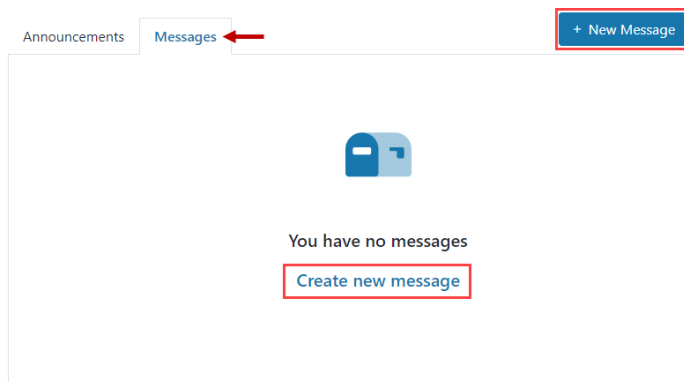


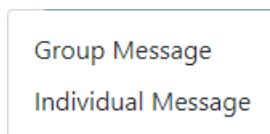
KinderConnect – Primary Parent Sends Message

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** You may only send a **Group Message** to Provider Administrators. Select the Provider Administrators checkbox.

Groups * Provider Administrator

- 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** When sending an **Individual Message**, your provider will be automatically selected.
- 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**.

A screenshot of the 'Add Recipients' form. It contains two input fields for 'First Name' and 'Last Name', with red arrows pointing to them. Below these is a 'Category' dropdown menu currently set to 'Provider Administrator'. A 'Search' button is located below the category dropdown, with a red arrow pointing to it. At the bottom right of the form are three buttons: 'Close', 'Clear Recipients List', and 'Add', with a red arrow pointing to the 'Add' button.

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