CenterPilot Roles Overview

5/6/25

ROLE LEVEL	CURRENT ROLES	Position in Sponsorship or Center	Role Description	Functions and Reports Accessible								
				Manage Sponsor Functions	Manage Facility Info	Manage Participants	Manage Meals	Manage Attendance	Manage Claims	Manage Receipts	Manage Training	Manage Monitor Visits
Sponsor	Sponsor Admin	Multi-Site Sponsor - Set up by CP	Access to ALL SPONSOR functions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sponsor	Self-Sponsor Admin	Single Site - Sponsor - Set up by CP	Access to ALL SPONSOR functions	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sponsor	Enrollment Processor	Sponsor Main Office	Enters Participant and/or Validates Participant Eligibilities for Facilities	No	No	Yes	No	No	No	No	No	No
Sponsor	Receipts Processor	Sponsor Main Office	Enters Receipts and/or Verifies and Processes Receipts from Facilities	No	No	No	No	No	No	Yes	No	No
Sponsor	Monitor	Sponsor Monitor	Monitors Sites and Manages Monitor Info in CP	No	No	Yes	Yes	Yes	No	Yes	Yes	Yes
Sponsor	Limited Monitor	3rd Party Monitor that is not associated with sponsor	Monitors Sites and Manages Monitor Info in CP	No	No	No	Yes	No	No	No	No	Yes
Sponsor	Trainer	Sponsor Trainer	Trains Facility Staff and Manages Training Info in CP	No	No	No	No	No	No	No	Yes	No
Center	Center Admin	Center Director	Access to ALL FACILITY Functions	No	Yes	Yes	Yes	Yes	No	Yes	No	No
Center	Asst Director	Center Asst Director	Access to MOST FACILITY Functions	No	Yes	Yes	Yes	Yes	No	Yes	No	No
Center	Center Limited	Center Director	Access to ALL FACILITY Functions EXCEPT Receipt Entry	No	Yes	Yes	Yes	Yes	No	No	No	No
Center	Teacher	Attendance Taker in Classroom	Access to Attendance Functions and Reports	No	No	No	No	Yes	No	No	No	No
Center	Vendor	Outside Food Vendor	Access to Meals Functions and Reports	No	No	No	Yes	No	No	No	No	No
Center	Cook	Cook Inside Center	Access to Meals and Attendance Functions and Reports	No	No	No	Yes	Yes	No	No	No	No
Center	Master Level	Center Director + Migrate and Replicate	Access to ALL FACILITY Functions + Migrate and Replicate Functions	No	Yes	Yes	Yes	Yes	No	Yes	No	No
Center	Central Kitchen	Cook + Migrate and Replicate Functions	Access to Meals and Attendance Functions and Reports + Migrate and Replicate Functions	No	No	No	Yes	Yes	No	No	No	No