

Adding a Pick-Up Person

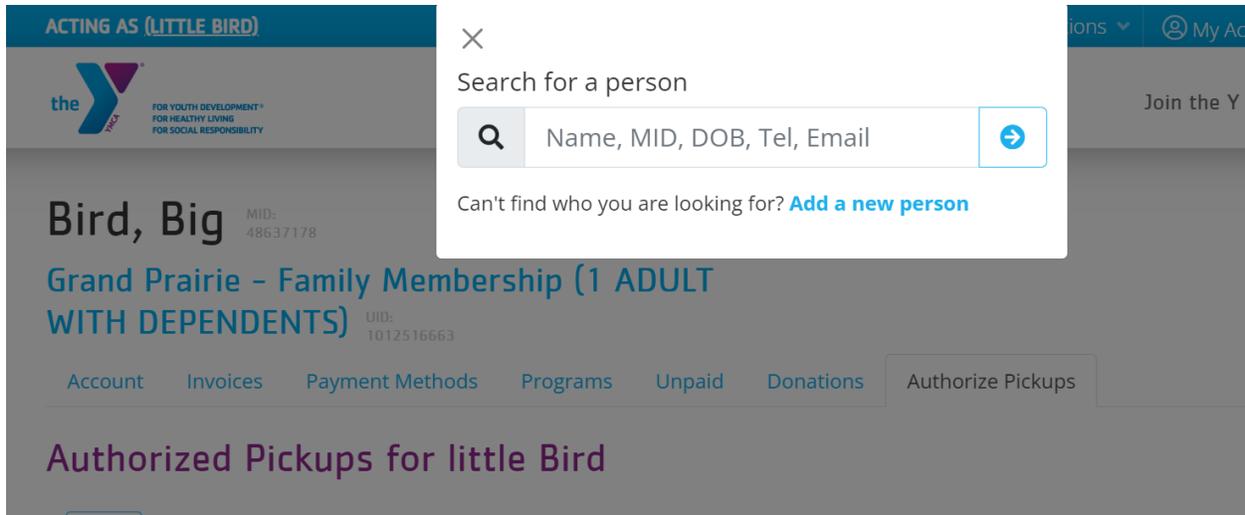
- When you log into your account your home screen is shown below

The screenshot shows the Bird, Big account home screen. At the top, it displays the account name "Bird, Big" with MID: 486.37178 and "Current Due \$ 0.00". Below this is the membership title "Grand Prairie - Family Membership (1 ADULT WITH DEPENDENTS)" with UID: 1012516663. A navigation bar includes "Account", "Invoices", "Payment Methods", "Programs", "Unpaid", and "Donations". The account status is "Grand Prairie", "Active", and "67.00 / monthly by Default Payment Method". A "Log Out" button is visible. The "Members" section shows two profile cards: "Big Bird" (31 years old) and "little Bird" (10 years old), each with a "View Attendance" link and an "Authorized Pickups" button.

- Under your child click the “Authorized Pickups” box to bring up the next screen

The screenshot shows the "Authorized Pickups for little Bird" screen. It features the Bird, Big account header with MID: 486.37178 and "Current Due \$ 0.00". The membership title "Grand Prairie - Family Membership (1 ADULT WITH DEPENDENTS)" is displayed with UID: 1012516663. The navigation bar includes "Account", "Invoices", "Payment Methods", "Programs", "Unpaid", "Donations", and a highlighted "Authorize Pickups" button. The main heading is "Authorized Pickups for little Bird". Below the heading is a "+ Add" button.

- Click “+ Add” and then you’ll see everyone in the account listed or the option to “+ add someone outside this membership.”



- After you click “Add a new person” you will need to put the person’s name, birthday, and phone number
- You will then repeat the steps for every other child in the account but the person you added as a pick-up person should be saved for quickly adding them