Sponsor: Message Center



This feature is used to send messages directly to your sites. These can be reminders, requests or updates.

To send a message:

• Click on "Message Center" from the main sponsor dashboard.

🗢 Setup	Licensing	🚢 Users	🛃 Sites	⁄三 Claims	🛱 Ready Records	네 Reports
	Activ	50 e Sites	s need to be titted by sites	0 Claims sponsor seds to process	0 Special Diet added in last ten days	
			Message Center)		

Click on the "+ Send a Message" button.

lessage Center						+ Send a Message
Date	Message	e Summary		Si	tes I	Dele
10/01/2021	Receipt	Reminder		1		
ilter View: All sele	ected	Ŧ				
Site Name			Message Summary	Date Sent	Name	Read Receipt
On dillore e Obilde en el	C-000016447*ABAM		Receipt Reminder	10/01/2021	secondhome	10/01/2021

- Enter the fields:
 - <u>Selected Sites:</u> select the site(s) you would like the message to be sent to.
 - Message Date: you can select today or any day in the future to have the message sent.
 - Message Summary: This is for sponsor user only and is not viewable by the sites.
 - <u>Message to Site</u>: enter your message here.
- Click "Save".

Selected Site	e' T
Message Da	e:
Message Summa (Sponsor User Only/Not Viewable by Si	y: a)
Message to Si	e:

• Once the message has been sent it will appear in the *Filter View* section below. You will also be able to see when the message was viewed by the site under the "Read Receipt" column.



To view a message as a site-level user:

- When you first login to your dashboard a pop-up will appear with the most recent message from your sponsor.
- Click the "Acknowledge" button once you have read the message.



• The most recent message will also appear at the bottom of your main dashboard.



• If you click on "View All Message from Sponsor" you can see the full list of previous messages.

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Date	Message		
10/01/2021	Hello, we need you to submit additional receipts to verify that you have spent food program money on approved expenses. Please email them to your site support.		
10/01/2021	This is a test message from your sponsor.		