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

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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**.

dependents.

Jack Downey

Household Member

Janet Downey

Dependent

Hous

ePACT

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

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

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'TKNOW 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.

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
12313213123213
franksantos@besafebc.com

Edit/Remove ▾

Tiffany Wilson ✓
6043151312
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 Sproatt-Fromme ✓
7788883109
sproatt2018@gmail.com

Add

Harry Santos
231321311212

Add

Lindsay Wilson
555555555

Add

Matthew Stark
555555555

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 :*

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 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

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

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