



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE SERVICES

Authorized Pickup List Change

ADDING ADULTS TO THE AUTHORIZED PICKUP LIST IN CORE

- Once you have logged into your account select the Account tab
- Here there will be a list of everyone on your account. Below your children’s names there is a button “Authorized Pickups”, select this to add or remove adults to this child’s pick up list.

Smith, John MID: 12073917 Current Due \$ 0.00

Non Member UID: 6031504

Account Invoices Payment Methods Programs Unpaid Journal Donations Scheduling

📍 School Age Services Log Out ↗

🟢 Active

💰 0.00 / monthly by **Invoice**

Members + Add Member

 John Smith 41 years old View Attendance Authorized Pickups	 Jane Smith 41 years old View Attendance Authorized Pickups	 Mike Smith 6 years old View Attendance Authorized Pickups	 Michelle Smith 5 years old View Attendance Authorized Pickups
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- On the next screen you will see a list of everyone that is authorized to pick up this child.
- You may remove some one on this list by selecting the trash can icon next to their name.
- You may add some one new by selecting the “+ Add” button.

Smith, John MID: 12073917 Current Due \$ 0.00

Non Member UID: 6031504

Account Invoices Payment Methods Programs Unpaid Journal Donations Scheduling **Authorize Pickups**

Authorized Pickups for Mike Smith

John Smith
 Jane Smith

[+ Add](#)



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Authorized Pickup List

- Now you may select other adults on your account add they will be added to the list.
- If you would like to add some one not on your account select "+add someone outside this membership"

Select someone within this membership ×



John Smith



Jane Smith



Michelle Smith

OR + add someone outside this membership

- Here you can search for a person by their name, date of birth, Telephone number, or email.
- If you cannot find the person you are looking for, or they are not a member of the YMCA, select "Add a new person".

Search for a person ×

Can't find who you are looking for? Add a new person

- This will prompt you to submit the person's First and Last name, Birthdate, and Phone number and verify this is correct. All of this information is required. This will not sign the person up for any membership with the YMCA. He or she will only be added as an authorized person to pickup.

Add new person ×

First Name *	Last Name *
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Birthdate *	Phone *
<input style="width: 95%; height: 25px;" type="text" value="mm/dd/yyyy"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; border-radius: 50%; vertical-align: middle;" type="button" value="📅"/>	<input style="width: 95%; height: 25px;" type="text"/>

The above information is correct Continue >

INFORMATION REGARDING PEOPLE ON THE AUTHORIZED PICKUP LIST

- Each adult's phone number will be the number they type in to check the children in and out.
- When someone is added to the list they will not receive an email verifying they have been added.
- The list will stay on the child's account. If you update your list and then use the same online account to register for another program such as School Break Care, Summer Program, or the program for the next school year, the list will remain on the account.