



**YMCA OF GREATER INDIANAPOLIS
YOUTH DEVELOPMENT**

ADJUSTING YOUR CHILD'S PICKUP LIST

Please make sure your device allows for pop-ups.

ADDING TO YOUR CHILD'S PICKUP LIST (EXISTING PEOPLE IN THE ACCOUNT)

- Once you log into your account, click on **"Change Information About Family/Friends"**
- Next to your child's name in the Action column, click on **"Change Authorized Pickups"**
- Click on **"Add Existing Family Members and Friends"**
- Click the box next to all the family members, including parents, that have the authorization to pick up the child
- Click **"Done"** at the bottom right

ADDING TO YOUR CHILD'S PICKUP LIST (ADDITIONAL PEOPLE NOT IN THE ACCOUNT)

- Once you log into your account, click on **"Change Information About Family/Friends"**
- Click on **"Add New Family Member"** (this new family member will not be added to any membership on the account)
- Fill in the required fields (*)
- Scroll down and click **"Submit and Add Family Member"**
- After this new pickup is added, please follow the above steps for adding authorized pickups

REMOVING PEOPLE FROM YOUR CHILD'S PICKUP LIST

- Once you log into your account, click on **"Change Information About Family/Friends"**
- Next to your child's name in the Action column, click on **"Change Authorized Pickups"**
- Click **"Remove"** next to the person you would like to remove
- Click **"Save"**

**QUESTIONS? PLEASE CALL OUR OFFICE AT (317)484-9622
OR EMAIL BEFOREANDAFTERSCHOOL@INDYMCA.ORG.**