

## Team Actions – User Guide

### Overview

Team Actions is a platform for office-based staff teams to record and monitor their environmental sustainability and social responsibility actions. This can be accessed through the [10,000 Actions portal](#).

Team Actions:

- Support the University's strategic goal of [Social Responsibility](#).
- Support the University's key Environmental Sustainability goals – [zero carbon by 2038 and avoidable single use plastic free by 2022](#).
- Allows you to compete with other teams, track your progress using the leaderboards.
- Visualises your contributions to the [UN Sustainable Development Goals](#).

### Team Actions lifecycle



Above is the proposed life cycle of Team Actions, exact dates will be shared through our mailing lists.

### Auditing

Optional audits are scheduled for March as a midway check, main audits will run in October/November.

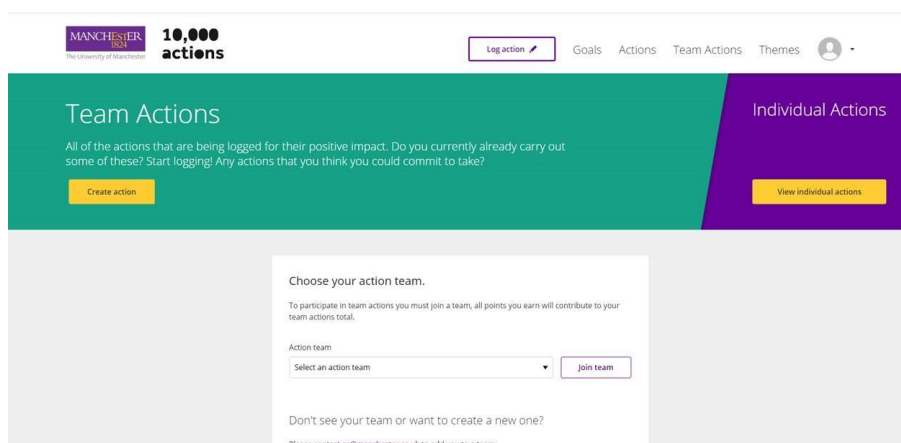
### Getting started

*Visiting 10000 Actions for the first time*

Visit the [website](#) and complete the form

*Joining a team having already visited 10,000 Actions*

Click on 'Team Actions' & select your team



Note – if your team is not in the drop down list or you'd like to create a new one then please contact [es@manchester.ac.uk](mailto:es@manchester.ac.uk) (57686). Once registered, each team member is required to join the team via the portal.

We would recommend that all members of a team should meet in person on at least a few occasions to provide the opportunity to talk through your approach, targets and timescales in completing actions.

## Actions

A range of environmental sustainability and social responsibility actions are available to complete and these can be categorised using the themes and Sustainable Development Goals in the right-hand panel. Team actions are teal coloured whilst individual actions are purple.

### *How to log an action*

Click 'log action data...', check your team is correct and complete the description with information on how you have met the action, making sure to include any photographic evidence.\*

- All essential actions must be completed for your team to be eligible for an award.
- Actions with the recycle symbol are available to complete multiple times i.e. Host a sustainability-themed event.
- Some actions have multiple completion levels i.e. Write or update an environmental action plan. You'll be able to classify your level of completion when logging an action.
- You'll be able to see the leaderboard for individual actions.
- Check back throughout the year as new actions will be added.

Please ensure that recorded actions are not duplicated by another member of the team. One team member could be nominated to log all of your actions.

## Award levels

Award levels achievable this year:

**Bronze** – 100 points

**Silver** – 200 points

**Gold** – 300 points

Once you reach bronze, an award icon will appear next to your score, prior to that 'No Award' will be visible here. All essential actions must be completed for your team to be eligible for an award.

Final award levels are subject to a final audit in October/November.

## Leaderboards

There are two ways of viewing the central leaderboard of all teams participating in Team Actions:

- 1) Click on the award level next to your points total on the right-hand panel
- 2) Visit the 10,000 Actions homepage and click on 'award level this year' below your team name.

Once you reach this page you can view all the completed contributing actions your team of completed to contribute to your current score.

## Exploring the platform

### *Goals*

Team and individual contribution to a variety of goal's are recorded here, with celebrations planned once goals are achieved.

### *Themes*

We are in the process of reviewing this content however, a lot of this learning is still relevant and will support your work towards Team Actions and 10,000 Actions.

## SharePoint

Get inspiration and share resources, contacts and information with teams by using the [SharePoint site](#).

## Other sustainability engagement

### *10,000 Actions*

Record and monitor what you're doing as an individual too using the [10,000 Actions platform](#).

### *LEAF (Laboratory Efficiency Assessment Framework)*

If you're in a lab and would like to get involved or more information on [LEAF](#), contact the ES team. Staff working in both offices and labs are encouraged to take part in both programmes.

### *Sustainability Champions*

Would like to get more involved in some more specific and localised sustainability activities? Contact the ES team to **become a [sustainability champion](#)**.

## Contact Us

For more information, please contact the Environmental Sustainability team at [es@manchester.ac.uk](mailto:es@manchester.ac.uk) or 57686.