



# Brightwheel:

## How To Add An Approved Pick Up

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Brightwheel allows you to build your Pick up and Drop off team. As one of the primary parents, you are already set up with your Brightwheel code. If you would like to add another approved Pick up person, this guide will walk you through it.

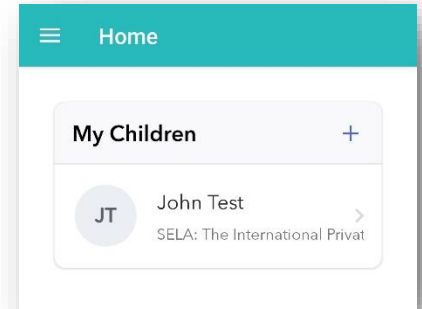
### Step 1:

Open the Brightwheel app on your phone.  
Ensure you are logged into your account with your email.

### Step 2:

Click on your child's profile who you would like to add an approved pick up

**\*\*If you have more than one child you will need to do this for all of them.\*\***



### Step 3:

Scroll down in their profile until you see where it says "Contacts" then click "+", and select the "Approved Pickup" option.

### Step 4:

To add an approved pick up you will need to add the following information:

- First and Last Name
- Email or Phone number \*note that Email is preferred as it makes the process much easier for them to download the app and link to your child.

### Step 5:

Your approved pick up will receive a notification as a text message or email. This will give them their unique 4 digit code and will allow them to pick up and drop off your little one!

Please reach out to the Directors with any additional questions you may have.

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