

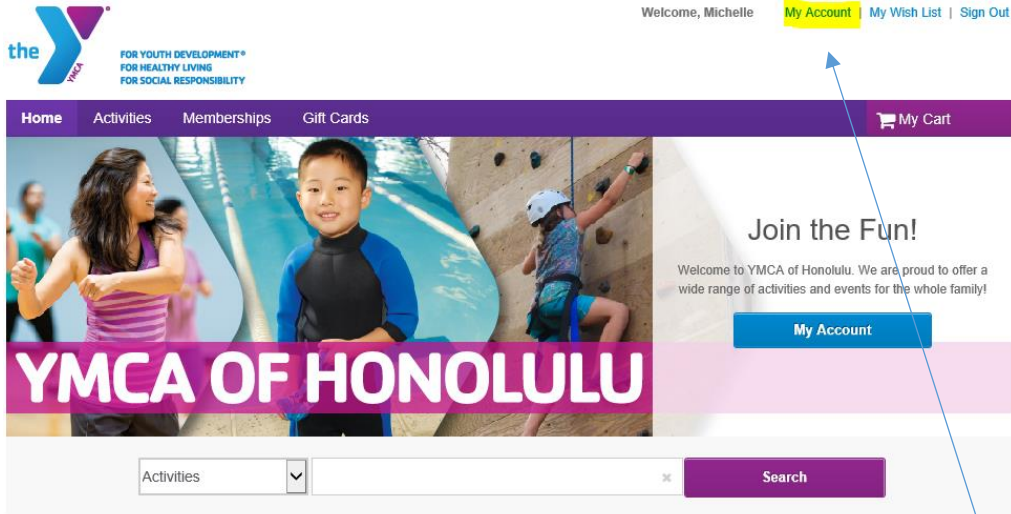
How to update your Child's Authorized Pick up List

Note: The individuals you have on your child's authorized pick up list will be authorized to pick up your child from all YMCA programs (A+, ASP, BSP Intersessions, One Day programs etc).

***Please be sure to make updates to your list as needed or as changes arise.**

Go to: <https://www.ymcahonolulu.org/> and click on

 REGISTER ONLINE



Login to your Existing YMCA Online Registration Account. If you do not know your username or password, ***Do NOT create a new account.*** Please call your YMCA branch for assistance.

Kaimuki YMCA 808-737-5544
Kalihi YMCA 808-848-2494
Leewrd YMCA 808-671-6495
Mililani YMCA 808-625-1040
Nuuanu YMCA 808-541-5261
Windward YMCA 808-261-0808

Once you are logged in, click on "My Account"



Account Options for Michelle Kealoha

You have been with YMCA of Honolulu for 1 years 219 days.

- **Account Activity**
 - Show Your Daily Schedules
 - Show and Manage your Wish List
 - List Account Deposits
 - List Account Credits
 - List of Prior Transactions
 - List Activity Grades
 - List Scholarships
 - List Your Gift Cards
 - Print Tax Receipts
 - List Saved Credit Cards
 - Memberships and Usage
- **Account Settings**
 - Change Your Password
 - Change Account Address or Personal Information
 - **Change Family Information**
- **Payment Details**
 - Pay on Account
 - List of Account Payments
 - View Account Payment Details
 - Change Auto-Charge Payments
- **Online Services**
 - Register for Activities
 - Purchase Memberships
 - View Your Shopping Cart
 - View Gift Cards
 - Logoff

Then Select

"Change Family Information"

Family Members

▼ Wong Family

Name	Birth Date	Role	Family	Action	Head of Household
Chris Kealoha	Jun 4, 1967	Family Member	Wong	Change Authorized Pickups	<input type="radio"/>
Michael Kealoha	Jul 10, 2007	Family Member	Wong	Change Authorized Pickups	<input type="radio"/>
Michelle Kealoha	May 3, 1973	Family Member	Wong	Change Authorized Pickups	<input checked="" type="radio"/>

Submit

Select "Change Authorized Pickups" for the family member you are making changes to.

Change Authorized Pickups

▼ Authorized Pickups

Name	Relation	Phone	Email	Action
Chris Kealoha		P: (808) 447-9748 S: (808) 371-5074 C: --	info@ymcahonolulu.org	Remove Edit Information

[Add existing Family Members / Friends](#)

Save

Select to "Remove" or "Add an existing family member" from your account to the authorized pick up list.

Select Family Members List

▼ Family Members List

Select	Name	Birth Date	Role	Family
<input checked="" type="checkbox"/>	Chris Kealoha	Jun 4, 1967	Family Member	Wong
<input type="checkbox"/>	Michael Kealoha	Jul 10, 2007	Family Member	Wong

[Add All Selected](#) [Remove All Selected](#) [Done](#) [Select all](#) [Deselect all](#)

If adding: Select the family member(s) to be added. Click on "Add All Selected"

If removing: Select the family member(s) to be removed. Click on "Remove All Selected"

Click on "Done"

Verify your changes and click on "Submit" to save changes

▼ Wong Family

Name	Birth Date	Role	Family	Action	Head of Household
Chris Kealoha	Jun 4, 1967	Family Member	Wong	Change Authorized Pickups	<input type="radio"/>
Michael Kealoha	Jul 10, 2007	Family Member	Wong	Change Authorized Pickups	<input type="radio"/>
Michelle Kealoha	May 3, 1973	Family Member	Wong	Change Authorized Pickups	<input checked="" type="radio"/>

Submit



DO NOT add an authorized pick up to your account who does NOT live in your household, please call your YMCA branch for assistance in adding these individuals.