

Center Welcome Letter

Last Modified on 05/06/2021 7:42 am
CDT

Use Minute Menu CX to send welcome messages to centers. Depending on whether you are implementing your centers with Minute Menu CX or KidKare, this welcome message will either include installation and login information for Minute Menu CX or login information and help content for KidKare. To select the letter to send and customize the content, see [Customize the Center Welcome Letter](#).

To send a welcome message:

1. Click the **Select Center** drop-down menu at the top of the window and select the center.
2. Click **Centers** from the toolbar. The Manage Center Information window opens.
3. Verify that the **director's email address** in the General tab is correct. This is the email that receives the welcome letter.

Manage Center Information: Jess Center 123

Children List Children Activate Children Claims Reviews Payments Staff Calendar

General License / Schedule Oversight

Center # 123 Center Name Jess Center Corporation Name External Id Status Active

[Primary Center Contact Info]

Director's Name Primary Ph.(Ext)# Fax Number
Bob Jones (817) 123-4567
Email Address **bjones@ihaveemail.org** Alt Phone # (817) 456-7891

[Center Site Info]

SITE Address City State Zip code
122 Main Seabrook TX 77586
Center Web URL jesscenter.com
County Harris

[Center Basics]

State Agreement #
Alternate #
Federal Tax ID #
Center Title XX #
Center Title XX #
Current Start Date
Current End Date

[Food Service Info]

Service Type Service Style
On-Site Preparation Family

4. Click the **Oversight** tab.
5. Click **Send Welcome Letter**.

Manage Center Information: Jess Center 123

Children List Children Activate Children Claims Reviews Payments Staff Calendar

General License / Schedule Oversight

[Directions to Site]

Driving Instructions
Mileage to Center 0.00 Map Location

[Center Admin Info]

Override Admin Rate %
Administration Type -- Select --
Override Enrollment Expiration Month 0
When Processing, Check Daily Child In/Out Times
When Processing, Skip Menu Edit Checks

[Center Login Info]

Auto Generate Login and Password Login Password
Send Welcome Letter Login As This Center
Record Attendance Date/Time Limitation -- Select --
Prevent Center from using Select-All in Record Attendance

Sponsor Notes

[Site Monitoring info]

Monitor -- Select --
Next Visit Due Start Month Oct
Show Claim Rates

[Center Referral Info]

Referred By
Previous Sponsor's Name

Pay via Direct Deposit

Bank Account Type -- Select --
Bank Account Number
Bank Routing Number

Hold Reason Notes

Remove Print Print Roster Save Close

6. A web page opens in your default browser and displays the email. Edit the text, as needed.
7. When finished, click **Send Email**.