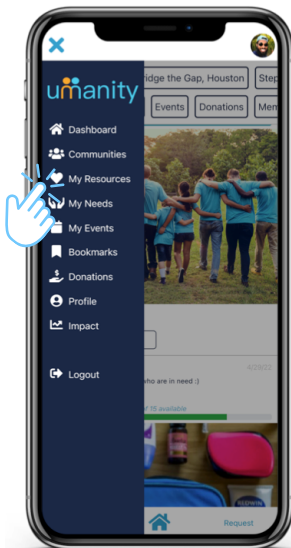
11. Resource Description: More details to describe the resource, Ex: Height, color, pick-up details, etc...



12. Tags: Last, help others search for your resource with tags. Ex. plastic, glass, furniture, clothing, etc...

How to respond to a request for your resource

*You'll be notified via email your resource has been requested.
Go to the app and select "My Resources" from top left menu.*



Click top left menu

Click "My Resources"

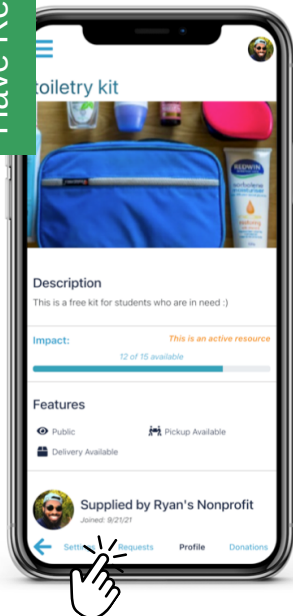
My Resources tab

Click on the light blue menu icon (top left)

The dark blue menu bar opens left, select "My Resources" from that menu.

You're now looking at your resources. Select the resource that has been requested.

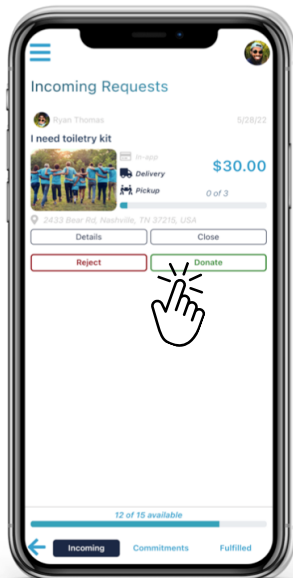
Resource Response



1. Select **Requests** from bottom light blue nav



2. **Incoming Requests**: Click respond to get started



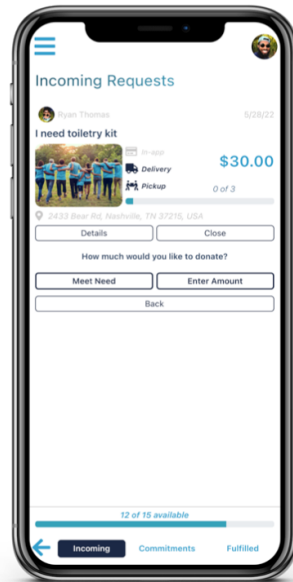
3. **Donate or Reject** the incoming request.



4. Select **In-person** for method of fulfillment: Only monetary resources can be exchanged "in-app."

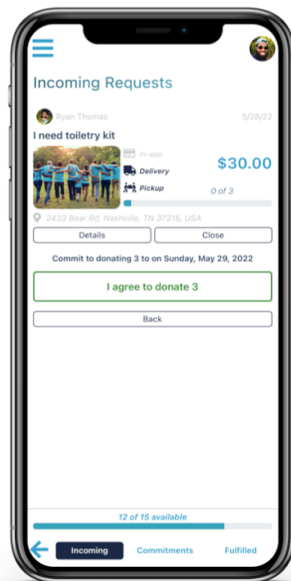
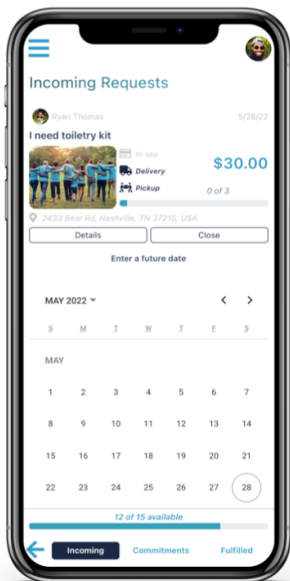


5. **Pick-up or Delivery**: Choose whether the requestor can pick-up, or whether you are willing to deliver.



6. Select **Meet Need** to donate the full amount requested. Otherwise, to donate a specific amount, select **Enter Amount**.

