

# Send Broadcast Messages

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You can send broadcast messages to all providers in your system. Providers receive these messages in KidKare.

**Note:** You can also send messages to your providers in KidKare! You can also receive messages from providers, retain an archive of communications, and view message reports. See [KidKare Messaging](#) for more information!

1. Click the **Tools** menu, select **Messages**, and click **Send Broadcast Messages**. The Send Broadcast Message window opens.
2. Click the **Message Date/Time** boxes and enter the date and time the message is being recorded. These boxes default to your computer's current time.
3. Click the **Subject** box and enter the message subject.
4. Click the **Body** and enter the contents of the message. You can use HTML to format the message.
5. The **Add Broadcast Message Signature to Body** box is checked by default. Clear it to omit your broadcast message signature. For more information, see [Manage the Broadcast Message Signature](#).
6. Click the **Category** drop-down menu and select the category to which this message belongs. You create categories in the **Message Categories** dialog box. For more information, see [Manage Provider Message Categories](#).

Use this function to post a message, visible to providers when they log into WebKids or Minute Menu Kids to claim on-line. To post a message, you will first write the message, click Select Providers, and then choose which providers you wish to send the message to. Click Send Now to finish.

**Message Date/Time:** 03/20/2019 03:53 pm

**From:** ICS ICS

**Subject:** All Renewal Paperwork Due

**Body:** This is a reminder that all renewal paperwork is due by March 30, 2019. If we have not received paperwork by this time, your claims may not be processed.  
Thank you for your understanding.

**Add Broadcast Message Signature to Body.**  
CACFP is an equal opportunity employer.

**Category:** Paperwork Reminder

**Select Providers** **Cancel** **Send Now**

7. Click **Select Providers**. The Provider Filter window opens.
8. Check the **Claim Source** box.
9. Select **Online**.

10. Click **Continue**. The Choose Providers dialog box opens.
11. Check the box next to each provider that should receive the message. You can also click **Select All** to select all listed providers.
12. Click **Continue**.
13. Click **Send Now**. The message is sent.