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.





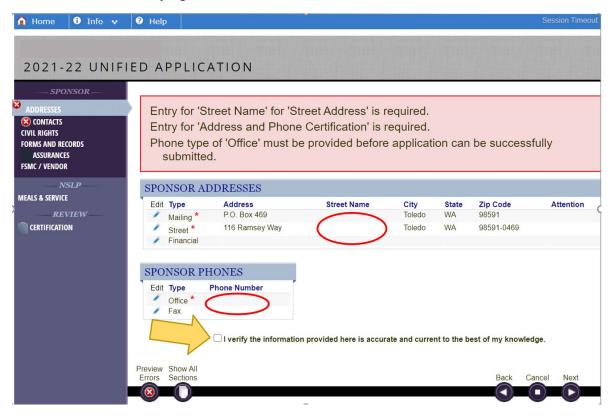
How to Update Sponsor Contacts

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

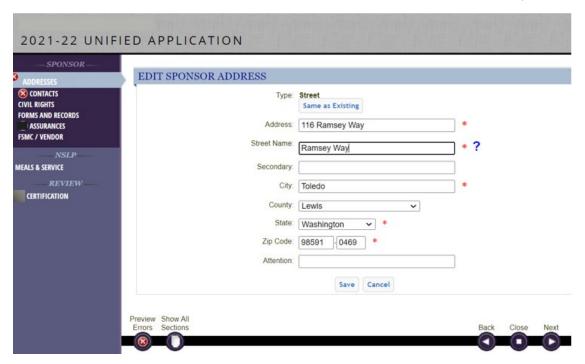
1. When renewing for 21–22, the program application will be in error and you must update all information before the application can be submitted. The contact section is part of the *unified* program application. This means that you will be updating contact information for all programs operated when renewing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

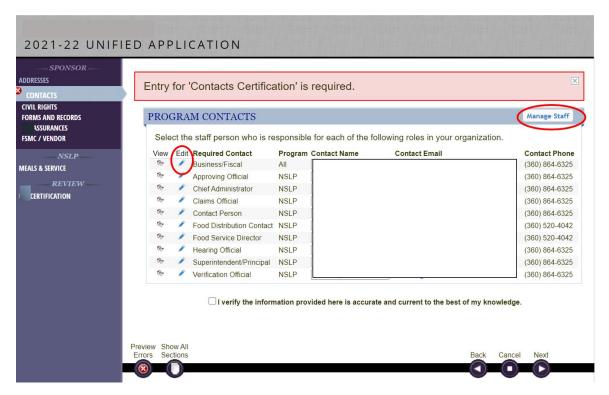


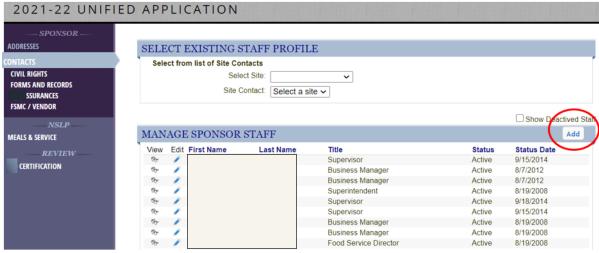
- 4. Street Name- Adding the street name is a new field required for a Child Nutrition Services reporting. You must update this section before moving forward.
 - i. Click on the pencil icon to edit.
 - ii. Add the street name as in the example below for each address type.



- 5. Update sponsor contacts using the manage staff icon and edit icon
 - 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.





6. 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.

