Instructions for Monthly Reporting

Please follow these step-by-step instructions to report your participation numbers and monthly expenses. Monthly entry must be submitted within the first 10 days of each month. After which, you will not be able to enter your data.

IMPORTANT TIP: Get the following supporting documents ready before entering your data online.

- monthly reporting tracking sheet
- scan all your receipts to PDF

1.	Go to webtracker.ca/snpottawa

- Select Language Preference
- Enter your User Name [as provided by email] and Password: **tracker**
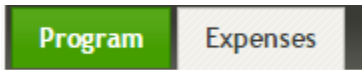- **Click Login/Connexion**

2. Using the "Monthly Entry" tab, select the month you wish to report data (months appear from bottom to top)

Monthly Entry	Client Reports
Month Year	
Jun 2017	
May 2017	
Apr 2017	
Mar 2017	
Feb 2017	
Jan 2017	
Dec 2016	
Nov 2016	
Oct 2016	
Sep 2016	

3. Use the "Program" tab to enter your participation data as well as the time that it takes to run your breakfast program.

Program	Expenses

Program

# of Program Days

# of Students Served this Month

Team Summary

It takes a team to run a program! Please indicate the total number of individuals in each category, as well as the total number of hours they contributed to your program this month.

	Number		Hours
Program Coordinator			
School Staff			
Students			
Parents / Community Members			

4.   Next click on the "Expenses" tab to enter your monthly expenses.


Enter your funds spent. If using SBP-provided grocery cards, enter these expenses separately.

Monthly Expenses	
Funds Spent	This amount reflects any purchases (food and daily supplies) for the current month's reporting period regardless of the method of payment, but excluding purchases made with SBP-provided grocery cards (which are entered separately below).
SBP Grocery Cards	This amount reflects any purchases (food and daily supplies) for the current month's reporting period paid for using SBP-provided Grocery Cards as a portion of the annual nutrition budget.
*	Please do not mix receipts for different months; even if they are only off by one day.
Funds Spent	0
Metro/Food Basics/Sobey's/FreshCo	0
President's Choice	0
Giant Tiger	0
Total Monthly Expenses	0

Once expenses are entered, it will show the remaining amount left to spend.

5.   Click "Choose File" to upload your scanned PDF copy of receipts/invoices
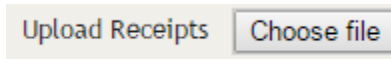
6.   Report any in-kind donations. If you answer "yes", please report whether the donation was in the form of money or food along with the source of the donation (parent, business, community, etc.).

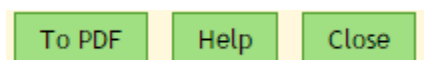7.   To complete your monthly entry, click the "Save & Close" tab.
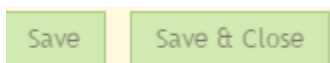
Tip: You can click on the "Save" tab and add information at a later time.

8.   If you wish to keep a copy for your files, click the "To PDF" tab.
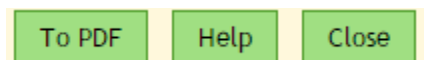
9.   If you require assistance, click on the "Help" tab.

10.   To end your entry, click "Close".