

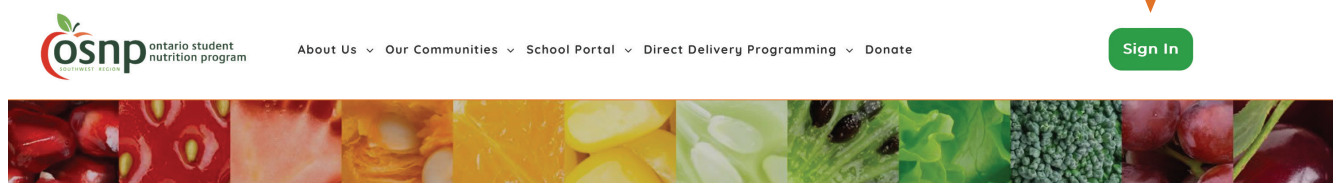
# WEBTRACKER GUIDE

Webtracker has been updated for the 2023.24 school year! This guide will take you through logging on to Webtracker, your dashboard, completing your monthly reports, and understanding your Year to Date (YTD) Summary Report.

Webtracker can be used to both complete monthly reports as well as a tool to keep track of your student nutrition program finances by reporting on funds-in (under “Funding Sources” on your monthly report) and funds-out by uploading receipts.

## LOGGING ON

1. Visit [www.osnp.ca](http://www.osnp.ca) and click “**Sign In**” in the top right corner of the menu bar
  - *Tip: if you don't see it right away scroll down just a touch and it will pop up!*



2. Enter the **6-8 digit Webtracker ID** that is specific to your school
  - *Note: your Webtracker ID is both your username and password, and is your school's Mident Number. Reach out to your CDC for assistance.*

A screenshot of the OSNP login form. At the top left is the OSNP logo (ontario student nutrition program southwest region) with the tagline 'healthy food. active minds.' below it. Below the logo are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Login' button. The 'Username' field has a small user icon on the right side.

# YOUR DASHBOARD

Once logged on, you will see your school's dashboard.

- OSNP flowed funds will be totaled beside “Cash” please note, school generated funds will not add to this amount
- Uploaded receipts will be totaled beside “Spent”
- The difference between “Cash” and “Spent” will be calculated beside “Remaining” (the same applies for coupons and vouchers)

YTD Summary Report

School:  Address: 3170 Middle Side Rd. Region:

Cash: Spent: Remaining:

Coupons Received: Redeemed: 0 Remaining:

Vouchers Received: Redeemed: 0 Remaining:

Show 20 entries

Reporting Month	Entered By
2023-09-01	
2023-10-01	
2023-11-01	
2023-12-01	
2024-01-01	
2024-02-01	
2024-03-01	
2024-04-01	
2024-05-01	
2024-06-01	

# COMPLETING YOUR MONTHLY REPORT

Select your reporting month from the Dashboard to pull up that month's report

YTD Summary Report

School: Address: Region:

Cash: Spent: Remaining:

Coupons Received: Redeemed: 0 Remaining:

Vouchers Received: Redeemed: 0 Remaining:

Show 20 entries

Reporting Month	Entered By
2023-09-01	
2023-10-01	
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2023-12-01	
2024-01-01	
2024-02-01	
2024-03-01	
2024-04-01	
2024-05-01	
2024-06-01	

This is what your monthly report will look like:

**Program Delivery**

Enter the number of school days your program operated within the month.

Enter the number of meals prepared for this month.

**Volunteer Support**

# of volunteers (count each individual that helped this month as one volunteer)

Total number of volunteer hours worked.

**Receipts Upload**

Amount	Description	Note	Image
No receipts uploaded			

**Donated Items**

Source	Amount	Description
No data available in table		

**Funding Sources**

Source	Amount	Description
No data available in table		

**Sign Off**

Name

## STEP 1: PROGRAM DELIVERY

1. Use the arrows or simply type the number of days your program operated in your reporting month
2. Use the arrows or type the number of meals or snacks prepared this month
  - *Note: count the number of meals/snacks prepared/offered, and not the number of meals/snacks eaten*

**Program Delivery**

Enter the number of school days your program operated within the month.

Enter the number of meals prepared for this month.

## STEP 2: VOLUNTEER SUPPORT

1. Use the arrows or type the number of volunteers who assisted your program this month (you count as a volunteer!)
2. Use the arrows or type the TOTAL number hours volunteers dedicated to their Student Nutrition Program this month
  - *Example: if you have 3 volunteers and each work 1 hour for 10 operating days, your total number of hours will be 30*

Volunteer Support

# of volunteers (count each individual that helped this month as one volunteer)	Total number of volunteer hours worked.
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## STEP 3: RECEIPT UPLOAD

1. Click on “Add Receipt” which will pop up a new window

Receipts Upload

[Add Receipt](#) [View / Edit](#) [Delete](#)

Amount	Description	Note	Image
No receipts uploaded			

2. Enter any relevant notes under “Anything we should know?”
3. Choose the appropriate receipt description
  - *Note: All OSNP funding must be spent on consumables, equipment will only be selected if the school receives funding specifically for equipment*
4. Use the arrows or type the receipt amount (or total if multiple receipts are uploaded in the same file)
5. “Choose File” to upload your PDF, JPG, or PNG receipt file. New this year - mobile uploads are also accepted!
6. Click “Create” in the bottom right corner to submit your receipt

Add Receipts

Anything we should know?

