



KidKare Start-Up Guide

Welcome to KidKare! These quick instructions should help you get started.

Step 1 - Log In

LOG IN _____ **PASSWORD** _____

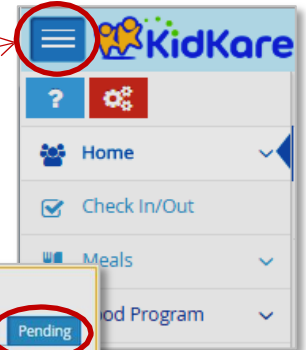
Go to kidkare.com and click **LOG IN**. Enter the **login ID** and **password** that has been provided to you by your Sponsor. *If you're on a smartphone or tablet, tap the menu icon (three blue lines at the top right corner) to display the LOG IN screen.*



Step 2 - Decide what you would like to do next.

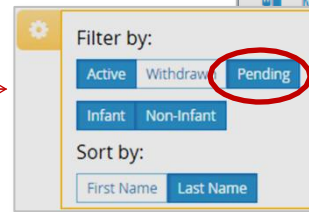
You can access all of the KidKare features from the menu icon.

Click the question mark icon to access **Help** online.



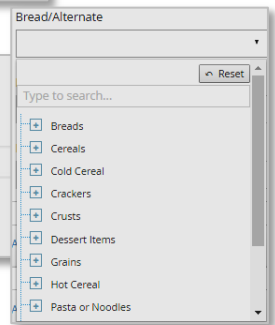
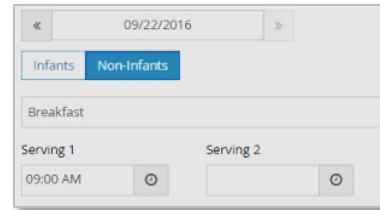
Verifying Enrollment - To verify all children are enrolled, go to **Home >> My**

- Click the gear icon and select **"Pending."**
- Scroll down past the active kids to view those with a "Pending" status.
- If any children are missing, enroll them by tapping the **Add Child** button.



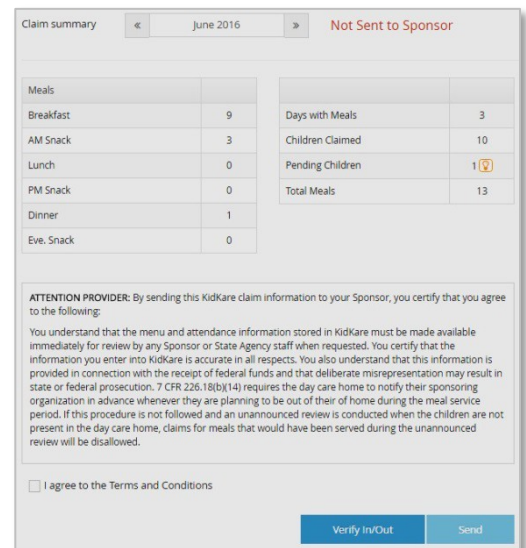
Recording Meals - To start recording meals, go to **Meals >> Enter Meal**.

- Verify the correct date is displayed.
- Select Infant or Non-Infant.
- Select a meal from the list, and record the serving time.
- Select the foods from the list.
(You can type all or part of the word to search for a specific food.)
- Tap the name of each child that was present during the meal time.
- The names will turn **green**.
- When all required fields have been entered and at least one child is marked in attendance, click the **Save** button.



Sending the Claim to Your Sponsor

At the end of the month, go to **Food Program >> Send to Sponsor** to send the claim to your Sponsor. Once the claim has been sent, you can view it in the **View Claims** screen.



Check out the many other features of KidKare!

- **Calendar:** Review meals, school out days, closed for business, and more!
- **Messages:** Read important information.
- **Reports:** Generate child enrollment reports, claim reports, etc.
- **In/Out Times:** Tap children in and out, or let the parents do it!

Learn more!

The KidKare Knowledge Base has **training videos** and **helpful information** to learn more about KidKare. **You can even sign up for a free webinar.** Just click your name at the top right corner of the screen, and choose the **Get Help** option. That will connect you to help.kidkare.com.



For help call KidKare at 972-671-5211 or click help.kidkare.com



Create a shortcut for Kidkare icon on my home screen

For iPhones, iPads, and iPods:

- Apple only allows this feature to be done in Safari.
- Using your device, open Safari and go to app.kidkare.com.
- Find the Share button in the toolbar. It's the icon on the left side of the search box at the top of the screen for iPads, and bottom of the screen for iPhones.
- From the drop down box, select the option to, "Add to Home Screen."
- Name the shortcut, "KidKare."
- Go back to your home screen, and your shortcut should be available.

For Androids:

- This feature can be done in any web browser.
- Using your device, open a web browser and go to app.kidkare.com.
- Find the menu button at the top of the screen.
- From the drop down box, select the option to, "Add to Home Screen."
- Name the shortcut, "KidKare."
- Go back to your home screen, and your shortcut should be available.

For Windows Phones:

- This feature can only be done in Internet Explorer.
- Open Internet Explorer and go to app.kidkare.com.
- Find the, "More" button (...) at the bottom of the screen.
- From the drop down options, select, "Pin to Start."
- Name the shortcut, "KidKare."
- Go back to your home screen, and your shortcut should be available.
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For Windows 8, 8.1, RT

- This feature can only be done on devices, not desktops, and only done using Internet Explorer.
- Open Internet Explorer and go to app.kidkare.com.
- Swipe up from the bottom of your screen to pull up the app bar.
- Tap on the star icon and find the pin icon.
- Name the shortcut, "KidKare" and click, "Pin to Start," when you're ready.
- Go back to your home screen, and your shortcut should be available.