

# Webtracker Guide

[Home](#)[About Us](#)[Our Communities](#)[School Coordinator/  
Volunteer Portal](#)[Direct Delivery  
Programming](#)[Webtracker  
Sign In](#)

## Monthly Reporting

### Step 1: Open and Login to Webtracker

- Go to [osnp.ca](https://osnp.ca)
- Select “Webtracker Sign In” from the top right corner of the menu bar
- Both your username and password are the school’s Mident #

### Step 2: Select the month you will be completing

### Step 3: Complete Section A: *Days Operating and Number of Meals and/or Snacks Prepared*

- Input the Number of Days Operating for the month
- Input the Number of Meals/Snacks prepared for the month.
  - This can be determined by multiplying the number of meals/snacks prepared daily by the number of days operating
  - Count any complete meal (3 food groups) or snack (2 food groups) made available to your students, regardless if all, half, or none of the snack was eaten.
- Add comments to the “Capacity Reason” text box regarding PA Days, Holidays, School Closures, etc.

Monthly Entry	Site Visits	Renewal	Year to Date Report
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Month Year
Sep 2021
Oct 2021
Nov 2021
Dec 2021
Jan 2022
Feb 2022
Mar 2022
Apr 2022
May 2022
Jun 2022

A. Days Operating and Number of Meals and/or Snacks Prepared									
<p>Instructions: Please enter the following: The total number of days the program(s) operated this month, and the number of meals and/or snacks prepared this month.</p> <p><b>OSNP Funded Program</b></p> <p>Please note, OSNP funds only one program per school. All programs must provide a fruit or vegetable serving at every meal or snack</p>									
<table><tr><th colspan="2">OSNP Funded Program</th></tr><tr><td>Number of Days Operating</td><td><input type="text"/></td></tr><tr><td>Meals/Snacks Prepared this Month</td><td><input type="text"/></td></tr><tr><td>Capacity Reason</td><td><input type="text"/></td></tr></table>		OSNP Funded Program		Number of Days Operating	<input type="text"/>	Meals/Snacks Prepared this Month	<input type="text"/>	Capacity Reason	<input type="text"/>
OSNP Funded Program									
Number of Days Operating	<input type="text"/>								
Meals/Snacks Prepared this Month	<input type="text"/>								
Capacity Reason	<input type="text"/>								

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

#### B. Volunteer Support

Volunteers include anyone (staff, students, parents, etc) who helped make the program possible.

# of Volunteers

Total number of volunteers (count each individual that helped in the program this month as one volunteer)

Hours Worked

Total number of volunteer hours worked

#### C. Donated Items

Instructions: Please enter the total dollar value and description for each of the following. For coupons or vouchers, enter the number redeemed


Source	Amount	Description and Source
Food	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Egg Farmers of Canada Coupons (# of coupons redeemed)	<input type="text"/>	<input type="text"/>
Grocery Foundation vouchers (# of vouchers redeemed)	<input type="text"/>	<input type="text"/>

#### D. Funding Received at School Level

Source	Amount	Description and Source
Parental Donations	<input type="text"/>	<input type="text"/>
In-School Fundraising	<input type="text"/>	<input type="text"/>
Corporate or Community Donation or Grant	<input type="text"/>	<input type="text"/>
Community Partnership	<input type="text"/>	<input type="text"/>
President's Choice Grant for Food received as cash	<input type="text"/>	<input type="text"/>
President's Choice Grant for Food received as gift cards	<input type="text"/>	<input type="text"/>
President's Choice Grant for Equipment	<input type="text"/>	<input type="text"/>

#### E. Cash Out - Receipt Uploads (for Food, Consumable Supplies and Equipment)

use the + button to add each Receipt

	Upload Date	Staff	Amount	Note
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### Step 4: Complete Section B: Volunteer Support

- Input the number of volunteers that help with your SNP, this includes school staff and coordinators
- Input the total number of volunteer hours dedicated to your SNP for the month

### Step 5: Complete Section C: Donated Items

- Input the estimated value of donated products, if any, along with a description of the product and its source, in the month it was received
- Record the number of Vouchers or Coupons used

### Step 6: Complete Section D: Funding Received at School Level

- Input any funding donations, fundraised funds, and/or granted funds as a lump sum in the month they were received, along with a description of their source

### Step 7: Complete Section E: Cash Out - Receipt Upload

- Select the “+” button to upload a receipt, this will open another window

Save Save & Close Delete Print Help Close

**Receipt Upload**

Upload Date 2022-07-25

Staff robint

Description

Receipt Amount

Note

File Choose File no file selected

F. Sign Off

If no name is listed your report will be considered incomplete! If you have nothing to report please comment why and list your name.

Name

Save Save & Close Delete Print Help Close

## Step 8: Upload Receipt/s

- Choose either “Food and Consumables” or “Equipment” from the description drop down menu
- Input the total of the receipt or receipts in the file next to “Receipt Amount”
- Make any necessary comments in the “Note” section
- Select “Choose File” which will allow you to select the appropriate file from your computer.
  - Note: only PDF and JPG file types can be uploaded
- Select “Save & Close” from the top toolbar

## Step 9: Sign Off

- Enter your name at the bottom of the report as it will not save if left blank

## Step 10: Save & Close

- Select “Save & Close” at the top of the report
- This will submit your monthly report
- You can go in and edit any submitted monthly reports until the end of the school year. Remember to save any changes made

## Year to Date Report

### Step 1: Open and Login to Webtracker

- Go to [osnp.ca](https://osnp.ca)
- Select “Webtracker Sign In” from the top right corner of the menu bar
- Both your username and password are the school’s Mident #

### Step 2: Open your Year to Date Report

- Select “Year to Date Report” from the top toolbar
- Then again, “Year to Date Report - 2022-2023”, this will open a new window
- Select “show”, which will bring up your year to date report