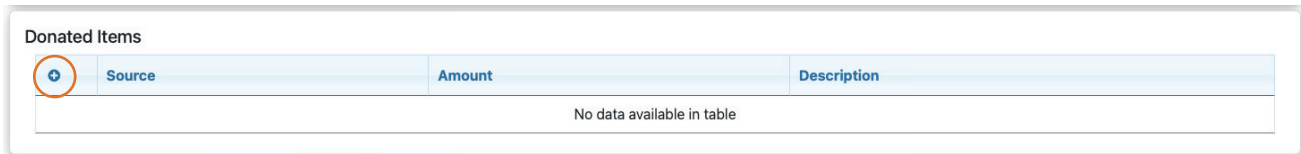
Description   
Equipment  
Food and Consumables

Amount

Image   
  
No files

## STEP 4: DONATED ITEMS

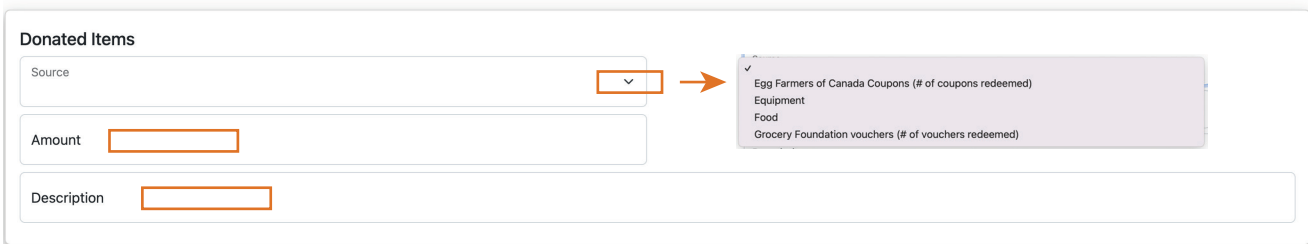
1. Click on “+” which will pop up a new window



+	Source	Amount	Description
No data available in table			

2. Use the drop down menu to indicate if your donated items are coupons, vouchers, food, or equipment under “Source”
3. Input or estimate the value of donated products under “Amount”
4. Input a **description** of your donated items (ex. x amount of a product, who donated, a list if multiple products, etc.)
5. Be sure to click **save** in the top right corner to submit your donated product record

*Note: if nothing has been received this month leave this section blank*



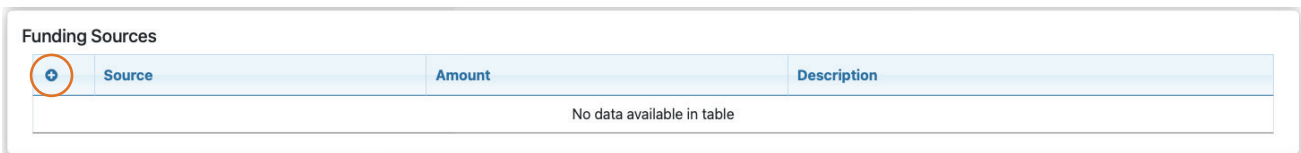
Donated Items

Source   →  
Amount   
Description

- ✓ Egg Farmers of Canada Coupons (# of coupons redeemed)
- Equipment
- Food
- Grocery Foundation vouchers (# of vouchers redeemed)

## STEP 5: FUNDING SOURCES

1. Click on “+” which will pop up a new window



+	Source	Amount	Description
No data available in table			

2. Use the drop down menu to indicate the **source** of funds
3. Input the **amount** of funds received from this source.
  - *Note: Input the lump sum into the month the funds were received, do not upload in each month as funds are used*
4. Input a **description** if necessary (ex. if funding falls under “Corporate or Community Donation or Grant” notate the donating organization’s name)
5. Be sure to click **save** in the top right corner to submit your funding record

*Note: if nothing has been received this month leave this section blank*

## Funding Items

Source



- ✓ Community Partnership
- Corporate or Community Donation or Grant
- In-School Fundraising
- Parental Donations
- Presidents Choice Grant for Equipment
- Presidents Choice Grant for Food received as cash
- Presidents Choice Grant for Food received as gift cards

Amount

Description

## STEP 6: SIGN OFF

1. Sign your name at the bottom of the page
  - *Note: the report will not save if not signed*

## Sign Off

Name

## STEP 7: SAVE

1. Save the report in the top right corner of the page

Back
Save

**Program Delivery**

Enter the number of school days your program operated within the month.

