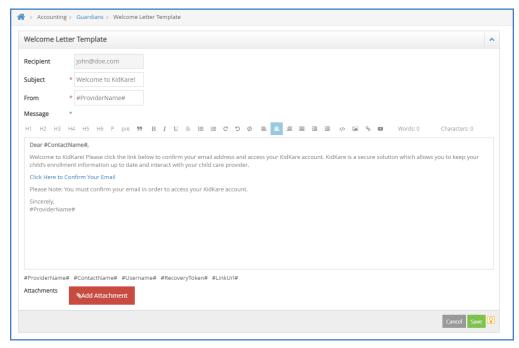
Edit the Welcome Email

Last Modified on 03/24/2021 10:07 am

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.



6. When finished, click Save.