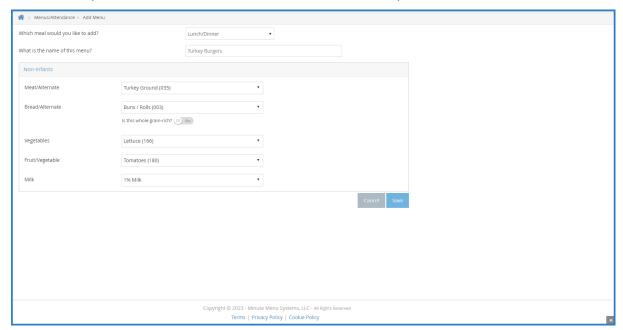# [VIDEO] Create Menu Templates

Menu templates are reusable menus that are not specific to the day or meal. Both sponsors and centers can create and use menu templates. Any center-created templates are only visible to the center that created them (and the sponsor). You can create templates for both infants and non-infants. You can also use menu templates to build your master menus.

To create menu templates:

1. From the menu to the left, click **Menus/Attendance.**

2. Select **Menu Templates**. The Menu Templates page opens.

3. Select **Infants** to add infant menu templates or **Non-Infants** to add non-infant menu templates.

4. Click **Add Menu**.

5. Click the **Select Meal** drop-down menu and select the meal for which to create a template.

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 foods for each meal component.

8. When finished, click **Save**.