

Student Pickups

Last Modified on 12/21/2018 3:39 pm EST

When a PIN is assigned to a contact, the students in the family are automatically listed as Pickups.

To remove student(s) from PIN Pickup list

1. From the *Summary* or *Contact* tab of the Family page, click on the **Contact**.
2. Click **Manage Pickups**.
3. Uncheck the box for any child this person is not authorized to pickup.
4. Click **Save**.

To add student(s) from another Family to a PIN

Example: Jessica Watson picks up her daughter, Sarah Watson, but also picks up her neighbor's son, Peter Jones.

1. From the *Summary* or *Contact* tab of the Family page, click on the **Contact**.
2. Click **Manage Pickups**.
3. Click **Add Additional Pickups**.
4. **Search** to generate a list of active students or search on a specific name.
5. Checkmark additional pickup(s).
6. **Save Pickups**.

When this Jessica logs into the Clock, Peter and Sarah will be listed for check in / out. See [Student Check-In / Out](#).
