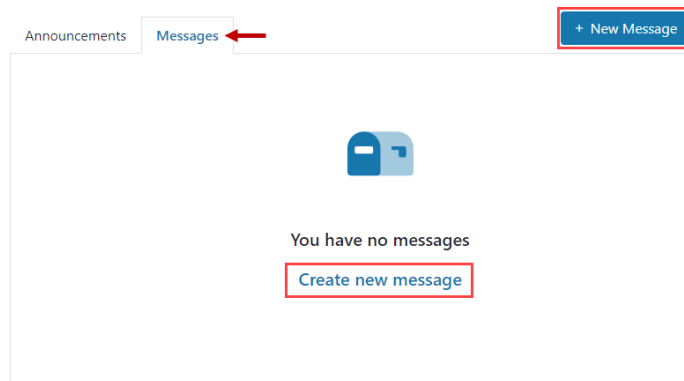


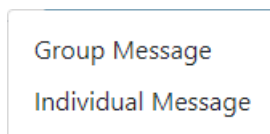
KinderConnect – Board Member Sends Message

The KinderConnect Message Center is part of the **Home** page. Since the **Home** page defaults to the **Announcements** upon opening, it is necessary to press on the **Messages** tab to send any message.

- A** Press **Messages**. You may select **Create new message** or **+ New Message** to create the message.

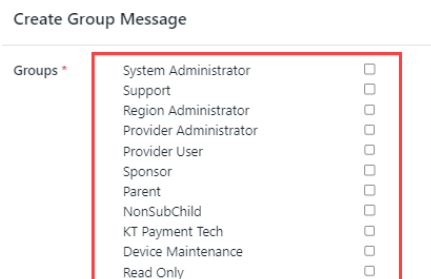


- B** With either selection, you have the option to send a Group Message or an Individual Message.



Group Messages

- A** To send a Group Message, select the checkboxes of the Groups to which you want the message sent.



- B** Select the message's Priority level (Low, Med, High) from the drop-down.
- C** Enter the Subject and the Message. Press **Send**.

Individual Message

- A** To send an Individual Message, you must first select the **Provider** to select the Recipient. Press **Select** to search for the desired Provider.

Note: Only the people associated with the selected Provider will appear when searching for a Recipient. You will only be able to send messages to Providers and Parents.

- B** Press **Select** next to Recipients to select the person to whom you want to send the message. Then, enter the person's first and last name. Press **Search** and then press **Add**.

- C** Select the message's Priority level (Low, Med, High) from the drop-down.
- D** Enter the Subject and the Message. Press **Send**.