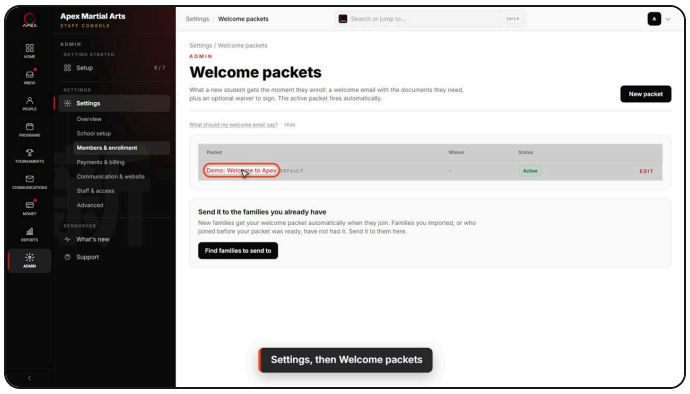
Send your welcome packet to everyone

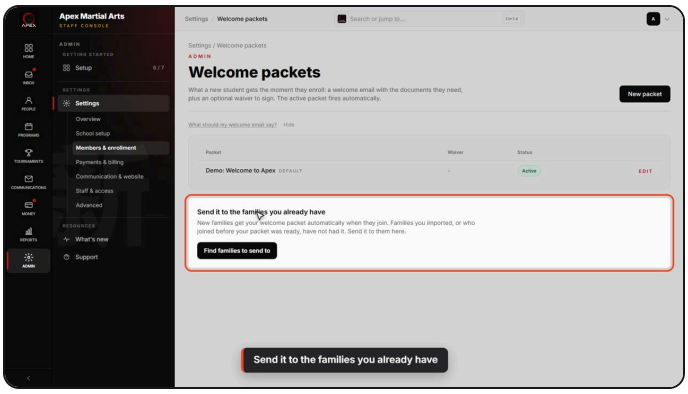
After you import your roster, send your welcome packet to the families you already have. Each family gets one email with their own sign-up link: they sign your waiver, add a card and create their login in one go.

11 steps



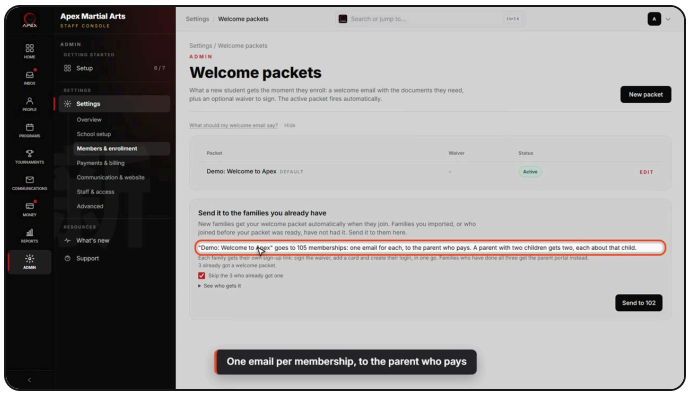
1 Settings, then Welcome packets

Families who join from now on get your welcome packet automatically. For the families you already have, open Admin, Settings, then Welcome packets.



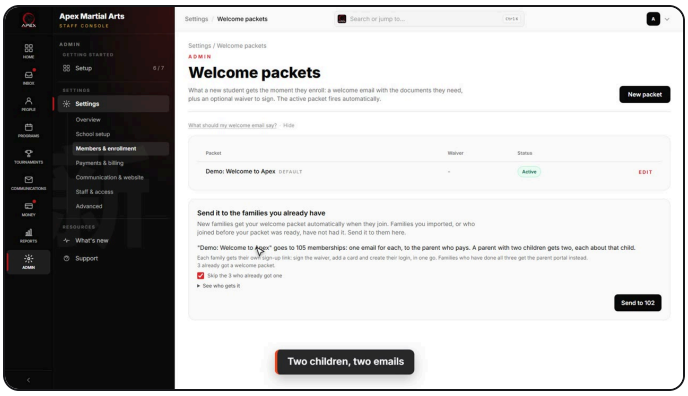
2 Send it to the families you already have

Under your packets, find Send it to the families you already have. It shows once a packet is Active and your default.