## Understanding your Year to Date Report

### First Two Rows

- This is where you will find details of your OSNP Program

Monthly Entry	Site Visits	Renewal	Year to Date Report
Month Year			
Sep 2021			
Oct 2021			
Nov 2021			
Dec 2021			
Jan 2022			
Feb 2022			
Mar 2022			
Apr 2022			
May 2022			
Jun 2022			

School Name	Mident #	Community
TestWE (TestWE)	TestWE	Windsor-Essex

OSNP Funded Program Type	Program Days/Week	Program Weeks	Total in Program	# in School
	3		50	

## Summary of Funds Received

**Total OSNP Flowed Funds:** these include Ministry Grant funds, Breakfast Club of Canada Funds, and Toonies Cash (not gift cards)

- Traditional stream: You will find the amount of your grant deposit in each phase here
- SFD: The amount of \$0 will be displayed here as your grand deposit goes directly into purchasing veg/fruit

**Total OSNP Flowed Toonies Cards:** Your Toonies for Tummies gift card allocation amount will be listed here

**TOTAL OSNP FLOWED FUNDING:** An up to date sum of *Total OSNP Flowed Funds* and *Total OSNP Flowed Toonies Cards* will be shown here

**Total Generated Funds:** The sum of all funds inputted under “Parent Donation”, “In-School Fundraising”, “Corporate or Community Donation or Grants”, and/or “President’s Choice Children’s Charity” will be shown here

**TOTAL FUNDING RECEIVED THIS SCHOOL YEAR:** The sum of *TOTAL OSNP FLOWED FUNDING* and *Total Generated Funds* will be shown here

Summary of Funds Received	Amount (\$)
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Sept 2021-Dec 2021)	
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Jan 2022-Mar 2022)	
Total OSNP Flowed Funding including Ministry, BCC, Toonies cash (Apr 2022-Jun 2022)	
Total OSNP Flowed Gift Cards (Toonies Cards)	
TOTAL OSNP FLOWED FUNDING (SEPTEMBER 2021-JUNE 2022)	
School Generated Funds (i.e. fundraisers, PCCC funding, funding from local partnerships)	0
TOTAL FUNDING RECEIVED THIS SCHOOL YEAR (SEPTEMBER 2021 - JUNE 2022)	0
Total OSNP Funds Redirected to Support School Food Delivery Program (if applicable)	0

## Monthly Report Summary

All inputs into your monthly reports will be summarized here

Month	Program Days	Snack or Meals Served	Avg # Students Served	# of Volunteers	Volunteer Hours	Uploaded Food Receipts	Uploaded Equipment Receipts	Total Spent (Food + Equip)	Total non-OSNP funds Rec'd
Sep 2021	1	10	10	1	0	0	0	0	0
Oct 2021		0	0	0	0	0	0	0	0
Nov 2021		0	0	0	0	0	0	0	0
Dec 2021		0	0	0	0	0	0	0	0
Jan 2022		0	0	0	0	0	0	0	0
Feb 2022		0	0	0	0	0	0	0	0
Mar 2022		0	0	0	0	0	0	0	0
Apr 2022		0	0	0	0	0	0	0	0
May 2022		0	0	0	0	0	0	0	0
Jun 2022		0	0	0	0	0	0	0	0
Total	0	10	10	1	0	0	0	0	0

**Uploaded Food Receipts:** the sum of all food and consumables receipts uploaded to your monthly reports will appear here

- Keep an eye on this total to ensure it matches your personal records

**Uploaded Equipment Receipts:** the sum of all equipment receipts uploaded to your monthly reports will appear here

- Keep an eye on this total to ensure it matches your personal records

**Total Spent:** the sum of Uploaded Food Receipts and Uploaded Equipment Receipts will be shown here

	Totals
Remaining Balance of OSNP Funds (must spend all OSNP funds by June 2022)	0
Remaining Overall Balance (total of all funds received minus total food and equipment receipts uploaded)	0
Total Program Food Costs (including value of food donations and School Food Delivery Program if applicable)	0

Vouchers/Coupons (Sept - June)	Received	Used	Remaining
Grocery Foundation Vouchers	0	0	0
Egg Coupons	0	0	0

## Balance Summary

**Remaining Balance of OSNP Funds:** The difference of *TOTAL OSNP FLOWED FUNDING* minus the total *Total Spent* will be shown here. This will tell you if you are in a surplus of OSNP funding and risk having your OSNP grant deposit reduced or held back in the next phase, or if you will need to return funds at the end of the year.

- If this number is negative, it simply means that you have spent more than you have received from OSNP by spending fundraised, donated, or granted funds

**Remaining Overall Balance:** The difference of *TOTAL FUNDING RECEIVED THIS SCHOOL YEAR* minus *Total Spent* will be shown here. This will tell you the amount of funds you have to spend and can be used as a tool to help you budget for the school year.

**Total Program Food Costs:** The sum of total Uploaded Food Receipts and donated food and consumables items inputted in your monthly reports.

## Vouchers/Coupons

- Summary of Vouchers/Coupons received, used, and remaining
- Those used will be reflected from your monthly reports

	Amount
Estimated Value of donated product	0
Parental Donations	0
In-School Fundraising	0
Corporate or Community Donation or Grant	0
Community Partnership	0
Presidents Choice Grant for Food received as cash	0
Presidents Choice Grant for Food received as gift cards	0
Presidents Choice Grant for Equipment	0

## Other Funds Summary

- Any funds recorded in your monthly report under Donated Product, Parental Donations, Fundraising, Corporate or Community Donations or Grants, and Presidents choice Grants are shown here as the total
- Ex. If your school raises \$200 in October and \$500 in January, the In-School Fundraising row will show \$700