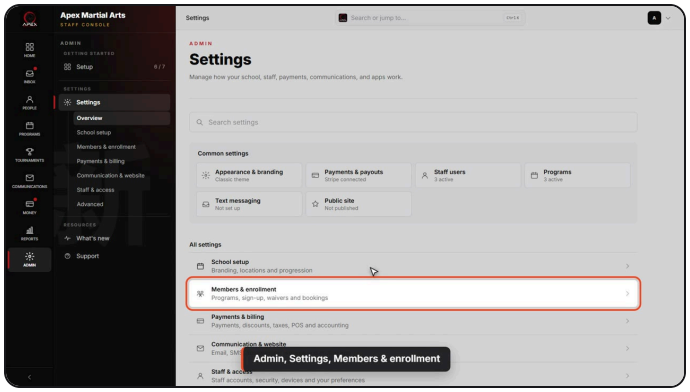
Build your welcome packet

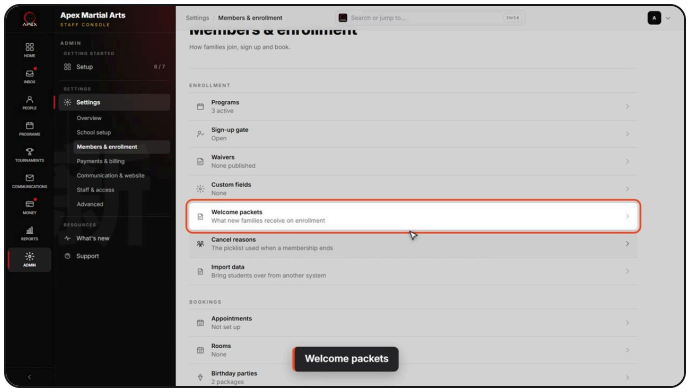
Build the email every new family gets when they enroll: start from a ready-made format, add your app badges, preview it on a phone, send yourself a test, and switch it on.

21 steps



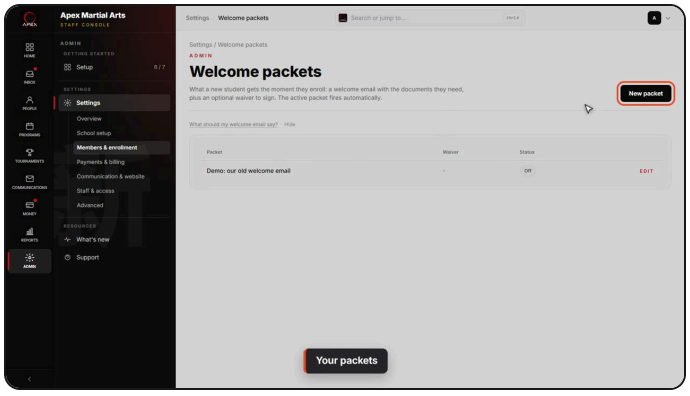
1 Admin, Settings, Members & enrollment

A welcome packet is the email every new family gets the moment they enroll. You find it in Admin, Settings, Members and enrollment.



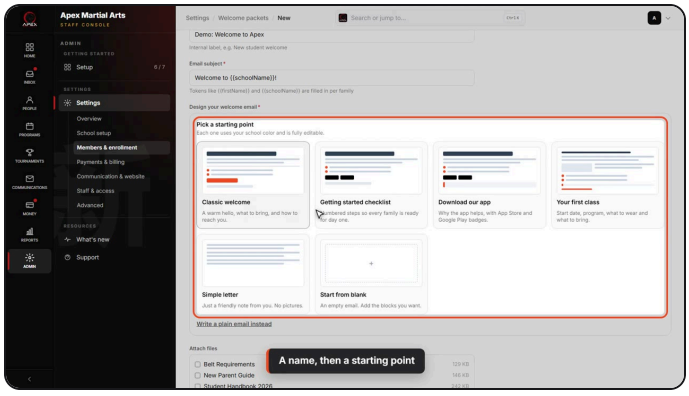
2 Welcome packets

Welcome packets is in this list. It says what new families receive.



