
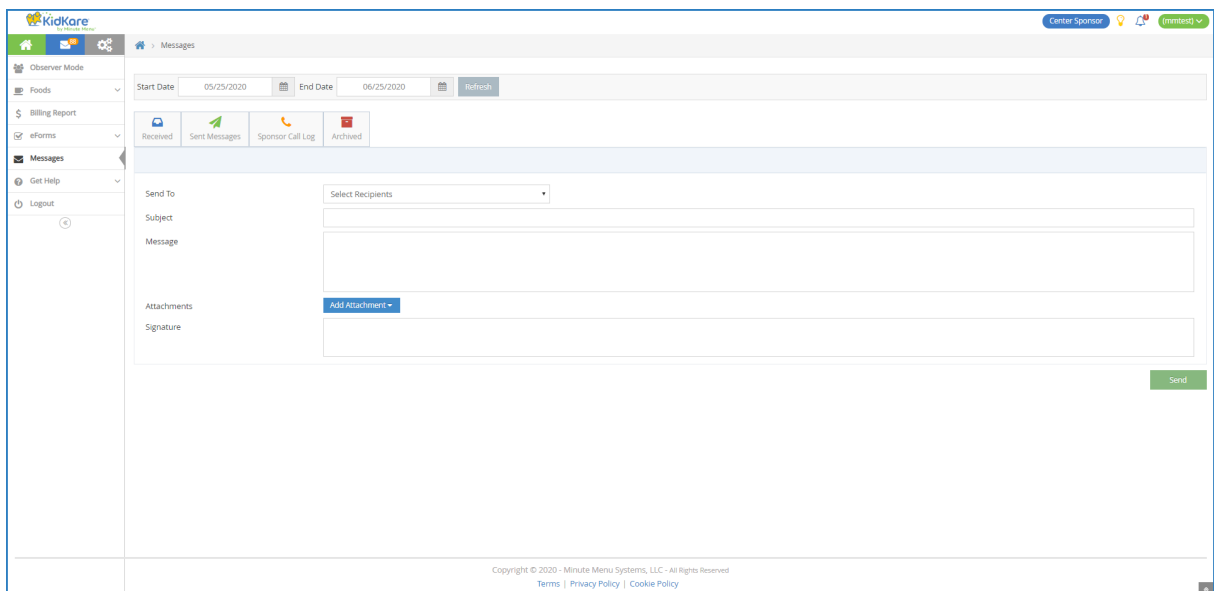


# Message Centers in KidKare

Last Modified on 06/25/2020 7:54 am CDT


KidKare's messaging feature allows you to send messages directly to your centers in KidKare. Your sites can then review and respond to these messages, allowing both of you to keep a record of communications online.

1. Log in to [app.kidkare.com](https://app.kidkare.com). Use the same credentials you use to log into Minute Menu CX.
2. Click . The Messages page opens to the Received tab by default.
3. Click **Send Message**. The Message Editor opens.



The screenshot shows the KidKare Messages page. The left sidebar contains navigation links: Observer Mode, Foods, Billing Report, eForms, Messages (selected), Get Help, and Logout. The main content area is titled 'Messages' and includes filters for Start Date (05/25/2020) and End Date (06/25/2020), along with a Refresh button. Below the filters are tabs for Received, Sent Messages, Sponsor Call Log, and Archived. The 'Send Message' form is displayed, featuring fields for Send To (a dropdown menu), Subject, Message, Attachments (with an 'Add Attachment' button), and Signature. A green 'Send' button is located at the bottom right of the form. The footer contains copyright information: Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved, with links to Terms, Privacy Policy, and Cookie Policy.

4. Click the **Send To** drop-down menu and select the center(s) to message. You can use the **Search** box in this menu to search for specific centers. To message all centers, select **All Centers**.
5. Click the **Subject** box and enter a subject for this message.
6. Click the **Message** box and enter the contents of your message.
7. To add an attachment to your message:
  - a. Click **Add Attachment** and select **File**.
  - b. Browse to the location on your computer where the attachment is stored.
8. Click the **Signature** box and enter your email signature.



Observer Mode

Foods

Billing Report

eForms

Messages

Get Help

Logout

Center Sponsor

🔔

👤

📄

🔍

Messages

Start Date05/25/2020End Date06/25/2020Refresh

Received

Sent Messages

Sponsor Call Log

Archived

Send To

Jess Center (#123)

Subject

Remember: Submit menus for the week of June 29 by Friday

Message

Good morning.  
This is a reminder to submit your menus for next week no later than Friday, June 26.  
Thank you.

Attachments

Add Attachment

Signature

Jane Doe  
Your Food Program Sponsor

Send

Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved

[Terms](#) | [Privacy Policy](#) | [Cookie Policy](#)

9. When finished, click **Send**.