

# WINS Information Sheet

## Updating Sponsor Contacts in WINS

What Changed? Sponsor Profile Page Edit option has been removed from the Sponsor Staff section.

All sponsor staff/contacts updates beginning with the program application process for the 21–22 school have changed. The update will be in the program application, contacts section. The edit feature on the sponsor profile page has been removed.

**Note:** The Fresh Fruit and Vegetable Program application will open April 1, 2021 and will kick off the 21–22 Program Year. All sponsors applying for the FFVP will be required to update information about their sponsor staff/contacts in the sponsor application.

**Sponsor Profile** | Applications | Sites | Shared Calendar | Budgets

**Sponsor Information** | Current Overview

**SPONSOR** [View History](#)

Sponsor ID: **159400**  
FEIN: **91-1007510**  
Entity Type: **Public**  
Legal Entity Type: **School District**  
Non-Profit: **Yes**  
Tax Exempt via 501(c)(3): **No**  
RCCI: **No**  
Residential Camp: **No**  
Tribe: **No**  
Congressional District: **Third District**  
Sponsor Status: **Active (7/31/2014)**

**SPONSOR STAFF**

Name	Title	Phone
Jane Doe	Supervisor	(360) 864-2392
John Doe	Business Manager	(360) 864-6325



# How to Update Sponsor Contacts

We've made significant changes to the sponsor contact section in the program application. The sponsor contact section includes addresses and sponsor contacts.

1. When renewing for 21–22, the program application will be in error and you must update all information before the application can be submitted. The contact section is part of the *unified* program application. This means that you will be updating contact information for all programs operated when renewing for the 21–22 program year.

Information to have on hand:

- Addresses, either to update with a new address for existing buildings or new buildings.
  - Names of all new staff members for all programs including organization officials.
  - Phone numbers for all staff
  - E-mail address for all staff
  - Titles for required contacts
2. Use the pencil icon to edit. Note the red \* is for required fields. All sponsors will need to edit the street name and office phone number for each address type.
  3. Check the box verifying all information is accurate and current.

The screenshot shows the '2021-22 UNIFIED APPLICATION' interface. On the left is a navigation menu with sections: SPONSOR, NSLP, MEALS & SERVICE, REVIEW, and CERTIFICATION. Under SPONSOR, the 'ADDRESSES' section is selected, indicated by a red asterisk. A red error box at the top right of the main content area contains the following text: 'Entry for 'Street Name' for 'Street Address' is required. Entry for 'Address and Phone Certification' is required. Phone type of 'Office' must be provided before application can be successfully submitted.'

Below the error box is the 'SPONSOR ADDRESSES' table:

Edit	Type	Address	Street Name	City	State	Zip Code	Attention
	Mailing *	P.O. Box 469		Toledo	WA	98591	
	Street *	116 Ramsey Way		Toledo	WA	98591-0469	
	Financial						

Below the table is the 'SPONSOR PHONES' section:

Edit	Type	Phone Number
	Office *	
	Fax	

A yellow arrow points from the 'Office' phone number field to a checkbox labeled 'I verify the information provided here is accurate and current to the best of my knowledge.'

At the bottom of the interface are navigation buttons: 'Preview Errors', 'Show All Sections', 'Back', 'Cancel', and 'Next'.

4. Street Name- Adding the street name is a new field required for a Child Nutrition Services reporting. You must update this section before moving forward.
  - i. Click on the pencil icon to edit.
  - ii. Add the street name as in the example below for each address type.

2021-22 UNIFIED APPLICATION

SPONSOR

ADDRESSES

CONTACTS

CIVIL RIGHTS

FORMS AND RECORDS

ASSURANCES

FSMC / VENDOR

NSLP

MEALS & SERVICE

REVIEW

CERTIFICATION

### EDIT SPONSOR ADDRESS

Type: **Street**  
[Same as Existing](#)

Address: 116 Ramsey Way \*

Street Name: Ramsey Way \* ?

Secondary:

City: Toledo \*

County: Lewis

State: Washington \*

Zip Code: 98591 - 0469 \*

Attention:

[Save](#) [Cancel](#)

Preview Show All  
Errors Sections

Back Close Next

5. Update sponsor contacts using the manage staff icon and edit icon
  - i. Updating both the sponsor address section and the sponsor contacts will populate and update the sponsor profile page.
  - ii. Add new staff.
  - iii. Edit Program Contacts- Edit information about existing program contacts including:
    - a. Names
    - b. Titles
    - c. Deactivation of staff that no longer work in the programs.

Note: You can also use the drop-down boxes right on the page to change the required contact so long as the new required contact has already been added.

2021-22 UNIFIED APPLICATION

SPONSOR

ADDRESSES

CONTACTS

CIVIL RIGHTS

FORMS AND RECORDS

ASSURANCES

FSMC / VENDOR

NSLP

MEALS & SERVICE

REVIEW

CERTIFICATION

Entry for 'Contacts Certification' is required.

PROGRAM CONTACTS

Manage Staff

Select the staff person who is responsible for each of the following roles in your organization.

View	Edit	Required Contact	Program	Contact Name	Contact Email	Contact Phone
		Business/Fiscal	All			(360) 864-6325
		Approving Official	NSLP			(360) 864-6325
		Chief Administrator	NSLP			(360) 864-6325
		Claims Official	NSLP			(360) 864-6325
		Contact Person	NSLP			(360) 864-6325
		Food Distribution Contact	NSLP			(360) 520-4042
		Food Service Director	NSLP			(360) 520-4042
		Hearing Official	NSLP			(360) 864-6325
		Superintendent/Principal	NSLP			(360) 864-6325
		Verification Official	NSLP			(360) 864-6325

☐ I verify the information provided here is accurate and current to the best of my knowledge.

Preview Errors Show All Sections Back Cancel Next

2021-22 UNIFIED APPLICATION

SPONSOR

ADDRESSES

CONTACTS

CIVIL RIGHTS

FORMS AND RECORDS

ASSURANCES

FSMC / VENDOR

NSLP

MEALS & SERVICE

REVIEW

CERTIFICATION

SELECT EXISTING STAFF PROFILE

Select from list of Site Contacts

Select Site:

Site Contact:

MANAGE SPONSOR STAFF

Show Deactivated Staff

Add

View	Edit	First Name	Last Name	Title	Status	Status Date
				Supervisor	Active	9/15/2014
				Business Manager	Active	8/7/2012
				Business Manager	Active	8/7/2012
				Superintendent	Active	8/19/2008
				Supervisor	Active	9/18/2014
				Supervisor	Active	9/15/2014
				Business Manager	Active	8/19/2008
				Business Manager	Active	8/19/2008
				Food Service Director	Active	8/19/2008

- Updating the contacts section in the program application will reflect on the sponsor profile page. The update will be visible when the program application is submitted.

Sponsor ProfileApplicationsSitesShared CalendarBudgets

Sponsor InformationCurrent Overview

SPONSORView History

Sponsor ID: 159400

FEIN: 91-1007510

Entity Type: Public

Legal Entity Type: School District

Non-Profit: Yes

Tax Exempt via 501(c)(3): No

RCCI: No

Residential Camp: No

Tribe: No

Congressional District: Third District

Sponsor Status: Active (7/31/2014)

SPONSOR STAFF

Name	Title	Phone
Jane Doe	Supervisor	(360) 864-2392
John Doe	Business Manager	(360) 864-6325