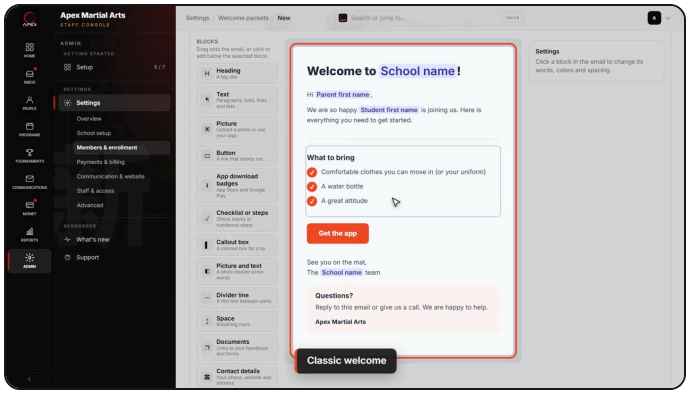
3 Your packets

Your packets are listed here, with which one is switched on. Click New packet to build one.



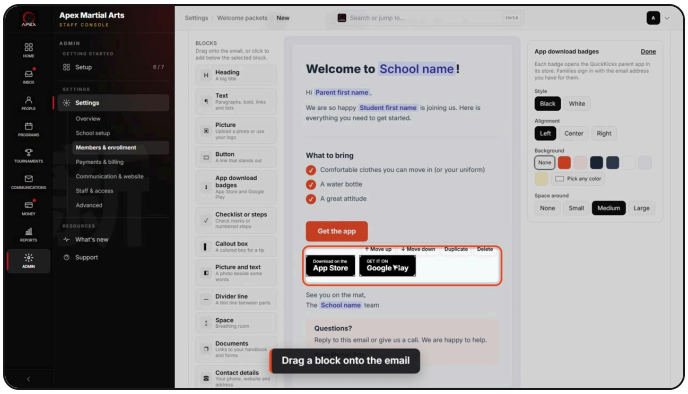
4 A name, then a starting point

Give the packet a name only you will see. Then pick a starting point: five ready-made formats, or start from blank.



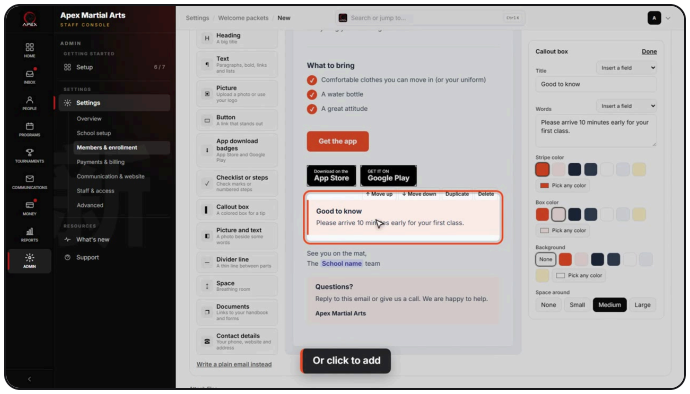
5 Classic welcome

We'll pick Classic welcome. It fills the email with friendly words, in your school's colors, and every part can be changed.



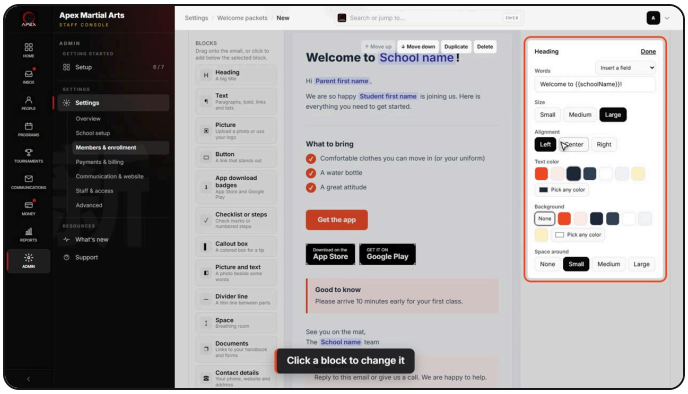
6 Drag a block onto the email

On the left are the blocks. Drag one onto the email, right where you want it. Here, the App Store and Google Play badges go under the button.



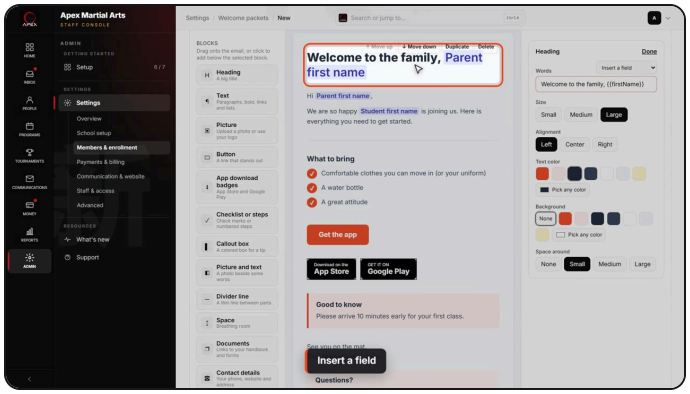
7 Or click to add

No need to drag: click a block, and it goes under the one you selected. Here is a callout box, for a tip.



