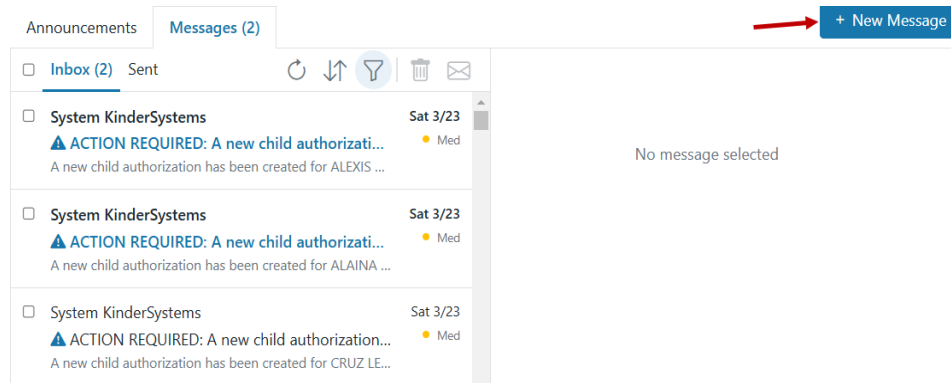


KinderConnect – Provider Sends Message

The KinderConnect Message Center is part of the **Home** page. Providers can send a **New Message** from this page at any time.

- A** Select **+ New Message** to create the message.

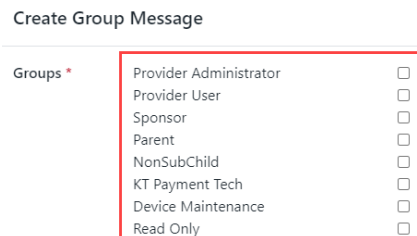


- B** You have the option to send a Group Message or an Individual Message.

Group Message
Individual Message

Group Messages

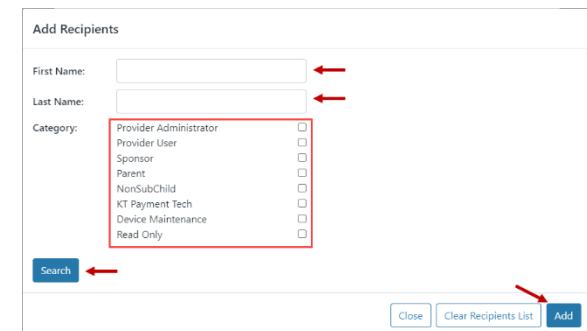
- A** To send a Group Message, select the checkboxes of the Groups to which you want the message sent.



- B** Select the message's Priority level (Low, Med, High) from the drop-down. **Note:** Priority is set to Med by default.
- C** Enter the Subject and the Message. Press **Send**.

Individual Message

- A** To send an Individual Message, the Provider will be automatically selected.
- B** Press **Select** next to **Recipients** to select the person to whom you want to send the message to. Then, enter the person's first and last name and select their category. Press **Search** and then press **Add**.



- C** Select the message's Priority level (Low, Med, High) from the drop-down. **Note:** Priority is set to Med by default.
- D** Enter the Subject and the Message. Press **Send**.