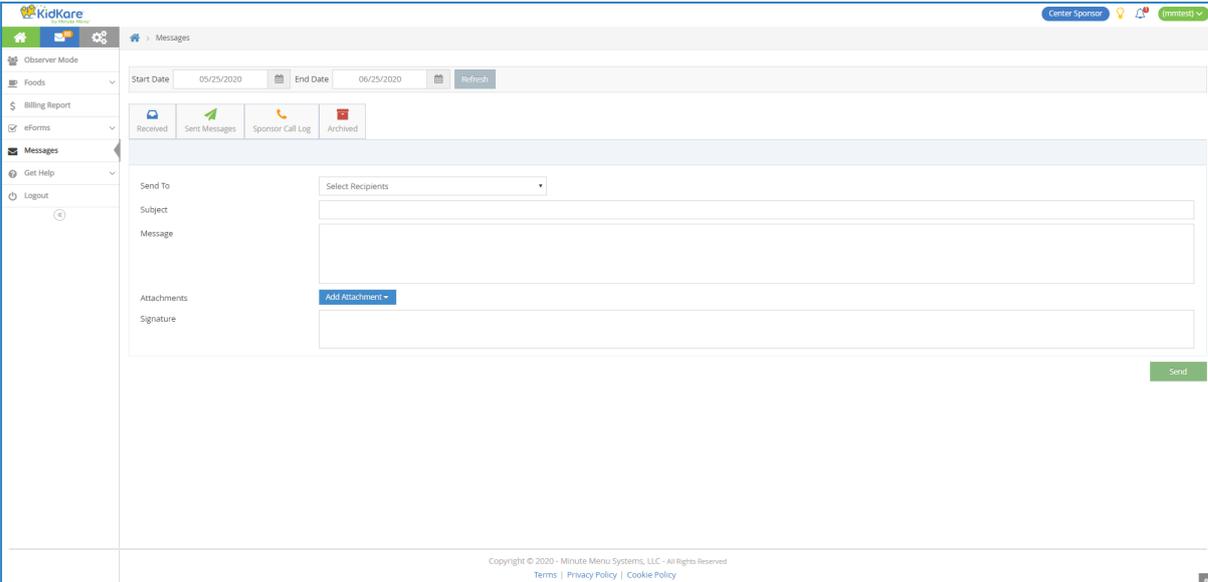


# Message Centers in KidKare

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](http://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 top navigation bar includes the KidKare logo, a 'Center Sponsor' dropdown, and a 'Print/Close' button. The main content area is titled 'Messages' and features a sidebar on the left with navigation options: Observer Mode, Foods, Billing Report, eForms, Messages (selected), Get Help, and Logout. The main area has a filter section with 'Start Date' (05/25/2020) and 'End Date' (06/25/2020), and a 'Refresh' button. Below this are tabs for 'Received', 'Sent Messages', 'Sponsor Call Log', and 'Archived'. The 'Send Message' form is displayed, with fields for 'Send To' (a dropdown menu), 'Subject', 'Message', 'Attachments' (with an 'Add Attachment' button), and 'Signature'. A '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' and links for '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.

The screenshot displays the KidKare Messages interface. At the top, there is a navigation bar with the KidKare logo, a 'Center Sponsor' button, and a 'Remit' button. Below this is a sidebar with navigation options: 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) with a 'Refresh' button. Below the filters are buttons for 'Received', 'Sent Messages', 'Sponsor Call Log', and 'Archived'. The message composition form has the following fields: 'Send To' (dropdown menu showing 'Jess Center (#123)'), 'Subject' (text input with 'Remember: Submit menus for the week of June 29 by Friday'), 'Message' (text area with 'Good morning. This is a reminder to submit your menus for next week no later than Friday, June 26. Thank you.'), 'Attachments' (button labeled 'Add Attachments'), and 'Signature' (text input with 'Jane Doe Your Food Program Sponsor'). A green 'Send' button is located at the bottom right of the form. At the bottom of the page, there is a footer with the text: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved Terms | Privacy Policy | Cookie Policy'.

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