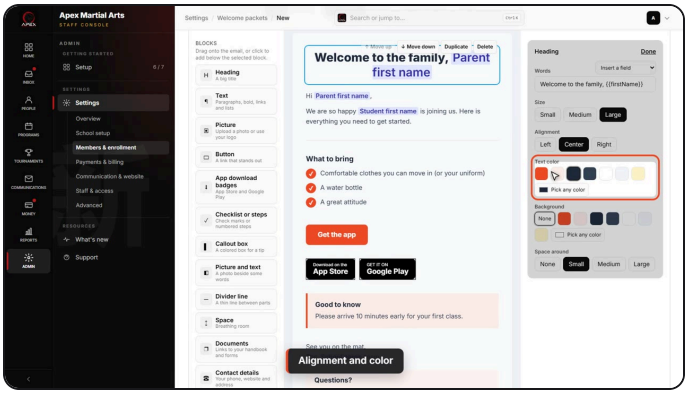
8 Click a block to change it

Click any block in the email. Its settings open on the right: its words, alignment, colors, and the space around it.



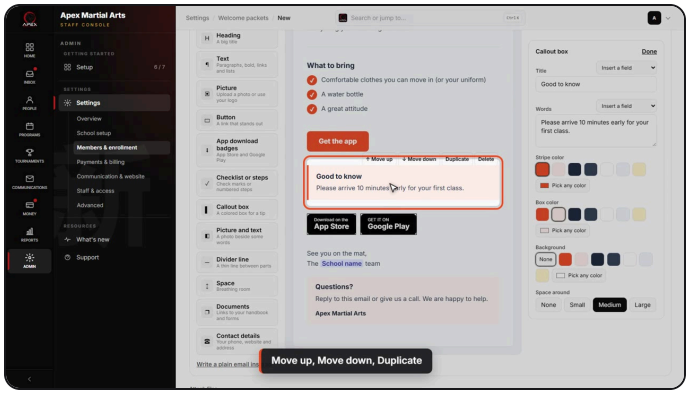
9 Insert a field

Change the words here. Insert a field adds something that's filled in for each family, like the parent's first name.



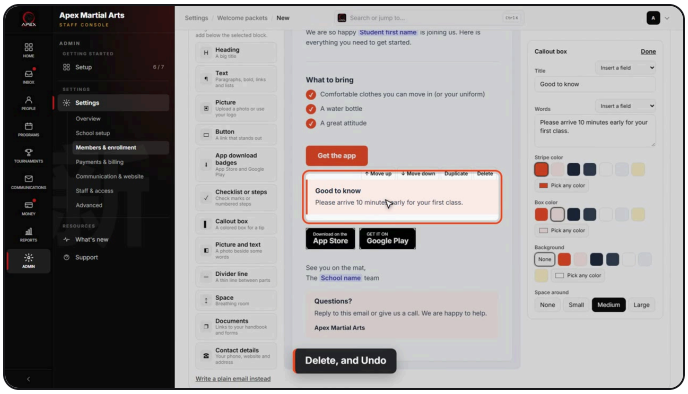
10 Alignment and color

Center it, and pick a color. Your school's own colors come first.



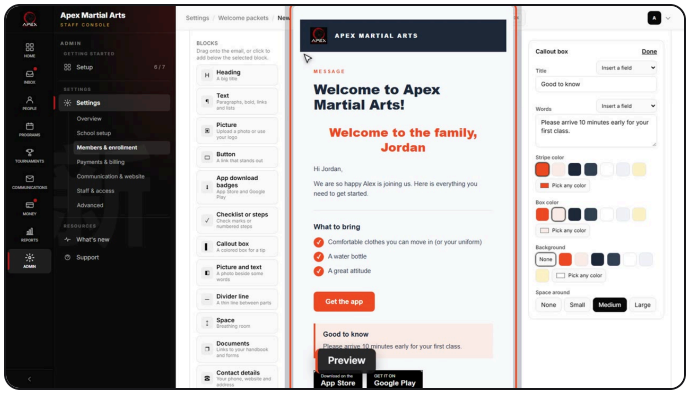
11 Move up, Move down, Duplicate

The buttons above a selected block move it up or down, or make a copy. Move the callout up, above the badges.



