



Placing an online order to The Food Sharing Project

All orders are placed through the Webtracker online platform

1. Review the **Food Products Available** on the *Program Resources* tab of our website to consider the items and quantities you wish to order.
2. Open the Webtracker website. You can bookmark the web address, or click on **Link to Webtracker** on the *Program Resources* tab of our website.
 - Webtracker address: <https://mywebtracker.ca/Account/Login/SNPEast>
3. Log in to Webtracker with your school's username and password. Contact The Food Sharing Project if you need your login credentials.
4. **Vendor Delivery Notes** – please review this section carefully, as it may include important information about ordering deadlines, product limits or delivery notes.
5. **School Order Notes** – for most schools, this section will remain blank. Do not enter anything in this field - if you wish to communicate with us about your order, please email us at: fsp@kingston.net. Secondary schools with multiple programs who order will use this section to enter the name of the program which is ordering, so we are able to pack items separately for delivery. If you are unsure, contact us.

IMPORTANT NOTE

Food provided by The Food Sharing Project is ***only* for student nutrition programs**, i.e. meal and snack programs that are available to any student, regardless of need. All students must be able to access the food without barriers in a stigma-free, supportive environment.

Food provided by The Food Sharing Project is not to be used for nutrition programs, cooking classes, life skills classes, or any other instructional programming. Food for instructional programs comes through the Ministry of Education, not MCCSS (our core funder). Nor is it to be used for meals where a fee is charged, like a weekly lunch program. Funding is limited and is for student nutrition only.

6. On the order form, simply enter the quantities you wish to order.
 - Pay careful attention to the item you are selecting, as the majority of items are available in both single packages as well as much larger case sizes.
 - *Order only for the current week. DO NOT STOCK UP.* We have limited warehousing and delivery capacity. We reserve the right to make adjustments to your order.
7. Note the cost of your order in the total at the bottom. Please order within your school's annual budget. Contact us if there are any significant changes to your program (e.g. 100 more student enrolled this year, or you reduced the number of bins in classrooms). Your annual budget will show

up in the “Hub” amount on your school’s main dashboard (where the Monthly Entry and Order tabs appear).

- Note that 2020-21 budgets will be provided in October and more information will be provided at that time. Until then, your “Hub” budget will be zero. Please continue to order.
8. When you have completed your order, scroll to the top of the page and click on “**Save and Close.**” You will receive a pop-up message saying “Your order has been submitted.” That’s it, you’re done!
 9. If you would like to make changes to your order, you can do so by clicking on the order number from your main dashboard and altering the quantity and saving changes. You are also able to print a copy of your order. Once the deadline has passed (Monday at Midnight), you will no longer be able to make changes – we begin processing orders early on Tuesday morning.

Ordering Deadline: Orders must be placed by Midnight each Monday, for delivery the following week

Questions/ Contact:

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