Resource Response



6. **Timing:** Are you ready to donate now, or on a future date?

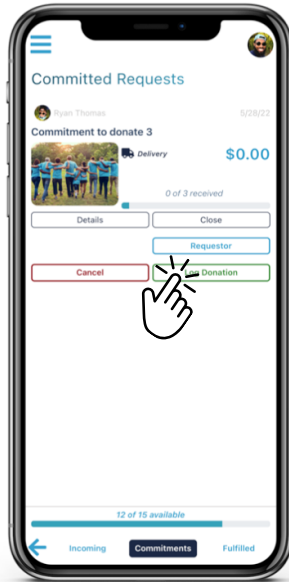
7. **Select date:** If you selected future date, choose that preferred day.

8. **Confirm your commitment:** Select "I agree" to donate.

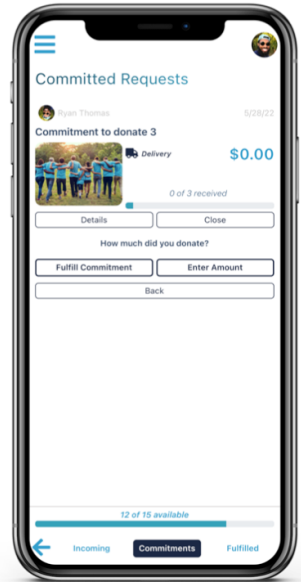
Logging Your Donation



1. Select **Manage**

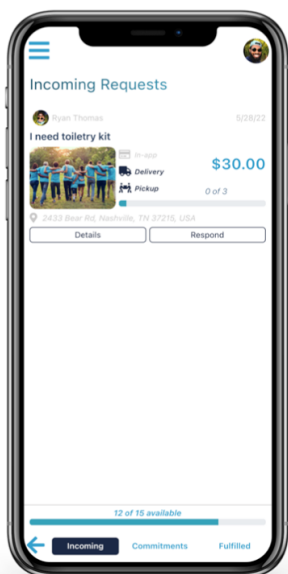


2. Select **Log Donation**



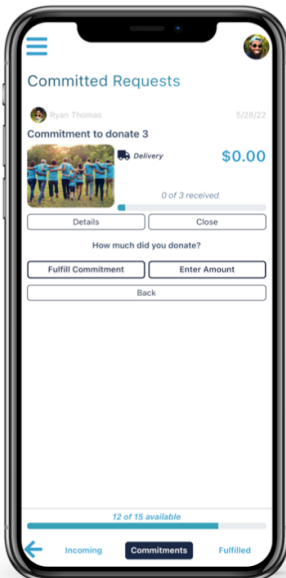
3. If you have donated the full amount, select **Fulfill Commitment**. Otherwise, select **Enter Amount**.

Requests: The difference between Incoming, Commitments and Fulfilled



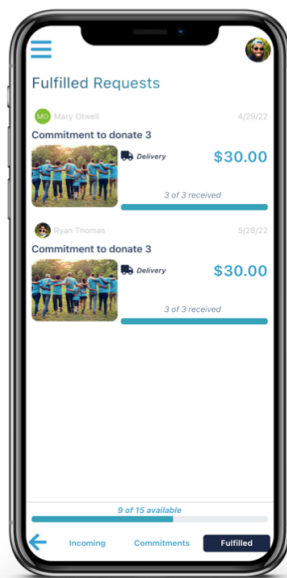
Incoming

A resource request you haven't responded to yet.



Commitments

Resource requests you've agreed to fulfill.



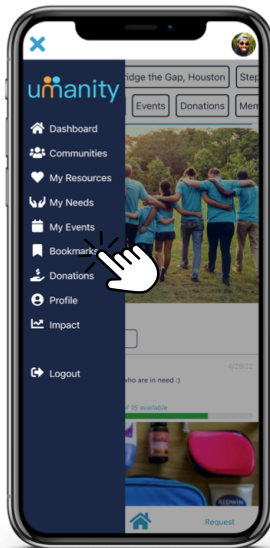
Fulfilled

Resource requests that have been met.

How to find and request a resource



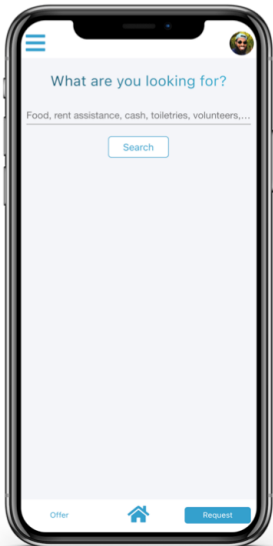
1. Start by clicking the **menu button** in the top left corner of the screen.



