Center Welcome Letter

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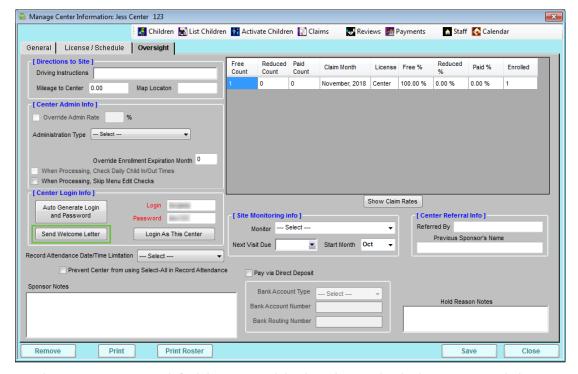
Use Minute Menu CX to send welcome messages to centers. Depending on whether you are implementing your centers with Minute Menu CX or KidKare, this welcome message will either include installation and login information for Minute Menu CX or login information and help content for KidKare. To select the 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.



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



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