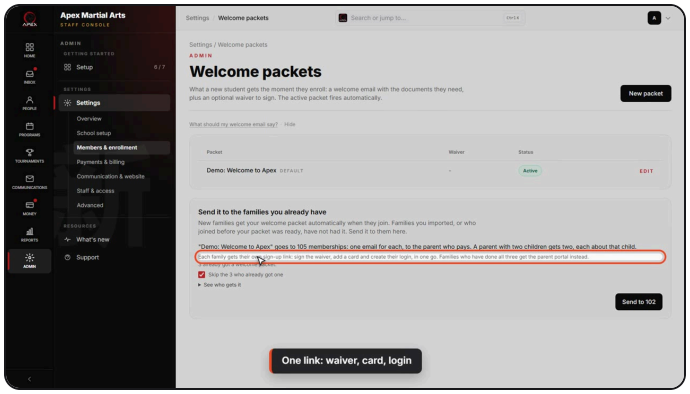
3 One email per membership, to the parent who pays

Click Find families to send to. QuickKicks lists every current membership. Each one gets its own email, to the parent who pays.



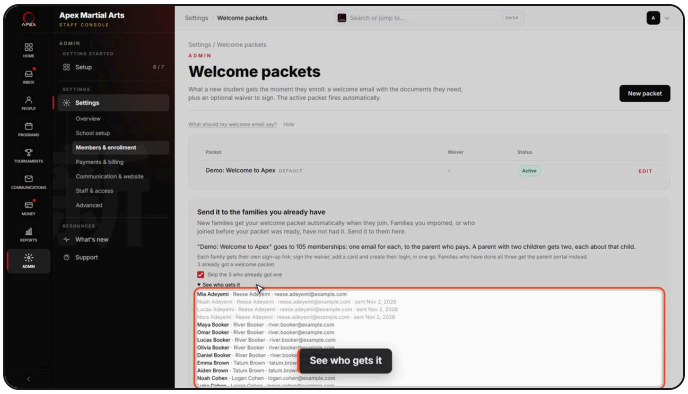
4 Two children, two emails

A parent with two children gets two, each about that child, so names and tuition are right.



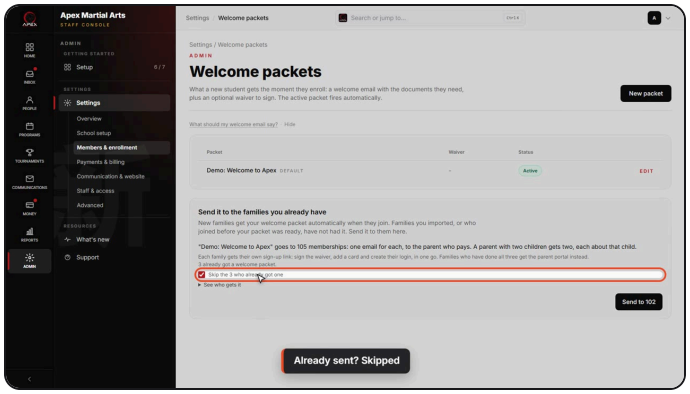
5 One link: waiver, card, login

The Finish your sign-up button is each family's own link. They sign your waiver, add a card, and create their login, all in one go.



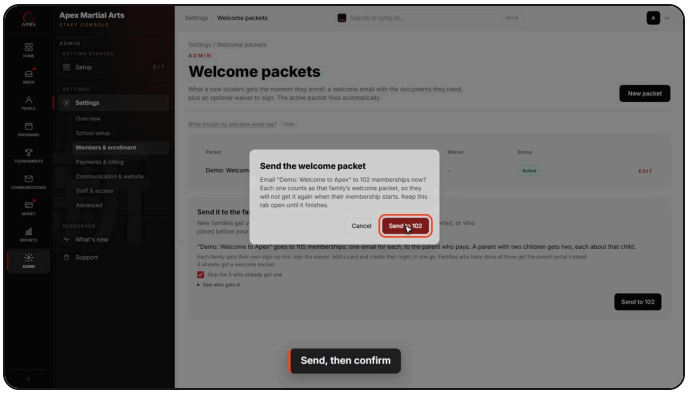
6 See who gets it

Open See who gets it to check the list. Anyone with no email on file is skipped.



