

Dear CFP Members,

We are pleased to announce that the Issues for the 2025 biennial meeting in Denver are now available for viewing. You can access them at the Conference for Food Protection - Share-ify site.

As part of this process, we have transitioned to a new Issue Management System. The previous system was no longer functional, and unfortunately, beyond repair. The new system, Share-ify, brings about both changes and opportunities for improvement in how we manage Issues. However, with these changes come some unforeseen challenges. We appreciate your patience as we work through these adjustments.

To view the Issues, you will need to create a Share-ify account. This is a free process for CFP. Once you have an account, you can log in to see the Issues. If you are a CFP member, you can access this site by using this link: <https://share-ify.com/cfp/>. You will note the “login” button in the upper right corner. Use the email that CFP has on file for you and then you will need to select “forgot my password” – similar to other password protected sites you are probably already familiar with.

If you are not a CFP member, you can access the site by using this link: <https://share-ify.com/cfp-non-member-form/>. Once on the share-ify site you should complete the contact information and click the “submit” button at the bottom of the page. You should then receive further instructions from Share-ify on how to access the Issues site.

If you encounter any difficulties during the account creation process, please reach out to Share-ify support staff at service@share-ify.com. Including "CFP – Account Help" in your email subject line will ensure that Share-ify staff contacts you within 24 hours.

Once you are on the Share-ify site, you will see a tab on the left named “Conference for Food Protection.” The Issues are categorized under "Council 1," "Council 2," and "Council 3" in the "Assigned To" column. The number of the Issue shows in the column labeled “Sequence.” Click on that tab, then click on the “Issues” tab below the “Conference for Food Protection” tab. This should open a page that shows all Issues. There are 20 Issues on one page and you’ll need to scroll through other pages with the arrows located at the bottom of the screen.

If you want to view the Issues from Council 1, simply enter the number 1 in the “Assigned To” column and click enter. Then, if you want to see them in sequential order, simply hover your cursor in the space above the “Sequence” column. The field will turn to shade of green when you click enter or your mouse. Once you do that, the Issues will appear in sequential order. Do the same for Councils 2 and 3 and you’ll be able to see and review each Issue.

To read an issue, simply click on the magnifying glass icon located on the far right of your screen next to the Issue title. If you would like to view any content/support documents, scroll down to the list of attachments at the bottom of the Issue and click on the magnifying glass (view) icon. You can download and then print the individual attachments. We are working on a

feature that will allow you to print all attachments for a specific Issue. Please note that content documents may be edited by the Council, whereas supporting attachments are final.

We are continuously improving the Issue page in anticipation of the Denver meeting. It is essential to check back regularly as you prepare for the in-person gathering. For instance, we are currently working on a solution to enable Issue printing should you wish to do so.

If you have any questions, concerns, or just want to talk about this new Issue Management system, please call (do not email) Patrick Guzzle, CFP Issue Chair at (208) 515-8688 between the hours of 10 AM – 7 PM Eastern (8 AM to 5 PM Mountain).

Thank you!

Sincerely,

2025 Issue Committee