



Placing an online order to *The Food Sharing Project*

All orders are placed through the Webtracker online platform

Revised March 1, 2022

1. Review the **Food Products Available** on the *Training and Resources* tab of our website to consider the items and quantities you wish to order. Develop your weekly menu based on the food available.
2. Open the Webtracker website. You can bookmark the web address, or click on **Link to Webtracker** on the *Training and 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 courses, 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. 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.”

8. If you would like to make changes to your order, you can do so by clicking on the order number from your school's 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: Monday at midnight

- Place orders **ONLY** between Friday and Monday.
- **DO NOT** place orders on Tuesday, Wednesday or Thursday.
- **Orders must be placed by Midnight each Monday, for delivery the *following week*.**

Training

We are pleased to provide online training through Zoom at your convenience. Please contact us to arrange a time for a 15 minute online ordering tutorial.

Questions/ Contact:

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