Customize the Center Welcome Letter

You can customize the welcome letter sent to your centers when you first enroll them in your sponsorship. If you are implementing your centers with KidKare instead of Minute Menu CX, you can toggle the email content to the KidKare version.

Minute Menu CX Content

The Minute Menu CX Welcome Letter includes the following information:

- A brief introductory message.
- Minute Menu installation instructions and al ink to the install file.
- Center admin login information.
- A link to the Get Started videos.
- A signature.

KidKare Content

The KidKare Welcome Letter includes the following information:

- A brief introductory message.
- A link to allow the center admin to log in and set a password.
- A link to the Introduction to KidKare for Sponsored Centers video.
- A link to the KidKare Features for Sponsored Centers PDF.
- A link to the KidKare Knowledge Base.
- A signature.

To customize the letter:

1. Log in to app.kidkare.com. Use the same credentials you use to access Minute Menu CX.
2. Click . The Settings page opens.
3. In the **General Settings** section, click **Edit Welcome Letter Template**. The Welcome Letter Template pop-up opens.

Welcome Letter Template

Subject: Welcome to KidKare!

To: Center Email

From: Sponsor Name <noreply@kidkare.com>

Dear center name,

Welcome to KidKare! KidKare is a web-based application that allows you to manage child attendance record menus and meal counts, submit your claim, and more. You can log in to KidKare at https://app.kidkare.com. using most web browsers.

Click the link below to log in and set up your password.
https%3A%2F%2Fapp.kidkare.com%2F%23%2Flogin%2Fresetpassword

Get Started
To get started, we recommend you view the Introduction to KidKare video here. You can also download and print a guide to KidKare's center features here.

Additional Help
If you need additional help using KidKare, check out the center content on the KidKare Knowledge Base here.

Thank you,
Sponsor Name
Sponsor Phone

Attachments

Edit ✏

4. Click **Edit**.

5. Update the **Subject** and **From** boxes, as needed. Variables you can use to fill-in certain information are listed at the bottom of the editor (SponsorName, CenterPhone, and so on). To add one of these variables to your text, type @ and begin typing the variable to use. A list of available items displays as you type, so you can select the variable you need. For example, to add the provider's name to the Subject, you would type **@CenterName** in the **Subject box**.

Welcome Letter Template   ×

○ KidKare Welcome Letter   ● Minute Menu CX Welcome Letter

Subject *   Welcome to KidKare!

From *   SponsorName

Dear CenterName ,

Welcome to KidKare! KidKare is a web-based application that allows you to manage child attendance record menus and meal counts, submit your claim, and more. You can log in to KidKare at https://app.kidkare.com. using most web browsers.

Click the link below to log in and set up your password.
LinkUrl

Get Started
To get started, we recommend you view the Introduction to KidKare video here. You can also download and print a guide to KidKare's center features here.

Additional Help
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Signature

Thank you,
SponsorName
SponsorPhone

Type @ to insert the tags

SponsorPhone   SponsorName   SponsorAddress   SponsorEmail   CenterName   CenterPhone
CenterEmail

Attachments   ⚲ Add Attachment

                                                      Cancel   Save

6. Specify which welcome letter you are sending: KidKare or Minute Menu CX. The letter marked with ⬤ is the active one. To enable the other template, click ⬤ . Note that the slider turns green and the other letter's slider turns red. You can only have one active welcome letter at a time.

7. Click the first **Message** box and customize your messaging. Just as you did in **Step 5**, you can use variables to complete certain information, such as the center's name.

8. Click the **Signature** box to customize your signature.

9. Click **Add Attachment** to add any attachments needed.

10. When finished, click **Save**.