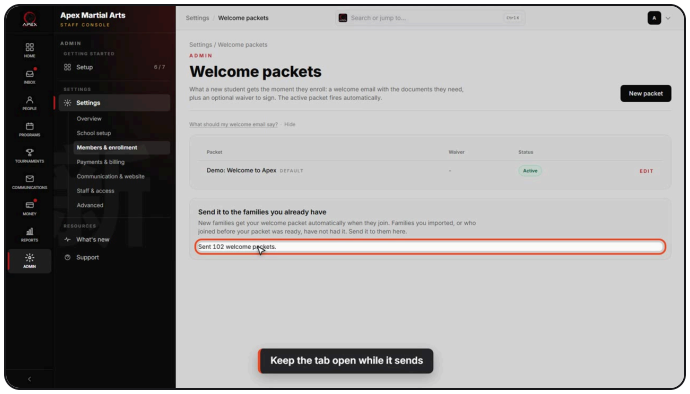
7 Already sent? Skipped

Families who already got a welcome packet are skipped, so nobody gets it twice. Untick the box only if you want to send it again.



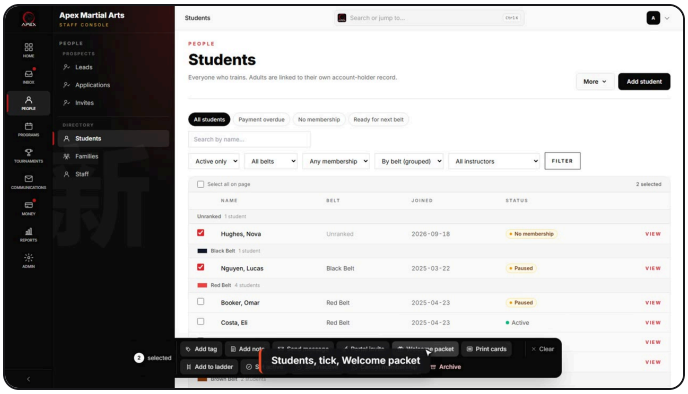
8 Send, then confirm

Click Send, read the check, and confirm. It counts as each family's welcome packet, so they will not get it again when their membership starts.



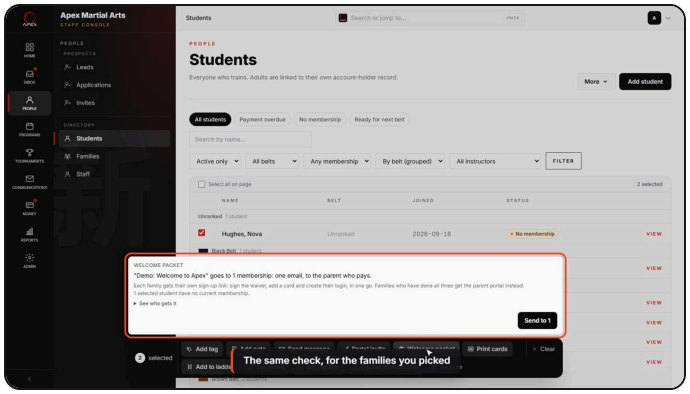
9 Keep the tab open while it sends

Keep the tab open while it sends. When it finishes, it tells you how many went, and lists any it could not send, with a Retry.



10 Students, tick, Welcome packet

To send it to just a few families, open Students, tick them, and choose Welcome packet in the bar at the bottom.



11 The same check, for the families you picked

You get the same check and the same Send button, for just the families you picked.

What happens next

1. **Next: Add a new family**
   Add a student and the parent who pays in one form, set who to call in an emergency, and find the family page. Watch it at quickkicks.app/learn/schools/add-a-family

Watch the video

Point your phone's camera at the code, or go to quickkicks.app/learn/schools/welcome-packet-to-families

Stuck?

In QuickKicks, open **Admin**, then **Support** (or **Help**, in the simpler menu), and send us a message. Or email **hello@quickkicks.app**.

Shown with a demo school. Your screens show your own school, and may look a little different.