

Create Menu Templates

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CDT

While you can copy and paste future menus on the Menu Calendar, creating a template allows you to save certain meal components to a template that can then be applied to meals as you enter them. This reduces the time spent entering components when serving the same meal.

Note: You must have the **Plan Menu** permission enabled on your account to create and manage menu templates. For more information or to learn how to enter templates as a sponsor, click [here](#).

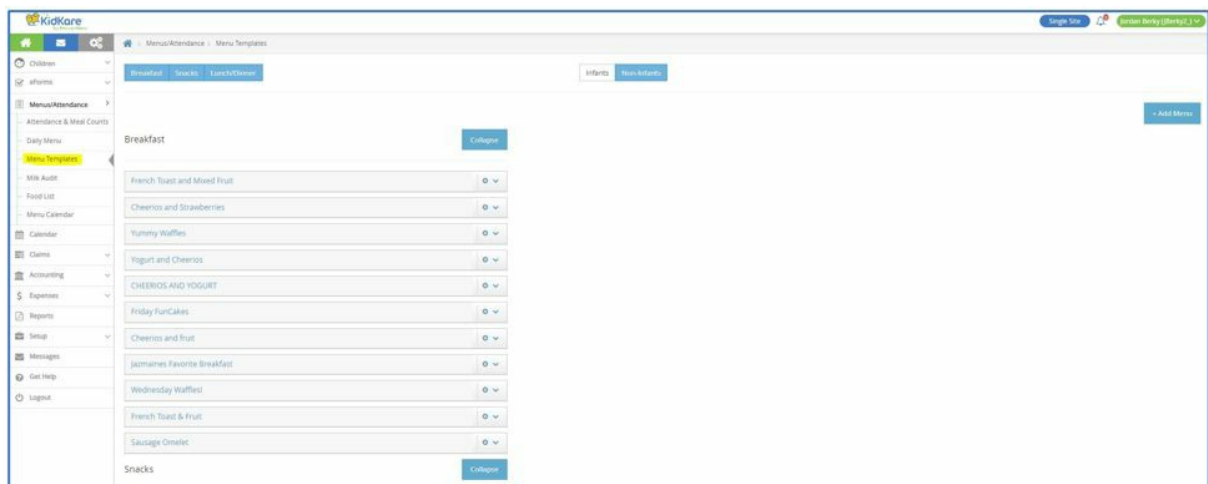
You can create menu templates from the Menu Templates page or from the Daily Menu page.

In this article:

- [Creating Menu Templates on the Menu Templates Page](#)
- [Creating Menu Templates on the Daily Menu Page](#)

Creating Menu Templates on the Menu Templates Page

1. From the menu to the left, click **Menus/Attendance**.
2. Select **Menu Templates**. The Menu Templates page opens.



3. At the top of the page, select **Infants** or **Non-Infants**.
4. Click **Add Menu**.
5. Click the **Which Meal Would You Like to Add** drop-down menu and select **Breakfast, Snacks, or Lunch/Dinner**.
6. Click the **What is the Name of This Menu** box and enter a name for this menu.
7. Click each **drop-down menu** and select the appropriate meal components.
8. When finished, click **Save**.

Creating Menu Templates on the Daily Menu Page

1. Enter your meal components as you usually would.
2. Click **Create Menu**.
3. Click the **Create Menu** box and enter a name for this menu.

The screenshot displays the 'Daily Menu' page in the KidKare system. The main area is titled 'Breakfast Meal Time: 07:00 AM - 08:00 AM'. It features a 'Meal Alternate' dropdown menu, a 'Break Alternate' dropdown menu, and a 'Vegetables' dropdown menu. Below these are 'Fruit' and 'Milk' dropdown menus. A 'Meal Pattern Requirements' button is visible. To the right, there are columns for 'Estimated Quantity Required' and 'Actual Quantity Served'. An 'Attendance Summary' table is also present, showing 'Estimated' and 'Actual' values for various age groups. The table data is as follows:

Age	Estimated	Actual
1 yr	0	0
2 yr	0	0
3-5 yr	0	0
6-12 yr	0	0
13-18 yr	0	0
Adult	0	0
Total	0	0

Below the table is a 'Menu Notes' text area. At the bottom of the page, there is an 'AM Snack Meal Time: 10:00 AM - 10:30 AM' section with a 'Create Menu' button.

4. Click **Save**.