

Edit the Welcome Email

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CDT

When you create a KidKare account for guardians, they receive an automated welcome message containing a link that allows them to create their account. You can customize this messaging to suit your business.

To do so:

1. From the menu to the left, click **Accounting**.
2. Select **Guardians**.
3. Click **Welcome Letter Template**.
4. Click **Edit**.
5. Update the **Subject**, **From**, and **Message** boxes, as needed.
 - Use the toolbar to format your text. You can create headings, block quotes, bold/italic/underlined text, lists, and so on. You can also insert hyperlinks, images, and embed video. If you would rather edit via HTML, click to switch to the HTML editor.
 - Click **Add Attachment** to add attachments.
 - Variables you can use to fill-in certain information are listed at the bottom of the Editor. For example, **#ContactName#** will display the guardian's name in the final email.

The screenshot displays the 'Welcome Letter Template' editor. The breadcrumb navigation at the top reads: Home > Accounting > Guardians > Welcome Letter Template. The editor has a title bar 'Welcome Letter Template' with a close button. Below the title bar are input fields for 'Recipient' (john@doe.com), 'Subject' (Welcome to KidKare!), 'From' (#ProviderName#), and 'Message'. The 'Message' field has a rich text editor toolbar with options for headings (H1-H5), bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and a source code icon. The message body text is: 'Dear #ContactName#, Welcome to KidKare! Please click the link below to confirm your email address and access your KidKare account. KidKare is a secure solution which allows you to keep your child's enrollment information up to date and interact with your child care provider. Click Here to Confirm Your Email Please Note: You must confirm your email in order to access your KidKare account. Sincerely, #ProviderName#'. Below the message body, there are variable placeholders: #ProviderName#, #ContactName#, #Username#, #RecoveryToken#, and #LinkUrl#. At the bottom left is an 'Attachments' section with an 'Add Attachment' button. At the bottom right are 'Cancel' and 'Save' buttons.

6. When finished, click **Save**.