

## MONTHLY REPORTING

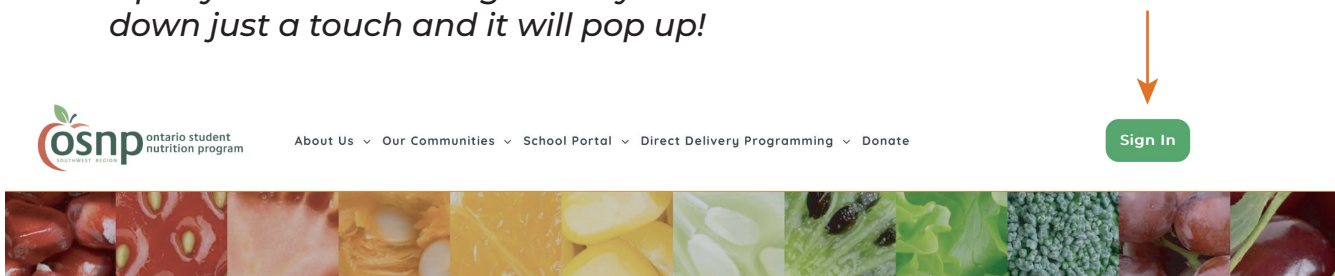
# WEBTRACKER GUIDE

Webtracker is used for completing your Student Nutrition Program monthly reporting. 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.

## 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 with the text 'ontario student nutrition program' and 'southwest region'. To the right of the logo is the tagline 'healthy food. active minds.'. Below the logo is a login form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Login' button. There is a small eye icon in the top right corner of the 'Username' field.

# YOUR DASHBOARD

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

- OSNP flowed funds will be totaled under “Funding” *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: \_\_\_\_\_ Region: \_\_\_\_\_

<b>Funding</b> <span style="border: 1px solid orange; padding: 2px;">\$0.00</span> Spent: _____ Remaining: _____	<b>Coupons Received</b> 0 Spent: 0 Remaining: 0	<b>Vouchers Received</b> 0 Spent: 0 Remaining: 0
---------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------	-----------------------------------------------------------

Show 20 entries Search...

Month Year	Entered By
Sep 2025	
Oct 2025	
Nov 2025	
Dec 2025	
Jan 2026	
Feb 2026	
Mar 2026	
Apr 2026	
May 2026	
Jun 2026	

# COMPLETING YOUR MONTHLY REPORT

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

YTD Summary Report

School: \_\_\_\_\_ Address: \_\_\_\_\_ Region: \_\_\_\_\_

<b>Funding</b> \$0.00 Spent: _____ Remaining: _____	<b>Coupons Received</b> 0 Spent: 0 Remaining: 0	<b>Vouchers Received</b> 0 Spent: 0 Remaining: 0
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Apr 2026	
May 2026	
Jun 2026	

This is what your monthly report will look like:

### Monthly Program Report

Track your program's monthly activities

#### Program Delivery

Please provide accurate counts for your program's operational days and meal preparation.

School Days Operated  Total Meals/Snacks Prepared

#### Capacity Explanation

If your program operated below full capacity, please explain the circumstances (e.g., weather closures, holidays, maintenance).

Capacity Explanation (Optional)

#### Volunteer Support

Count each individual volunteer separately, even if they helped multiple times during the month.

Number of Volunteers  Total Volunteer Hours

#### Receipts Upload

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

Amount	Description	Note	Image
No receipts uploaded			

#### Donated Items and Grocery and Egg Coupon's Redeemed

Source	Amount	Description
No data available in table		

#### Funding Sources

Source	Amount	Description
No data available in table		

#### Sign Off

Please provide your name to certify the accuracy of this report.

Your Name  **REQUIRED**

[SUBMIT MONTHLY REPORT](#)

## 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

The screenshot shows the 'Program Delivery' section of a form. It has a title 'Program Delivery' with a calendar icon. Below the title is a light purple instruction bar: 'Please provide accurate counts for your program's operational days and meal preparation.' There are two input fields: 'School Days Operated' and 'Total Meals/Snacks Prepared', both with up and down arrows for selection.

3. Input any reason your program did not operate at full capacity, if applicable

The screenshot shows the 'Capacity Explanation' section of a form. It has a title 'Capacity Explanation' with an information icon. Below the title is a light purple instruction bar: 'If your program operated below full capacity, please explain the circumstances (e.g., weather closures, holidays, maintenance).' There is a text input field labeled 'Capacity Explanation (Optional)'.

## 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

The screenshot shows the 'Volunteer Support' section of a form. It has a title 'Volunteer Support' with a group of people icon. Below the title is a light purple instruction bar: 'Count each individual volunteer separately, even if they helped multiple times during the month.' There are two input fields: 'Number of Volunteers' and 'Total Volunteer Hours', both with up and down arrows for selection.

