

Sponsor users are employees or contractors with the sponsoring organization that should have access to information about all sites under a sponsorship. If you would like an individual to only have access to some sites, you should add them as site-level users instead. See separate instructions for details.

**To add a sponsor user:**

- Click on “Users” on the main sponsor dashboard.
- Click on the blue “Add” button and enter the fields:
  - **Name (required)**
  - **Username (required)**
  - **Password (required):** must be at least 12 characters.
  - **Confirm Password (required)**
  - Email Address, Phone Number, Start Date and End Date (optional)
  - Status: active/inactive. A sponsor user marked as inactive will not be able to log in.
  - **Roles (required):** select “Sponsor Admin” which gives full permission to all sponsor and site-level information or “Sponsor Reporter” which is mostly read-only. You can assign the centers or providers in their sponsorship and you can restrict the monitoring forms available to Sponsor Reporters on the My Food Program for Reviewers Mobile App. For more information, refer to the Permissions Matrix.
  - Notes: for your records.
  - Sign Here: only relevant for sponsors that are using Ready Records. Please see the Ready Records training guides for more details.
- Training: enter training here if you would like to use My Food Program to track training by sponsor staff.

**Staff Info**

Name

User Name

Password

Confirm Password

Email Address

Phone Number

Start Date

End Date

Status

Roles  Sponsor Admin  
 Sponsor Reports

Specific Sites

Specific Audit Forms

Notes

Sign Here:

Clear Signature

**Training** + Add

Type	Date	Description	Link

Save

**To add a new sponsor staff training:**

- Click on “Users” on the main sponsor dashboard.
- Click on the name of the sponsor user.
- Click the blue “Add” button in the training section.
- Enter the fields:
  - **Training Date (required)**
  - **Training Type (required)**
  - Description (optional): for your records.
  - Training Hours: for your records and available on the Staff Training Report.
  - Upload a scan or photo of the training agenda and/or signed training roster (optional).

**Sponsor Staff Training**

Training Date	<input type="text"/>
Training Type	<input type="text" value="Select"/>
Description	<input type="text"/>
Training Hours	<input type="text"/>
Upload Training	<input type="button" value="Choose File"/> No file chosen
Current Upload	No Upload