Enter the number of meals prepared for this month.

**Volunteer Support**

# of volunteers (count each individual that helped this month as one volunteer)

Total number of volunteer hours worked.

**Receipts Upload**

[Add Receipt](#) [View / Edit](#) [Delete](#)

Amount	Description	Note	Image
No receipts uploaded			

**Donated Items**

+	Source	Amount	Description
No data available in table			

**Funding Sources**

+	Source	Amount	Description
No data available in table			

**Sign Off**

Name

# YEAR TO DATE (YTD) SUMMARY REPORT

You'll find your **YTD Summary report** in the top left corner of Webtracker. This is a compilation of all of your monthly reports and will provide a snapshot of your student nutrition program to date.

→ **YTD Summary Report**

School: \_\_\_\_\_ Address: \_\_\_\_\_ Region: \_\_\_\_\_  
 Cash: \_\_\_\_\_ Spent: \_\_\_\_\_ Remaining: \_\_\_\_\_  
 Coupons Received: \_\_\_\_\_ Redeemed: 0 Remaining: \_\_\_\_\_  
 Vouchers Received: \_\_\_\_\_ Redeemed: 0 Remaining: \_\_\_\_\_

Show 20 entries

Reporting Month	Entered By
2023-09-01	
2023-10-01	
2023-11-01	
2023-12-01	
2024-01-01	
2024-02-01	
2024-03-01	
2024-04-01	
2024-05-01	
2024-06-01	

## TOP SECTION: PROGRAM DETAILS

This section will show the **program type**, **number of days**, and **number of students** your school is registered for. These are the targets you will want to be serving in your SNP.

School Name	Mident	Community		
Program Type	Days per Week	Program Weeks Hours	Total in Program	# in School
Snack	5	36	401	450
Funding Year (OSNP Funding: Ministry, BCC, Toonies Cash)			Period	Amount
2023 - 2023			Sep - Dec	
Total				0
Funding Source (School Generated Funding)				Amount
Total				

## TOP SECTION: FUNDING

You will find details of your program funding here, broken down into two sections:

- **Funding Year (OSNP Funding: Ministry, BCC, Toonies Cash)**
  - Any funding that is direct deposited from OSNP or given as gift cards will be displayed here. OSNP inputs this information.
  - If you are part of the SFD program, your funding amount will be shown as “0” as your funds are held back to purchase produce and not received by the school
  - The total of all OSNP flowed funding will be available here.
- **Funding Source (School Generated Funding)**
  - Any funds entered into the “Funding Sources” section of your monthly report will be shown here along with a total of all entries.

***A total of both funding sources (OSNP Flowed and School Generated) is available in your Dashboard.***

School Name		Mident	Community	
Program Type	Days per Week	Program Weeks Hours	Total in Program	# in School
Snack	5	36	401	450
Funding Year (OSNP Funding: Ministry, BCC, Toonies Cash)			Period	Amount
2023 - 2023			Sep - Dec	0
Total				0
Funding Source (School Generated Funding)				Amount
Total				

## MIDDLE SECTION: MONTHLY REPORT SUMMARY

This section will display an overview of what has been entered into your monthly report each month.

***A total of all uploaded receipts is available in your dashboard***

Year / Month	Program Days	Meals Prepared	Avg # Students Served Daily	# of Volunteers	Volunteer Hours	Uploaded Food Receipts	Uploaded Equipment Receipts	Total Spent (Food + Equipment)	Total non-OSNP funds Received
2023-09	0	0	0	0	0	0	0	0	0
2023-10	0	0	0	0	0	0	0	0	0
2023-11	0	0	0	0	0	0	0	0	0
2023-12	0	0	0	0	0	0	0	0	0
2024-01	0	0	0	0	0	0	0	0	0
2024-02	0	0	0	0	0	0	0	0	0
2024-03	0	0	0	0	0	0	0	0	0
2024-04	0	0	0	0	0	0	0	0	0
2024-05	0	0	0	0	0	0	0	0	0
2024-06	0	0	0	0	0	0	0	0	0



## BOTTOM SECTION: PRODUCTS

### Funding Sources (School Donations)

- All donated products entered into the “Donated Items” section of your monthly report will be shown here along with a total of all entries.

### Vouchers/Coupons

- Vouchers/coupons **received** will be inputted by OSNP
- Vouchers/coupons **used** comes from your monthly report, to date
- Vouchers/coupons **remaining** will be the difference between received and used

***Vouchers/coupons received, used, and remaining is also available on your dashboard***

Funding Source (School Donations)	Amount		
Total			

Vouchers/Coupons	Received	Used	Remaining
Grocery Foundation Vouchers			
Egg Coupons			