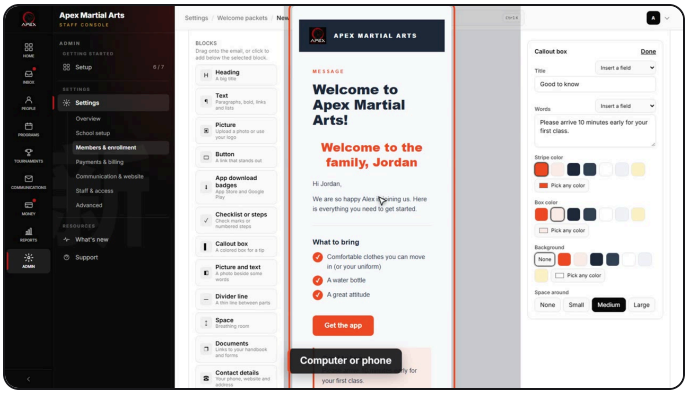
12 Delete, and Undo

Delete removes a block. Removed one by mistake? Click Undo, and it comes back.



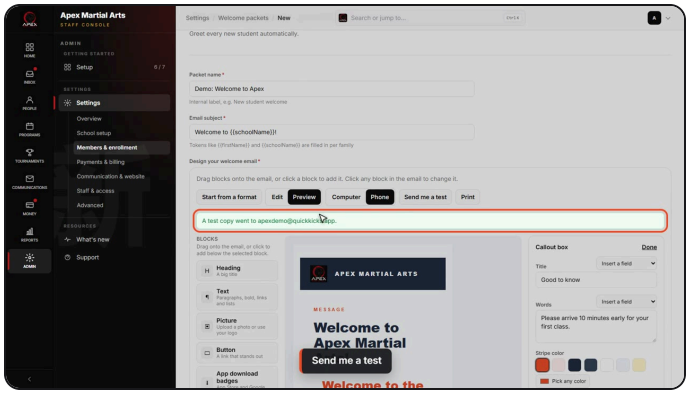
13 Preview

Click Preview to see the whole email the way families get it, with sample names in the fields.



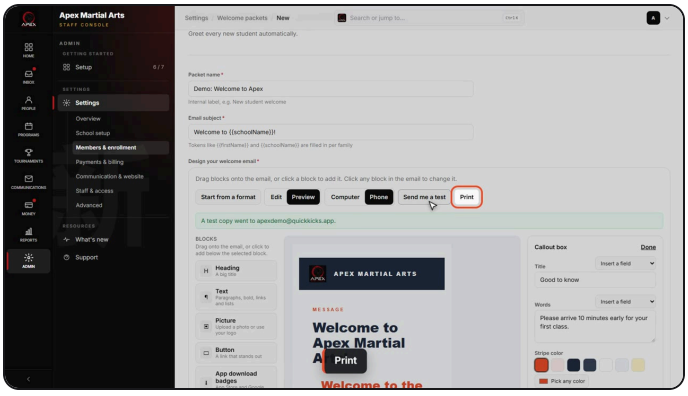
14 Computer or phone

Switch to Phone to check it on a small screen.



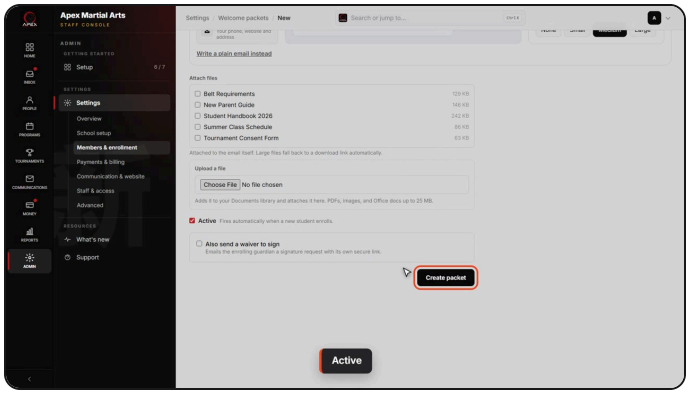
15 Send me a test

Send me a test emails it to you, with sample names filled in, so you can see it in your own inbox.



