


Send Messages

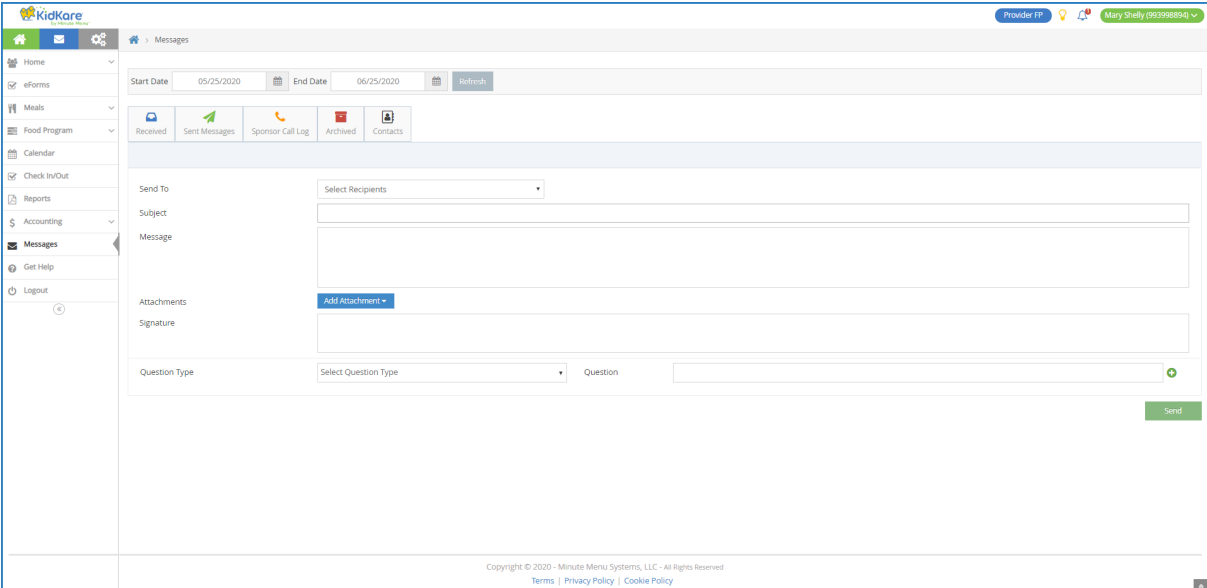
Last Modified on 11/23/2020 1:42 pm
CST

KidKare's messaging feature allows you to send messages directly to your sponsor (if they enable it) and to guardians of participants enrolled in your home daycare. You can message guardians individually, in small groups, or you can send one message to all guardians for active participants at the same time. When messaging guardians, you also have the option to attach planned menus and include a survey to which guardians can respond. These surveys can be used to plan attendance, screen for COVID-19 symptoms, or gather any other information you need from parents.

Notes: The survey option is only available when messaging guardians. You cannot include surveys in messages sent to your sponsor. Your sponsor must enable sponsor messaging before you can message them via KidKare.

To send messages:

1. Click . The Messages page opens.
2. Click **Send Message**. The Message Editor opens.



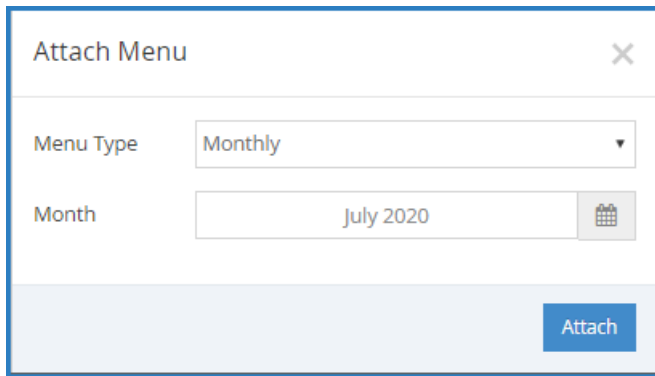
The screenshot shows the KidKare Messages page. The top navigation bar includes the KidKare logo, a home icon, and a user profile for Mary Shady. The main content area is titled 'Messages' and features a sidebar with navigation options like Home, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The central form is for composing a message, with fields for 'Send To' (a dropdown menu), 'Subject', 'Message', 'Attachments' (with an 'Add Attachments' button), and 'Signature'. There is also a 'Question Type' dropdown and a 'Question' text box. A 'Send' button is located at the bottom right of the form. The footer contains copyright information for Minute Menu Systems, LLC.

