

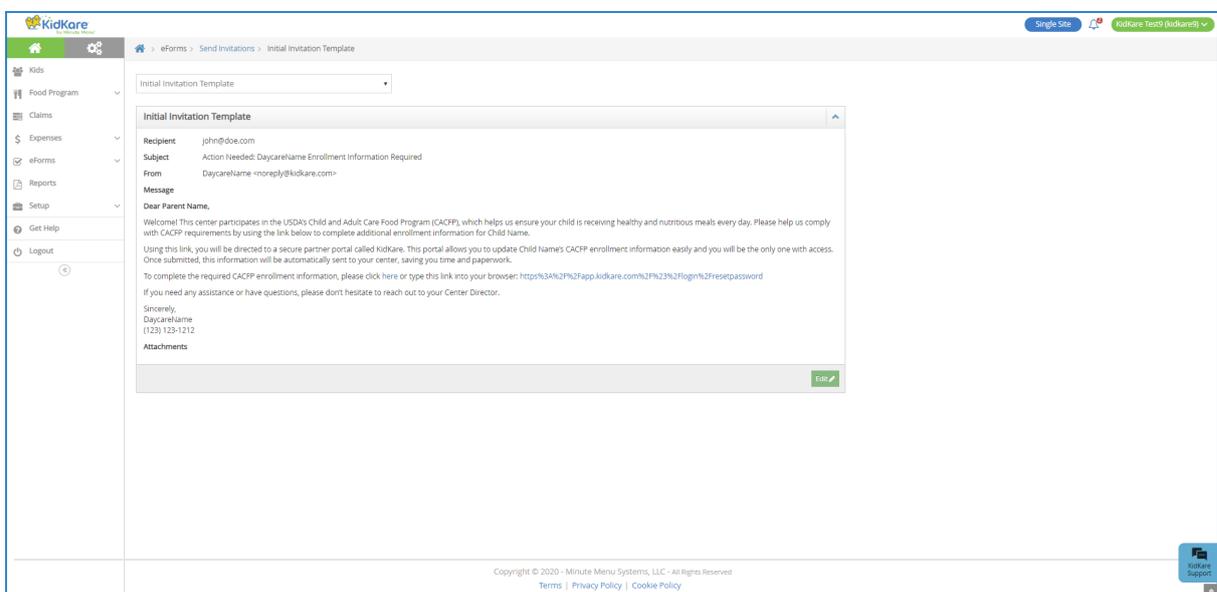
# [VIDEO] Customize eForms Email Templates

Last Modified on 08/07/2023 3:09 pm  
CDT

When you send eForms invitation, revision request, etc. to a guardian, they receive it via email. You can customize these emails to suit your business.

**Required Permissions:** You must have the **eForms** permission enabled on your account to use the eForms feature. Sponsored centers cannot modify eForms email templates.

1. From the menu to the left, click **eForms**.
2. Click **Send Invitations**.
3. Click **Edit Email**. The template page opens and displays the Initial Invitation template.



4. Click the **Template** drop-down menu and select the email template to change.
5. Click **Edit**.
6. Update the **Subject**, **From**, and **Message** boxes, as needed.
  - Variables you can use to fill-in certain information are listed at the bottom of the editor (#ParentName#, #ChildName#, and so on).
  - When editing the Message, use the toolbar to format your text. You can also insert URLs, insert images, embed videos, and switch to an HTML editor.
7. To add an attachment:
  - a. Click **Add Attachment**.
  - b. Click **Choose**.
  - c. Browse to the attachment on your computer and click **Open**.
8. When finished, click **Save**.

KidKare by Minute Menu

Single Site KidKare Test9 (KidKare9)

eForms > Send Invitations > Initial Invitation Template

Initial Invitation Template

Initial Invitation Template

Recipient: john@dos.com

Subject: Action Needed: #Daycare

From: #DaycareName#

Message

H1 H2 H3 H4 H5 H6 P pre B I L S C O U A

Words: 0 Characters: 0

Dear #ParentName#,

Welcome! This center participates in the USDA's Child and Adult Care Food Program (CACFP), which helps us ensure your child is receiving healthy and nutritious meals every day. Please help us comply with CACFP requirements by using the link below to complete additional enrollment information for #ChildName#.

Using this link, you will be directed to a secure partner portal called KidKare. This portal allows you to update #ChildName#'s CACFP enrollment information easily and you will be the only one with access. Once submitted, this information will be automatically sent to your center, saving you time and paperwork.

To complete the required CACFP enrollment information, please click [here](#) or type this link into your browser: #LinkURL#

If you need any assistance or have questions, please don't hesitate to reach out to your Center Director.

Sincerely,  
#DaycareName#  
#DaycarePhone#

#ParentEmail# #ParentName# #ChildName# #FormType# #DaycareName# #DaycarePhone# #DaycareEmail# #LinkURL#

Attachments [Add Attachment](#)

Cancel Save

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