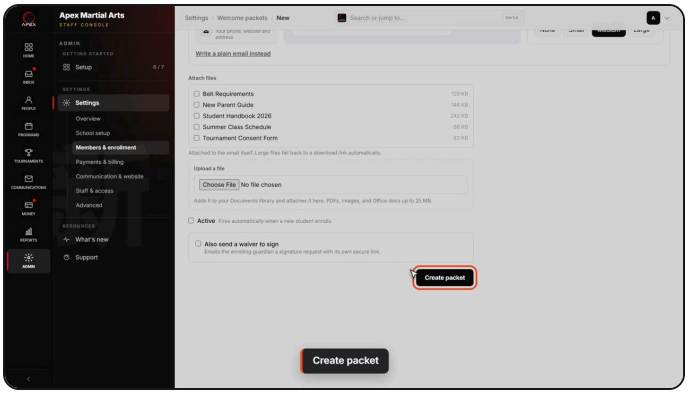
16 Print

Print makes a paper copy to hand out at the desk, with blank lines for each family's name.



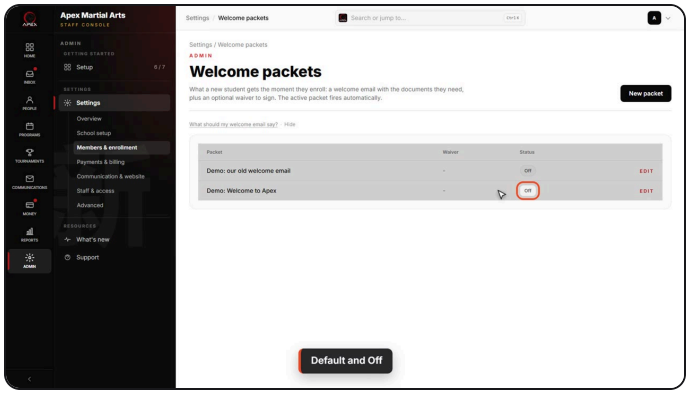
17 Active

Active means the packet goes out by itself whenever a new family enrolls. Save an active packet, and it becomes your default: the one that's sent.



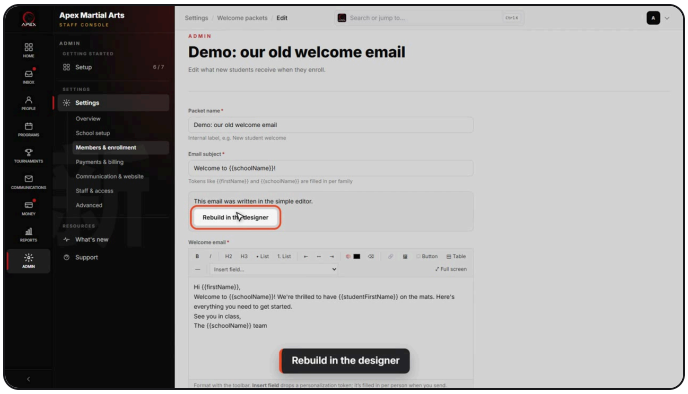
18 Create packet

This one is only a demo, so we switch Active off before we save. Then it can't replace the packet families get.



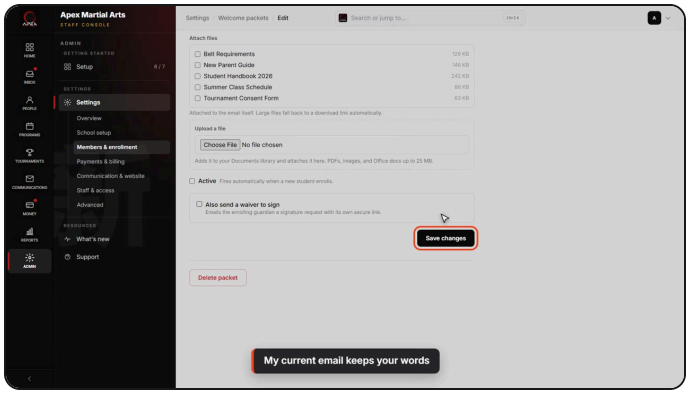
19 Default and Off

On the list, the packet that's sent says Default. Ours says Off, so nothing changes for families.



20 Rebuild in the designer

A packet written before the designer opens in the simple editor. Click Rebuild in the designer.



21 My current email keeps your words

Pick My current email. Your words come across as they are, ready for buttons, pictures and app badges. Nothing changes until you save.

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

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.