Managing Emergency Contacts in Veracross

From the Family Portal, click the Review Your Family Information for accuracy and completeness button.



In the **FAMILY INFORMATION** section

1. Click to expand the My Personal Contact information section to ensure the contact information for the parent(s)/guardian(s) is accurate and as complete as possible
    a. Ideally, please include a home phone, a mobile phone, and a work phone number in order that we can communicate with you in an emergency.

In the **HOUSEHOLD CONTACTS** section

1. Click to expand the Contacts for My Children or Contacts for *your child's name* section
    a. Check to be sure any additional Emergency or Authorized Pickup contacts (who are not immediate family members) listed for your child(ren) are current and accurate.
    b. Edit any contact information that has changed using the edit button on a contact card.
    c. Please confirm the Phone Number is current.
    d. Ideally, include as many phone numbers as possible.

2. You can add a new contact using the + ADD NEW button, if desired, and designate this contact as either an Emergency Contact, an Authorized Pickup Contact, or both.

3. If there are any contacts designated as an Emergency Contact, or an Authorized Pickup Contact that should no longer be, you can **turn off** the checkbox(es). If this person should no longer be associated with your children, you can **remove** the contact entirely using the red x remove link in the upper right of the contact card.