

## Sponsor Video Library

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CST

### Setup

**Manage Client  
Information**

**Create Sponsor  
Accounts**

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### Center Management

**Enroll New  
Center**

**Center Welcome  
Letter**

**Access Center Admin  
Credentials**

**Manage Center Admin  
Permissions**

**Manage Center  
Staff**

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### Children

**Enroll New Child into  
KidKare**

**Activate Pending  
Children**

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### Menus & Attendance

**Create Menu  
Templates**

**Create Master  
Menus**

**Understand the Center Menu  
Calendar**

**Record Center Daily  
Menus**

**Center Daily  
Attendance**

**& Served Meals**

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## **Receipts**

**Add & Manage Vendors    Manage & Verify Receipts**

**Manage Duplicate  
Vendors**

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## **Claims**

**Milk Audit    Change Claim Month**

**Track Received  
Claims**

**Process Claims**

**Re-Process Center Claims Un-Submit Center Claims**

**Submit Claims to  
State**

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**eForms**

**Add Sponsor Digital  
Signature**

**eForms Settings for  
Sponsors**

**Enable Centers for eForms**

**Customize Email Template**

**Send New Enrollment  
Invitations**

**Send Renewal Enrollment  
Invitations**

**View & Understand  
Invitation Statuses**

**Approve & Renew  
Enrollments**