



**HOW TO ADD ADDITIONAL CONTACTS FOR**  
**AUTHORIZED PICK UP**  
**UNDER YOUR CAMP ACCOUNT:**

**1) LOGIN INTO YOUR CAMP ACCOUNT:**

RESERVATIONS MAKE A PAYMENT

WELCOME, PRIMARY SIGN OUT

### My Account

Primary Test \$0.00  
Primary Contact Account Balance

MY RESERVATIONS

Account Members	
Primary Test <small>(primary contact)</small>	REGISTER
Secondary Test <small>(secondary contact)</small>	REGISTER
Teengirl Test	REGISTER
Youngboy Test	REGISTER

2) ONCE YOU ARE ON YOUR MAIN ACCOUNT PAGE, SCROLL DOWN PASS ACCOUNT MEMBERS TO FIND **PICKUP AUTHORIZATION** (THIS WILL BE THE SECOND OPTION ON THE LIST):

The screenshot shows a user account interface. At the top, there is a dark grey navigation bar with a hamburger menu icon on the left, followed by the text "RESERVATIONS" and "MAKE A PAYMENT". Below this bar is a list of contact names, each on a separate line with a horizontal separator below it. The contacts listed are: "Primary Test" (with "(primary contact)" below it), "Secondary Test" (with "(secondary contact)" below it), "Teengirl Test", "Youngboy Test", "Bluey Head", "blu Test", and "Bingo Head". A large orange arrow points downwards from the "Teengirl Test" contact towards the bottom of the list. Below the "Bingo Head" contact is a button labeled "+ ADD PERSON", which is circled in orange. At the bottom of the page, there is a vertical list of menu items in a light grey box: "Alternate Contacts", "Pickup Authorization", "Friend Accounts", "Additional Information", and "Login Information". The "Pickup Authorization" item is highlighted with a darker grey background.

3) ONCE YOU ARE ABLE TO SELECT PICK UP AUTHORIZATION, PLEASE CLICK ON EDIT AUTHORIZATIONS:

☰ RESERVATIONS MAKE A PAYMENT

(secondary contact)

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Teengirl Test

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Youngboy Test

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Bluey Head

---

blu Test

---

Bingo Head

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+ ADD PERSON

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Alternate Contacts

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Pickup Authorization

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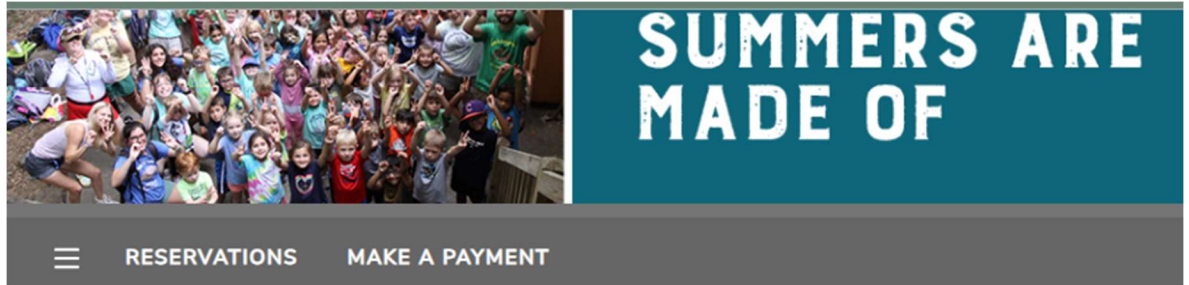
Primary Test (888) 888-8888

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EDIT AUTHORIZATIONS

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4) PLEASE ADD ALL THOSE THAT COULD POTENTIALLY BE AVAILABLE TO PICK UP YOUR CAMPER ASIDE FROM YOURSELF, THE PRIMARY ACCOUNT HOLDER. YOU MAY ADD THEM AS NON-MEMBERS, AND WE ONLY REQUIRE THEIR FIRST/LAST NAME AND PHONE NUMBER.



## Authorized Pick-up

Below is a list of those authorized to pick up a child.

Authorized Account Members

**Primary Test**  
(888) 888-8888

[EDIT AUTHORIZATIONS](#)

Non-account Members

None Found

[ADD NON-ACCOUNT MEMBER](#)

## FRIENDLY REMINDERS:

- PLEASE MAKE SURE THAT THERE ARE AT LEAST **TWO** ADULTS LISTED UNDER YOUR CAMP ACCOUNT FOR AUTHORIZED PICK UP. IF POSSIBLE, PLEASE PROVIDE **ALL** POTENTIAL ADULTS THAT MAY BE AVAILABLE TO PICK UP THE CAMPER FROM THEIR SESSION. THIS IS IN CASE OF AN EMERGENCY, AND WE ARE UNABLE TO REACH THE PRIMARY ACCOUNT HOLDER.
- WE WILL BE SENDING YOU A DIGITAL PICK-UP PASS-THROUGH EMAIL CLOSER TO WHEN YOUR CAMPER'S SESSION BEGINS. PLEASE FORWARD THIS PASS TO ALL THOSE THAT YOU ADDED UNDER PICK UP AUTHORIZATION. THIS PASS IS REQUIRED AND WILL BE REQUESTED TO BE SEEN BY OUR STAFF PRIOR TO US BRINGING THE CAMPER OUT TO THE CAR.
- YOUR DIGITAL PICK-UP PASSES WILL BE WEEK SPECIFIC AND WILL HAVE ALL YOUR CAMPERS' GROUP NUMBERS. IF YOU ARE ATTENDING MULTIPLE WEEKS, PLEASE MAKE SURE THAT YOU ARE USING THE CORRECT PASSES FOR THAT WEEK.