

Customize the Center Welcome Letter

Last Modified on 07/12/2023 2:25 pm
CDT

You can customize the welcome letter sent to your centers when you first enroll them in your sponsorship. The KidKare Welcome Letter includes the following information:

- A brief introductory message.
- A link to allow the center admin to log in and set a password.
- A link to the [Introduction to KidKare for Sponsored Centers](#) video.
- A link to the [KidKare Features for Sponsored Centers](#) PDF.
- A link to the [KidKare Knowledge Base](#).
- A signature.

To customize the letter:

1. Log in to app.kidkare.com. Use the same credentials you use to access Minute Menu CX.
2. Click . The Settings page opens.
3. In the **General Settings** section, click **Edit Welcome Letter Template**. The Welcome Letter Template pop-up opens.

Welcome Letter Template ✕

Subject: Welcome to KidKare!

To: Center Email

From: Sponsor Name <noreply@kidkare.com>

Dear center name,

Welcome to KidKare! KidKare is a web-based application that allows you to manage child attendance record menus and meal counts, submit your claim, and more. You can log in to KidKare at <https://app.kidkare.com>, using most web browsers.

Click the link below to log in and set up your password.
<https://app.kidkare.com?login&fresetpassword>

Get Started
To get started, we recommend you view the Introduction to KidKare video [here](#). You can also download and print a guide to KidKare's center features [here](#).

Additional Help
If you need additional help using KidKare, check out the center content on the KidKare Knowledge Base [here](#).

Thank you,
Sponsor Name
Sponsor Phone

Attachments

[Edit](#) 

4. Click **Edit**.
5. Update the **Subject** and **From** boxes, as needed. Variables you can use to fill-in certain information are listed at the bottom of the editor (SponsorName, CenterPhone, and so on). To add one of these variables

to your text, type @ and begin typing the variable to use. A list of available items displays as you type, so you can select the variable you need. For example, to add the provider's name to the Subject, you would type @CenterName in the **Subject box**.

Welcome Letter Template

KidKare Welcome Letter Minute Menu CX Welcome Letter

Subject * Welcome to KidKare!

From * SponsorName

Dear CenterName ,

Welcome to KidKare! KidKare is a web-based application that allows you to manage child attendance record menus and meal counts, submit your claim, and more. You can log in to KidKare at <https://app.kidkare.com>. using most web browsers.

Click the link below to log in and set up your password.

[LinkUrl](#)

Get Started
To get started, we recommend you view the Introduction to KidKare video [here](#). You can also download and print a guide to KidKare's center features [here](#).

Additional Help
If you need additional help using KidKare, check out the center content on the KidKare Knowledge Base [here](#).

Signature

Thank you,
SponsorName
SponsorPhone

Type @ to insert the tags

SponsorPhone SponsorName SponsorAddress SponsorEmail CenterName CenterPhone
CenterEmail

Attachments [Add Attachment](#)

Cancel Save

- Specify which welcome letter you are sending: KidKare or Minute Menu CX. The letter marked with  is the active one. To enable the other template, click . Note that the slider turns green and the other letter's slider turns red. You can only have one active welcome letter at a time.
- Click the first **Message** box and customize your messaging. Just as you did in **Step 5**, you can use variables to complete certain information, such as the center's name.
- Click the **Signature** box to customize your signature.
- Click **Add Attachment** to add any attachments needed.

10. When finished, click **Save**.