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, 23 Jul, 2024 at 8:18 AM

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.

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

esources   My Requests •   Help

dependents.

Jack Downey
Household Member

Janet Downey
Dependent

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

Hous

ePACT
ur
with
t don't
c scho
rts te
ePAC
orm

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

Emergency Contacts　　　　　　　　　　　　　　　　　　　　[✏ Edit]

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.**

PLEASE NOTE THAT IF YOU DON'T KNOW OF ANYONE WHO CAN BE AN EMERGENCY CONTACT, YOU CAN ADD YOURSELF. MAKE SURE TO SKIP THE EMAIL OR USE A DIFFERENT EMAIL WHEN COMPLETING THE INFORMATION IN THIS CASE.

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
　　12313213123213
　　franksantos@besafebc.com
　　Edit/Remove ▾

　　Tiffany Wilson ✓
　　6043151312
　　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
　　12313213123123
　　winslow@besafebc.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	Tiffany Wilson
12313213123213	6043151312
franksantos@besafebc.com	lindsayepact@outlook.com
Edit/Remove ▾	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 Sproatt-Fromme	Harry Santos	Lindsay Wilson	Matthew Stark
7788883109	231321311212	555555555	555555555
sproatt2018@gmail.com			
[Add]	[Add]	[Add]	[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 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 :*

skip email

Email :

Primary Phone # :*　　　　　　　　　　　　　　　Select Type ⇕

Add Another Number

Street Address 1 :

Street Address 2 :

Suite # :

City :

Country :

Select ⇕

Postal or Zip Code :

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

Current Photo

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

Once you click on Save, your organization will have this information immediately.

PLEASE REPEAT THE PROCESS FOR ANY SUBSEQUENT DEPENDENTS.