

## How do I add to or edit pick-up lists after I've shared? (ADD A NEW EMERGENCY OR PICK UP CONTACT)

Modified on: Tue, 5 Nov, 2019 at 2:04 PM

After sharing your information with your child's organization, you can add to or edit the pick-up list anytime you'd like.

PLEASE NOTE THAT YOU MUST ADD THIS FOR EACH DEPENDENT AND IT MUST BE DONE PER ORGANIZATION AND NOT ON MY SUPPORT NETWORK ON MY EPACT.

**My Support Network**

Trusted friends and family who help you and your household in case of a crisis.

IMPORTANT: To add an emergency contact for a SPECIFIC organization, please click on your dependent's name in the above section, followed by the organization name. For more details, visit our [HELP CENTER](#).

 <b>Franco Santos</b> Emergency Contact	 <b>Harry Santos</b> Emergency Contact	<b>+ Add to My Support Network</b>
 <b>Lindsay Wilson</b> Emergency Contact	 <b>Matthew Stark</b> Emergency Contact	<b>Manage Contact Relationships</b>
 <b>Tiffany Wilson</b> Emergency Contact	 <b>Brice Sproatt-Fromme</b> Emergency Contact	
 <b>Harry Jones</b> Emergency Contact	 <b>Janet Bingham</b> Out of Area Contact	

- 1) On your My ePACT page, click on EACH child's name and then select the name of the organization.

resources **My Requests** Help

dependents.

 <b>Jack Downey</b> Household Member	 <b>Janet Downey</b> Dependent
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**Janet Downey**

**Janet's Organizations:**

- \*\*City of Lakeland Parks & Recreation
- Chartwell Parks & Recreation After School Care
- Lonsdale Elementary School

**Janet's Emergency Contact:**

- Brice Sproatt-Fromme
- Franco Santos
- Harry Santos
- Tiffany Wilson

**Janet's Out of Area Contact:**

- Janet Bingham

**Personal Profile**

2) Scroll down to the Emergency Contacts section and click the **Edit** button on the right.

Emergency Contacts

Emergency Contact:

Franco Santos      Tiffany Wilson

Did you know?  
Anytime an emergency contact updates their information, the organizations you are connected to are automatically updated.

Pick-up List:

Shelley Winslow

3) If you are adding a new emergency contact or pick up contact that is NOT in your support network, click on **Add New Emergency Contact** or **Add New Pick-Up Contact**.

Emergency Contacts for \*\*City of Lakeland Parks & Recreation  
\*Indicates required fields

You can add a photo for emergency and pick-up list contacts that are visible to all connected organization to assist them during check in and check out process. Please note that if you add an email, the contact will have a chance to review the information you added for them, and make any changes including changing or removing this picture.

Emergency Contacts \*

An Emergency Contact is an adult who acts as an alternate guardian during an emergency when legal guardians cannot be reached. Trusted relatives and close family friends who live nearby make good emergency contacts. Once connected to you, they will be able to view emergency information for your dependent.

Franco Santos  
123123123123123  
franksantos@besafabc.com  
Edit/Remove

Tiffany Wilson  
12312312312312  
lindsayepact@outlook.com  
Edit/Remove

Select Emergency Contact

Add New Emergency Contact

Pick-up List

A Pick-up List Contact is an individual authorized to pick up your dependent. Please note – Emergency Contacts are already authorized to pick up your dependent, so they do not need to be added as a Pick-up List Contact as well.

Shelley Winslow  
12312312312312  
winslow@besafabc.com  
Edit/Remove

Add New Pick-up Contact

If you already added them for another dependent, you can click on **Select Emergency Contact** them to add them for another child.

Emergency Contacts for \*\*City of Lakeland Parks & Recreation  
\*Indicates required fields

You can add a photo for emergency and pick-up list contacts that are visible to all connected organization to assist them during check in and check out process. Please note that if you add an email, the contact will have a chance to review the information you added for them, and make any changes including changing or removing this picture.

Emergency Contacts \*

An Emergency Contact is an adult who acts as an alternate guardian during an emergency when legal guardians cannot be reached. Trusted relatives and close family friends who live nearby make good emergency contacts. Once connected to you, they will be able to view emergency information for your dependent.

Franco Santos  
123123123123123  
franksantos@besafabc.com  
Edit/Remove

Tiffany Wilson  
12312312312312  
lindsayepact@outlook.com  
Edit/Remove

Select Emergency Contact

Click 'Add' for anyone you'd like to act as an Emergency Contact for Janet at \*\*City of Lakeland Parks & Recreation

Brice Spreatt-Fromme  
7788883109  
spreatt2018@gmail.com  
Add

Harry Santos  
231321311212  
Add

Lindsay Wilson  
5555555555  
Add

Matthew Stark  
5555555555  
Add

Add New Emergency Contact

4) You now have the option to add a photo for these types of contacts to assist with check in and check out. Please note that if you can add an email address or choose not to include it by clicking on Skip Email. If you do add it, your contact will be sent an email to confirm they accept this responsibility. PLEASE REMEMBER TO DENOTE A PHONE TYPE.

Add New emergency contact  
\* Indicates required fields

First Name :\*

Last Name :\*

Email : [skip email](#)

Primary Phone # :\*

 Select Type

[Add Another Number](#)

Street Address 1 :

Street Address 2 :

Suite # :

City :

Country :

Postal or Zip Code :

You can also add a photo to as with check in check out procedures- but if your contact accepts, they may remove this if they so wish.

You can add a photo of the emergency contact v  
the information you added for them, and make a

[Save](#) [Save and Add Photo](#) [Cancel](#)

This photo will be shared with the people and organizations you connect with. Please select a photo that clearly shows the face.

Note: This photo's file size must not be greater than 3MB.

Profile image [Browse](#)

[Upload Profile Photo](#) [Cancel](#)

One you click on Save, your organization will have this information immediately. **PLEASE REPEAT THE PROCESS FOR ANY SUBSEQUENT DEPENDENTS.**

 Preview