

Sponsors are able to input days that no sites should be able to claim meals.

To add Sponsor Closure days:

- Click on “Setup” from the main sponsor dashboard.
- Click on “Sponsor Closures” button.
- Click the blue “Add” button.
- Complete the fields:
 - **Reason Off Site**: select field trip, closure or holiday.
 - **Date Off Site**
- Click “Save”.

Sponsor Off Site

Reason Off Site

Date Off Site

Note: The error message that displays will read “Meals claimed on days that a sponsor is closed”