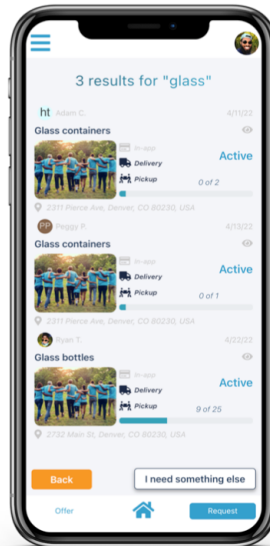
2. Select **My Needs** to navigate to your needs dashboard.



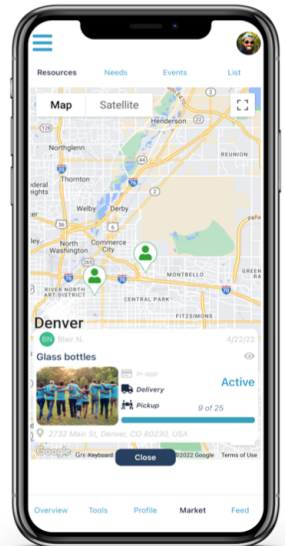
3. Select **Request a Resource**



4. Enter the item you are looking for.

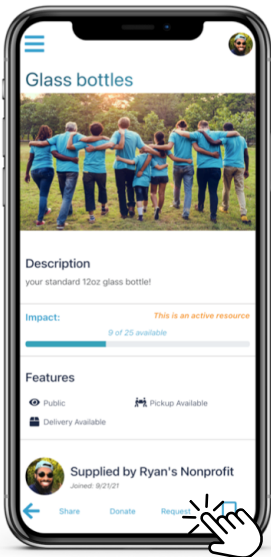


5. Select one of the available resources to request.



Note: You can also request resources from the **community marketplace!**

How to find and request a resource



6. Once you are on a Resource profile that you want, tap **Request**.



7. Enter the **amount** you'd like to request.



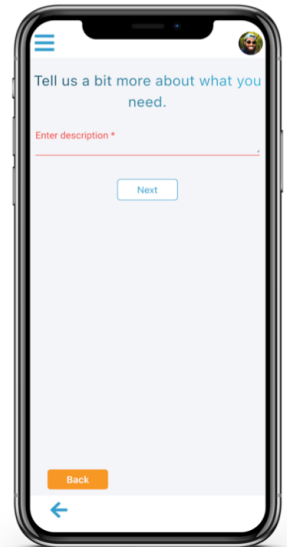
8. Select whether or not you'd be willing to have this resource **delivered** to you.



9. If you selected Yes, **enter and select a** verified address.

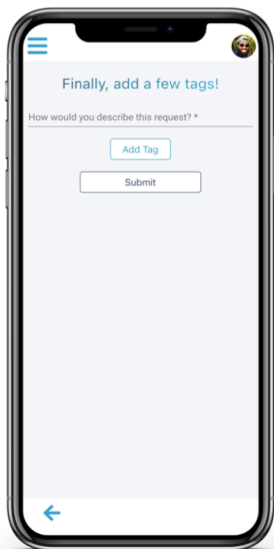


10. Select whether or not you'd be **willing to pick up** the resource, if available.

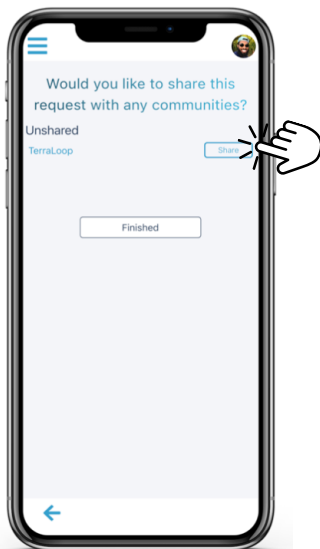


11. Let the resource provider know of any special instructions. **Note:** this will be publicly visible!

How to find and request a resource



12. **Add tags** such as "reusable" or "plastics" to make your request easier to search.

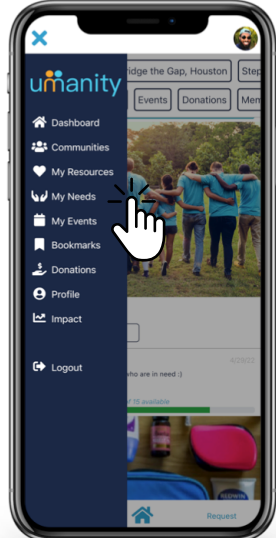


13. **Be sure to share your request with TerraLoop** in order for it to be seen by the community!

