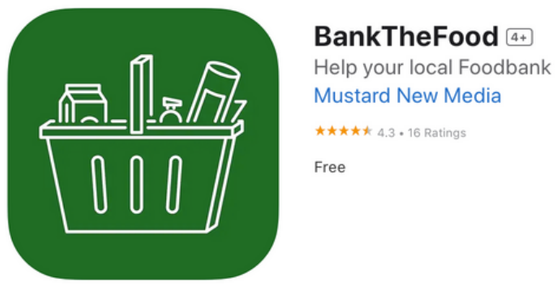
How to get started on BanktheFood app

A step by step guide for Trussell Trust food banks

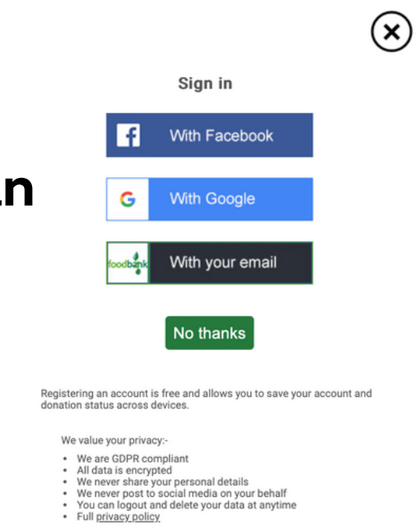
1 DOWNLOAD



Download BanktheFood app on your smartphone or visit https://bankthefood.org/App

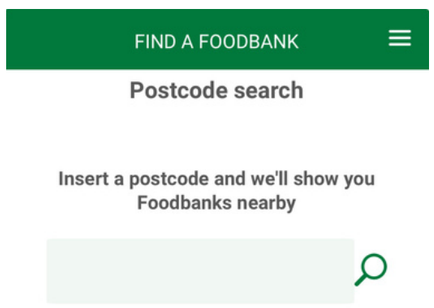
2 REGISTER

Once you have the app downloaded, register for an account using the three horizontal lines at the top right of the app. Please register by email and use an official food bank email address to register



3 FIND YOUR FOOD BANK

Now you are registered, you can now find your food bank on the app and request admin access.
If the app does not automatically show your food bank in the *MY FOOD BANK* section, find it by clicking MY FOOD BANK scroll to the bottom click SEARCH FOR MORE FOOD BANKS and use the postcode finder

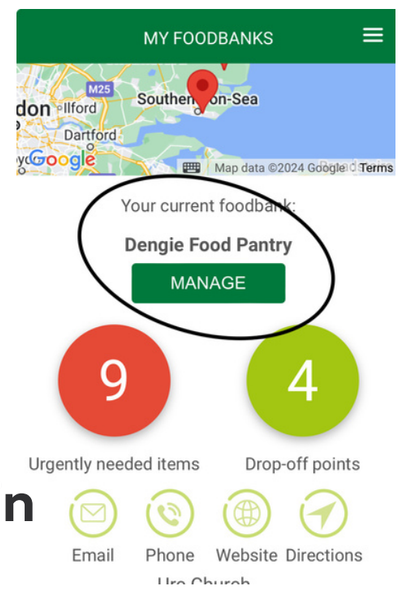


4 REQUEST ADMIN ACCESS

When you have found your food bank on the app click REQUEST ADMIN ACCESS FOR THIS RECORD
Please email admin@bankthefood.org to let us know you have completed this step and we will approve your request. If your food bank is not listed on the app please let is know by emailing admin@bankthefood.org

5 YOU ARE READY TO GO!

You will know you are an admin when you see the word MANAGE under your foodbank instead of FOLLOW.
Click on MANAGE and the icons at the bottom of the app will change to give you the option to add food needs, drop off locations, add other admin accounts and see your stats



Bank the Food

Any comments, questions, feedback or support please email admin@bankthefood.org