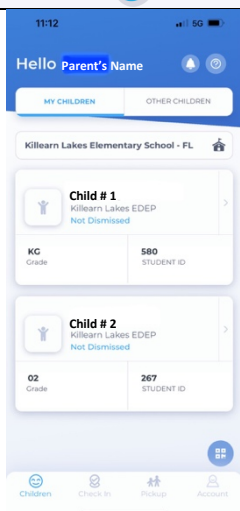
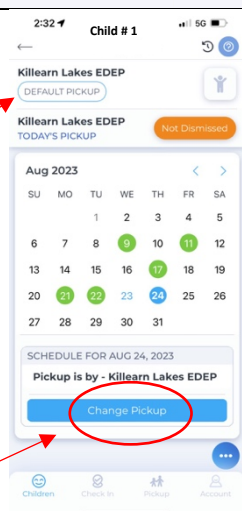


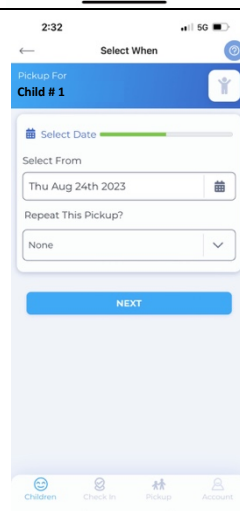
1. Select your child by tapping on the box with their name in it. After you follow the directions for one child, you will then need to go in and do the same for any additional children.



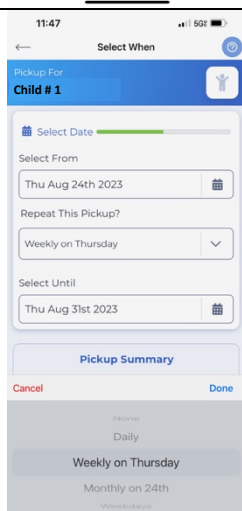
2. The next screen will have a calendar appear. This is where you need to change your pick-up mode or person, **NOT** default pickup. **Default Pickup should always be set to the method in which your child goes home the most.** Ex: If they are EDEP 3 days and Walker 2 days, EDEP should always be default. This should not be changed. Select the day you would like to change the pickup mode, then select 'Change Pickup'.



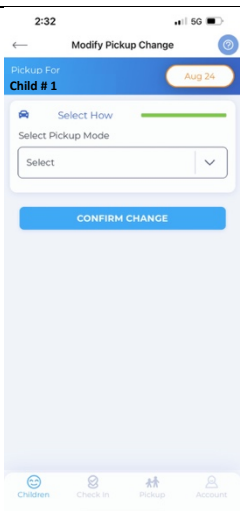
3. On the next screen, choose the day you'd like to change. Then select repeat pickup option.



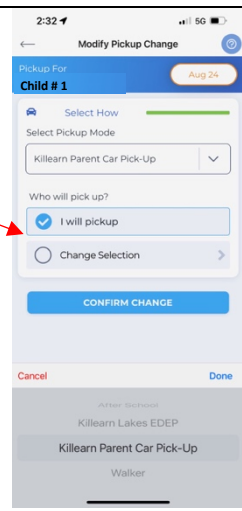
4. Next, select the frequency of your change from a drop-down list of choices. You can do a 1 time change, weekly, monthly, etc...



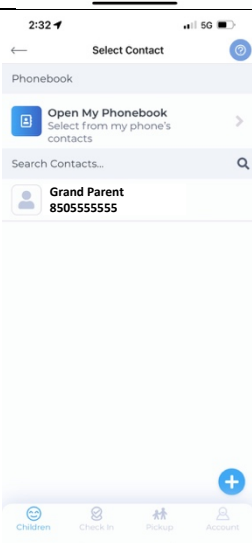
5. Next screen will give you the selection for your new pickup mode



6. Once you've selected your new pickup mode from a drop-down menu, you will be asked if you are the pickup person, or if you are changing the pickup person. If you will have someone besides The primary parent pickups getting Your child, select 'Change Selection'.



7. You can either choose from saved contacts that have already been delegated,



8. Or you can create a new pickup. Make sure the cellphone number entered matches your delegated pickup. Your chosen delegate will need to download the Pikmykid app. Once this process is complete, your calendar will be updated, and an alert will be sent to the teacher. Please use these tools everytime you need to make a change to your child's pickup mode or pickup person.

