

MANAGING AUTHORIZED PICKUPS ONLINE

1. Log into your ymca account using the 'Sign In' link at the top of www.seattleyymca.org
2. Under the **Account Information** header, select the '**Change Family Information & Authorized Pick-Ups**' link.

- **Account Information**

- [Change Primary Account Information](#)
- [Change Family Information & Authorized Pick-Ups](#)
- [Change Your Password](#)

3. To the right of the Youth Participant's name, select the '**Change Authorized Pickups**' link.

Change Authorized Pickups

Authorized Pickups

[Add existing Family Members / Friends](#)

[Save](#)

To return to My Account, click [My Account](#)

4. Select the '**Add Existing Family Members / Friends link**'
5. Family Members will be available in the list. Check the boxes and select the '**Add All Selected**' button to save the Authorized Pickups.

Family Members List

Select	Name	Birth Date	Role	Family
<input checked="" type="checkbox"/>	Grandfather Active	Jan 1, 1900	Adult / Guardian	Active
<input type="checkbox"/>	Test Active	Feb 19, 1990	Adult / Guardian	Active

[Add All Selected](#)
[Remove All Selected](#)
[Done](#)
[Select all](#)
[Deselect all](#)

6. A new screen will load confirming your selections. Click the '**Save**' button.

Change Authorized Pickups

Authorized Pickups

Name	Relation	Phone	Email	Action
Grandfather Active		P: (444) 444-4444		Remove
		S: --		Edit Information
		T: --		

[Add existing Family Members / Friends](#)

[Save](#)

7. If a family member or friend that should be an authorized pick up is not listed, return to **My Account** to add them under **Change Family Information & Authorized Pick-Ups**. Select '**Add New Family Member**' and fill the information completely and click the submit button at the bottom.

Family Members in Smith Family

Name	Birth Date	Role	Family	Action	Head of Household
Gregory E McGhee	Aug 31, 1986	Adult / Guardian	Smith	Change Authorized Pickups	<input type="radio"/>
Landon McGhee	Nov 10, 2015	Child / Dependent	Smith	Change Authorized Pickups	<input type="radio"/>
Ryann C McGhee	Aug 28, 2011	Child / Dependent	Smith	Change Authorized Pickups	<input type="radio"/>
Jacquelyn D Smith	Oct 17, 1986	Adult / Guardian	Smith	Change Authorized Pickups	<input checked="" type="radio"/>

[Submit](#)

To return to My Account, click [My Account](#)

[Add New Family Member](#)