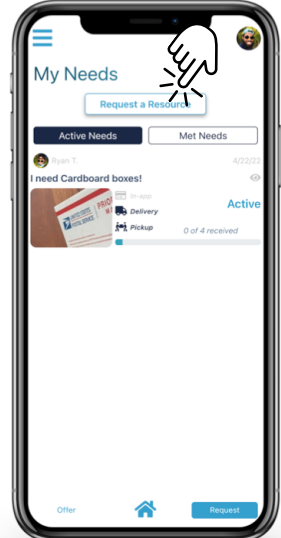
How to post a resource need that isn't available yet



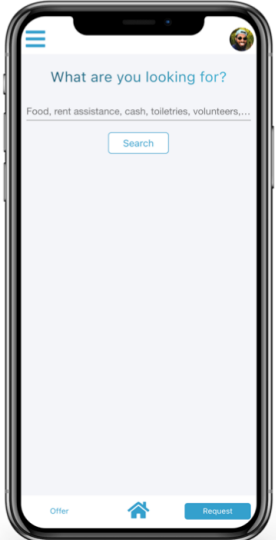
1. Start by clicking the **menu button** in the top left corner of the screen.



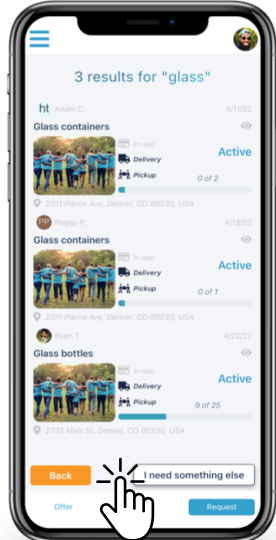
2. Select **My Needs** to navigate to your needs dashboard.



3. Select **Request a Resource**



4. Enter the item you are looking for.



5. If the item exists, request the existing resource. If not, post a custom need by selecting **I need something else**.



Note: If there are no resources available, select **I need something else**.

How to post a resource need

What type of resource are you looking for?

Product

Service

Back

Offer Home Request

6. For most requests, such as plastics, glass, or any other physical item, select **Product**.

How would you like to measure your product request? (Note: you can always change this later)

Count

Weight (lbs)

Weight (oz)

Back

Offer Home Request

7. Select **Count** if you'd like a specific # of said Product. Otherwise, select **Weight**.

How many do you need?

Enter a number *

Enter

Back

Offer Home Request

8. Enter the number you need.

Using your best judgement, how much would you estimate one (1) of these items to cost?

\$ Enter a value in dollars (Ex: 24.99) *

Not sure

Back

Offer Home Request

(Optional) Estimate the value of 1 of these items. Select **Not Sure** if you'd like to skip this question.

Would you be able to pickup this resource in-person?

No Yes

Back

Offer Home Request

9. If you are able to **pick up** the product you're requesting, select **Yes**.

Would you allow this resource to be delivered to you?

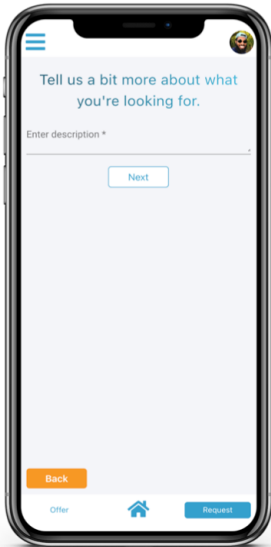
No Yes

Back

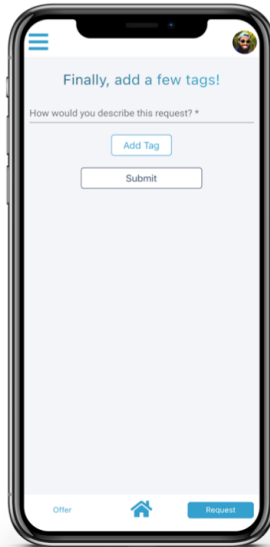
Offer Home Request

10. If you would like to have it **delivered** to you, select **Yes**.

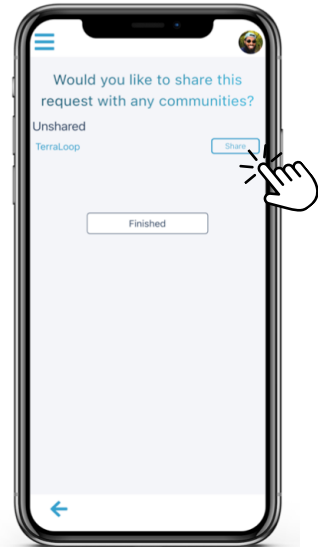
How to post a resource need



11. Let the resource provider know any special instructions.
Note: this will be publicly visible!



12. **Add tags** such as "reusable" or "plastics" to make your request easier to search.



