



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADDING AUTHORIZED PICKUPS TO YOUR ACCOUNT

1. Log into your YMCA account.

A screenshot of the YMCA login page. At the top left is the YMCA logo. Below it, the text reads "I want to sign in to my account". There are two input fields: "Email Address" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom is a blue button labeled "Login".

2. On the Membership page, choose **MY ACCOUNT**, then choose **AUTHORIZED PICKUPS**.

A screenshot of the "My Account" dropdown menu on the YMCA website. The menu is open, showing several options: "View Account", "Agreements", "My Balance \$0.00", "Payment History", "Registrations", "Authorized Pickups", and "Logout". The "Authorized Pickups" option is highlighted.

3. Find your child's name and choose **ADD AUTHORIZED PICKUP**. You will see who already has been authorized here as well.

A screenshot of the "Authorized Pickups" page for a user named Taylor. A light blue banner at the top says "There are 0 authorized pickups for Taylor". Below the banner is a button labeled "Add Authorized Pickup".

4. Anyone who is on your account information will be in the drop down menu. You may choose a person's name or choose **ADD NEW PICKUP**. For people already on your account their information will populate in the fields below. You will need to add for a new person.

Add Authorized Pickup for Taylor :

Choose Pickup

First name *

Last name *

Date of Birth *

Address Line 1 *

Address Line 2

City *

State *

Zip *

Country *

Email *

Phone *

5. Select the relation that the adult is to the child. If more than one child you will be able to also add them by checking the box.

Pickup is child's

6. Once you choose save it will take you back to the child's name and you will be able to see all your authorized pick ups for that child listed there.

Authorized Pickups for Taylor S

The following people are authorized to drop off and pick u

Name	Email
Katie M	