



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# HOW TO UPDATE YOUR CAMPER'S AUTHORIZED PICK-UP LIST

1. Using a web-browser open up [www.ymcacharlotte.org](http://www.ymcacharlotte.org)
2. Once on the YMCA of Greater Charlotte website sign into your Y Portal Account using the account icon on top right corner.
3. In the top right corner of your screen you will see a little "human" icon- click this icon.
4. Click "My Account"
5. Under the "Family Management" tab on the left side menu
  - > Click "Manage My Family"
  - > Using the "Select Family Member to Manage" field: Select the child you would like to update information for.
  - > Below in the "Select an Action" box choose "View Emergency Contacts".
  - > Now you can ADD, EDIT, and/or DELETE Emergency contacts/ Authorized Pick Up.
    - > Be sure that "Can Pick Up" field is marked "yes". If person can pick up
  - > Please make sure to carefully check all fields to ensure correct information.
  - > Click "Save" to add new or updated information.
6. If you have more than one child attending programs you will need to make additions, edits, or updates to each children in programs.

For any additional questions please reach out to your camp support team!

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