## STEP 3: RECEIPT UPLOAD

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

The screenshot shows the 'Receipts Upload' section of a form. It has a title 'Receipts Upload' with a list icon. Below the title are three buttons: 'Add Receipt', 'View / Edit', and 'Delete'. The 'Add Receipt' button is highlighted with a red box. Below the buttons is a table with four columns: 'Amount', 'Description', 'Note', and 'Image'. The table is currently empty and contains the text 'No receipts uploaded' in the center.

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

## STEP 4: DONATED ITEMS

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

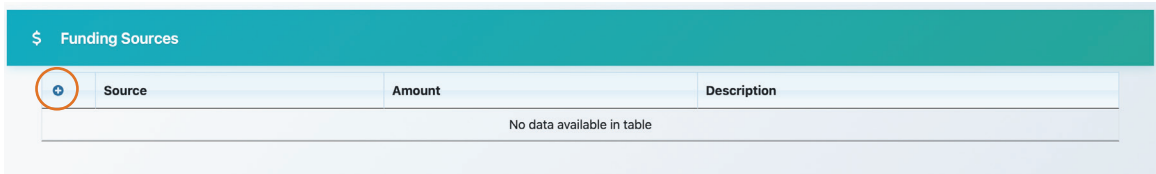
Source	Amount	Description
No data available in table		

2. Use the drop down menu under “Source” to indicate if your donated items are coupons, vouchers, food, or equipment
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*

## STEP 5: FUNDING SOURCES

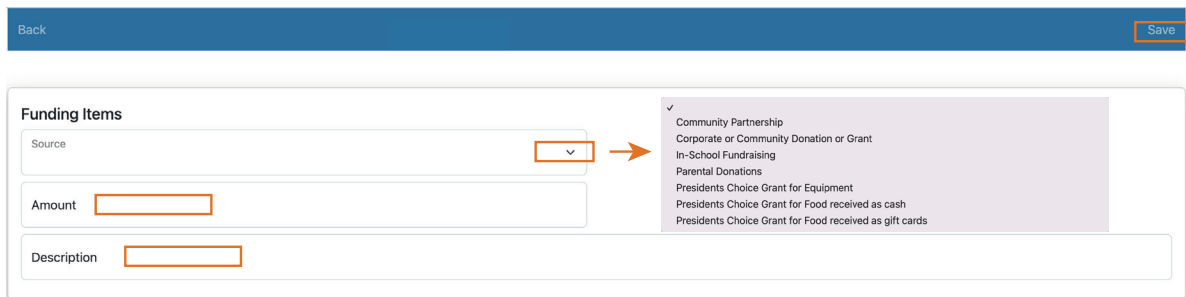
1. Click on “+” which will pop up a new window



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*



Back Save

**Funding Items**

Source  v →

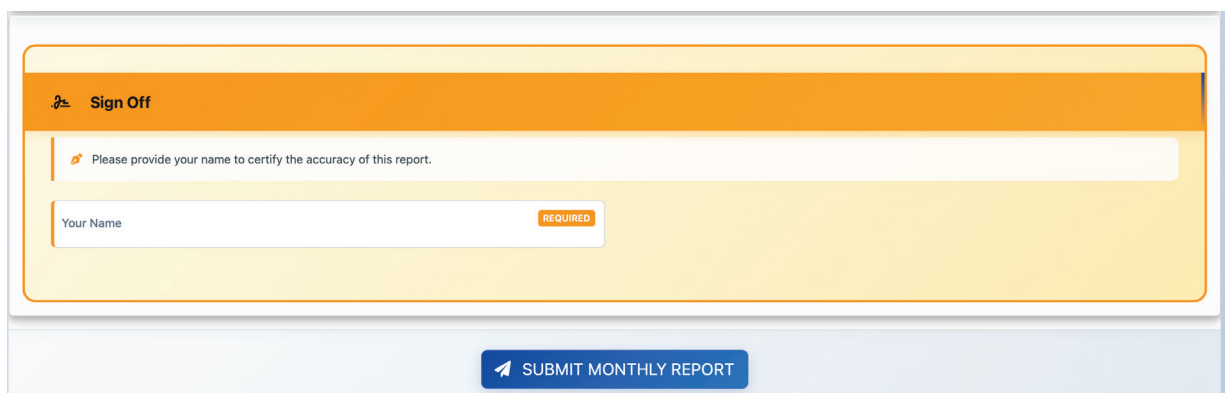
Amount

Description

- ✓ 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

## STEP 6: SIGN OFF & SUBMIT

1. Sign your name at the bottom of the page
  - *Note: the report will not save if not signed*
2. Submit Monthly Report under your signature



**Sign Off**

Please provide your name to certify the accuracy of this report.

Your Name  REQUIRED

[SUBMIT MONTHLY REPORT](#)

# 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: TestTestTest      Address: Addr      Region: Elgin

Funding <b>\$0.00</b> Spent: Remaining:	Coupons Received <b>0</b> Spent: 0 Remaining: 0	Vouchers Received <b>0</b> Spent: 0 Remaining: 0
--------------------------------------------------	----------------------------------------------------------	-----------------------------------------------------------

Show 20 entries      Search...

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May 2026	
Jun 2026	

## 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			