

[VIDEO] Update Your Site Details

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Required Permissions: You must have the **Site Details** permission enabled on your account to edit site details. Sponsored centers cannot change information on the Site Details page—it is for display only.

Watch the Video below for a tour of the KidKare home page and learn how to setup your Site Details.

1. Log in to app.kidkare.com.
2. From the menu to the left, click **Administration**.
3. Click **Site Details**. The Site Details page opens.

The screenshot shows the 'Site Details' page in the KidKare app. The page has a breadcrumb trail: Administration > Site Details. Below the breadcrumb is a navigation bar with tabs: Business (selected), License, Meals, Subscription, and Additional Information. The main content area is titled 'Business Details' and contains a form with the following fields and values:


Business Name:	BerkyKids - Jordans Test
Site Name:	BerkyTest
Profit Status:	For Profit
Months Open:	All Months
Days Open:	M, T, W, Th, Fr
State Sponsor ID:	15289
Federal Tax ID:	
<input checked="" type="checkbox"/> School ID:	
Vendor #:	
Contact Name:	Jordan Berky
Title:	
Site Address:	123 Road St
City:	Dallas
State:	TX
Zip Code:	75234
Mailing Address:	
City:	
State:	
Zip Code:	
Phone:	(987) 458-4698
Alternate Phone:	
Fax:	
Email:	berky2@gmail.com
Website URL:	

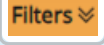
An orange 'Edit' button is located in the bottom right corner of the form.

4. You can edit the following information:
 - **Business Details:** Basic information about your center, including site name, profit status, business days, and so on.
 - **License Details:** License and program information, including program type, maximum capacity, and license start/end dates. If your state allows for multiple licenses, you can click **Add License** to add additional licenses.
 - ***License/CACFP Starting Age:** If your license starting age is different than your program starting age, enter the oldest of the two here.
 - ***License/CACFP Ending Age:** If your license ending age is different than your program ending age, enter the youngest of the two here.
 - **Meals:** CACFP information, including CACFP start date, approved meals, At-Risk meals (if you have the At-Risk program type), servings, and serving times. If multiple licenses are allowed, you can set

this information up for all of your licenses.

- **Subscriber/Subscription Details:** User subscription information, including contact information and payment method.

5. Click  in the appropriate section and update the information, as needed. When finished, click **Save**.

Note: You can view this page as a tab or as a single page. Click  in the top-right corner to change your page view. If you are on mobile, your page defaults to tabbed view.