13. **Be sure to share your request with TerraLoop** in order for it to be seen by the community!

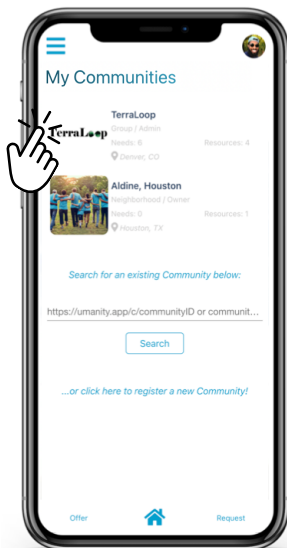
How to look at the map, feed and forum



1. Start by clicking the **menu** button in the top left corner of the screen.



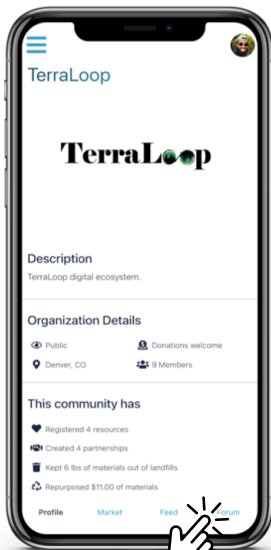
2. Select **Communities** to navigate to the communities you have joined.



3. Select **TerraLoop**



4. You will automatically be directed to the **News Feed**. To view TerraLoop's profile, select **Profile** at the bottom.

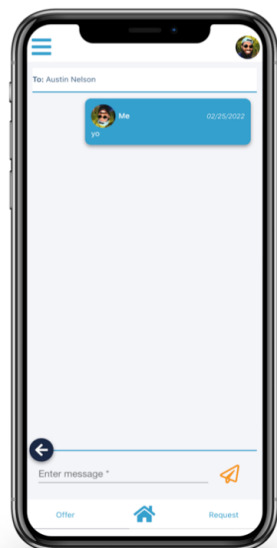
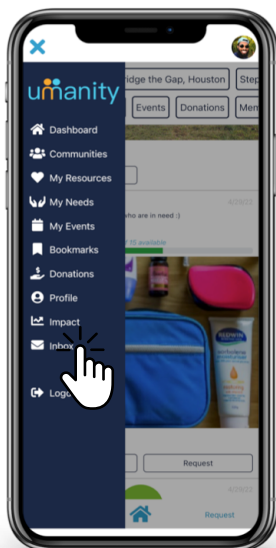


5. Here, you can see what the community is up to! To view the forum, tap **Forum** at the bottom.



6. To get started, either select a Topic or start a new conversation by selecting **New Topic** at the bottom.

How to access messaging



1. Start by clicking the **menu button** in the top left corner of the screen.
2. Select **Inbox** to navigate to your messages.
3. From your Inbox, start new conversations or pick up where you left off with your contacts.

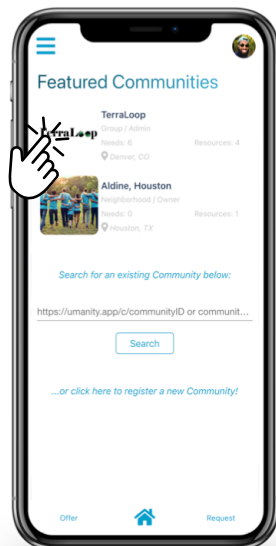
How to see TerraLoop's impact



1. Start by clicking the **menu button** in the top left corner of the screen.



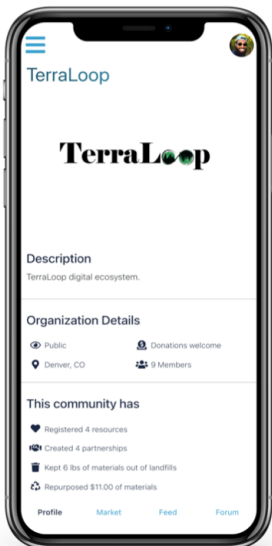
2. Select **Communities** to navigate to the communities you have joined.



3. Select **TerraLoop**



4. You will automatically be directed to the **News Feed**. To view TerraLoop's profile, select **Profile** at the bottom.



5. Here, you can see the community's impact on the environment!

Thank you,
We're so happy
you are involved
with TerraLoop!