3. Click the **Send To** drop-down menu and select the people you are messaging:
 - o To send a message to your sponsor, select **Sponsor**.
 - o To send a message to one or more guardians, click each guardian name to include in the message. You can use the **Search** box in this menu to search for specific contacts.
 - o To message all guardians, select **Guardians for All Active Participants**.

Note: According to your display settings, this may read something else, such as Guardians for All Active Kids. For more information, see [Set Display Settings](#).

4. Click the **Subject** box and enter a subject for your message.
5. Click the **Message** box and enter your message content.
6. To attach a menu:

- a. Click **Add Attachment** and select **Menu**. The Attach Menu pop-up opens.



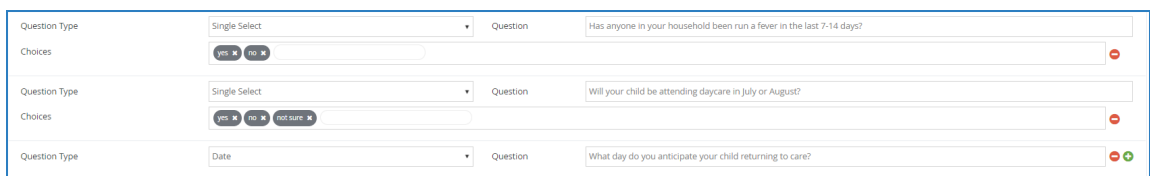
- b. Click the **Menu Type** drop-down menu and select **Monthly, Weekly, or Custom**.
- c. Select the date for which to send the month. The available options vary according to the menu type you selected.
- **Monthly:** Click the **Select Month** box and select the month for which to send menus.
 - **Weekly:** Click the **Select Day** box and select a day in the week to send. Menus for dates in the same week are attached.
 - **Custom:** Click the **From** box and enter the first date in the range to send. Then, click the **To** box and enter the last date of the range to send.
- d. Click **Attach**. The Scheduled Menus report for the month or the week is attached to the message.


7. Click **Add Attachment** and select **File** to add any additional attachments to this message. For example, you could attach a PDF newsletter.


8. Click the **Signature** box and enter your email signature. If you are messaging your sponsor, go to **Step 10**.

9. To add a survey:

- a. Click the **Question Type** drop-down menu and select the question type to include on the survey. You can choose from the following:
- **Single Select:** The guardian can select one answer only.
 - **Multi-Select:** The guardian can select multiple answers.
 - **Date:** The guardian must select a date.
 - **Text:** The guardian can type any answer.
- b. Click the **Question** box and enter the question. If you selected **Date** or **Text**, go to **Step 9d**.
- c. Click the **Choices** box and enter the responses from which the parent can choose. Press **Enter** or **Tab** between choices. To remove a choice, click **X** or press **Backspace**.



d. Click  to add a new question to your survey. Repeat **Steps 9a - 9c** to add as many questions, as needed.

e. Click  to remove questions from your survey.

10. When finished, click **Send**.

KidKare
Provider ID: Mary Shelly (93398294)

Messages

Start Date:
End Date:
[Refresh](#)

[Received](#)
[Sent Messages](#)
[Sponsor Call Log](#)
[Archived](#)
[Contacts](#)

Send To: Guardians For All Active Kids

Subject: Welcome Back

Message: We want to extend a warm welcome back to all of your children. Please answer the questions below so we may be fully prepared for re-opening. You will also find menus for July and August attached. Thank you!

Attachments: Add Attachment MonthlyScheduleMenu2020-07-01.pdf MonthlyScheduleMenu2020-08-01.pdf

Signature: Mary Shelly
Little Daycare

Question Type: Single Select **Question:** Has anyone in your household been run a fever in the last 7-14 days?

Choices: Yes No ✖

Question Type: Single Select **Question:** Will your child be attending daycare in July or August?

Choices: Yes No Not sure ✖

Question Type: Date **Question:** What day do you anticipate your child returning to care? ✔

[Send](#)

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