## Customize eForms Email Templates

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Customize the emails parent/guardians receive when you send enrollment invitations, send forms back for revision, and approve enrollments. You can also customize the Thank You email sent when the parent submits their information to you or your center.

- Log in to app.kidkare.com. Use the same credentials you use to log in to Minute Menu CX.
- 2. From the menu to the left, click **eForms**.
- 3. Click Send Invitations. The Send Invitations page opens.
- 4. Click Edit Email. The Initial Invitation Template page opens by default.
- Click the drop-down menu at the top of the page and select the template to edit.
  For example, select Thank You for Your Submission Template to edit the automated email parents/guardians receive upon form submission.

		Center Sponsor	(mmtest) ~
<b>** *</b> \$	😤 > Forms > Send Invitators > Initial Invitation Template		
Dbserver Mode			
📰 Foods 🗸 🗸	Initial Invitation Template		
\$ Billing Report	Initial Invitation Template		
😪 eForms 🗸 🗸	Recipient john@doe.com		
Get Help	Subject Action Needed: #Daycare		
🕑 Logout	From #DaycareName#		
۲	Message *		
	H1 H2 H3 H4 H5 H5 P pr 19 B / U S H H6 C O O L A B B C O O L S C O O C A C O O C A C O O C O C O C O C		
	Dear #ParentName#		
	Welcomet The center participates in the USDAs Child and Aduk Care Food Program (CACFP), which helps us rearry your child is receiving healthy and nutritious meals every day. Please help us comply with CACP requirements by using the link below to complete additional environment environment and the complete additional environment on RC1/sidament and the complete additional environment and the complete additin environment additionadditin enviro		
	Using this link, you will be directed to a secure partner portal called Kidkare. This portal allows you to update #Chidkane#S_CACFP enrollment information easily and you will be the only one with access. Once submitted, this frogmatically sent you creater, saming your end papervoid.		
	To complete the required CACFP enrollment information, please click here or type this link into your browser: #LinkUrl#		
	If you need any assistance or have questions, please don't hesitate to reach out to your Center Director.		
	Snoreny, Flaysarethone# Flaysarethone#		
	#ParentEmal# #ParentJame# #ChildHame# #FormType# #DaycareHone# #DaycareEmal# #LinkUxH# Attachments		
	Const See 3		
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	Terms   Privacy Policy   Cookie Policy		*

- 6. Click **Edit** in the bottom-right corner. The Rich Text Editor (RTE) opens. You can edit the **Subject**, **From**, and **Message** fields.
- 7. Use the toolbar to format your message text.

H1 H2 H3 H4 H5 H6 P pre 55 B I U S II C O O E E E E E G O Words: 36 Characters: 239

- H1 H6: Create headings. The largest heading is H1. The headings become progressively smaller from there.
- P: Designate text as Paragraph text. This should be the main body of your message.

- **Pre:** Create pre-formatted text for copying and pasting.
- ": Create a block quote.
- **B:** Bold text.
- *I*. Italicize text.
- <u>U</u>: Underline text.
- **S:** Strikethrough text.
- •/123: Create bullted or numbered lists.
- Undo/Redo: Click the arrows to undo changes and re-do changes.
- Alignment Options: Left-align, center, right-align, or justify text.
- Indentation: Indent a line or remove an indentation.
- : Switch to HTML mode and use HTML to format instead of the RTE.
- Images: Click the picture icon to embed an image.
- Link: Click the link icon to add a hyperlink.
- Video: Click the play button to embed a video.
- 8. Variables you can use are listed at the bottom of the editor. To use this variables, click in the message and type the variable exactly as it appears. These will populate user-specific information in the message when it is sent. For example, #ParentName# will display as John Smith if this email is sent to John Smith.
- 9. Click Add Attachment to add an attachment to this message.
- 10. When finished, click Save.