

## SHARING YOUR EMERGENCY INFO



### What is ePACT ?

ePACT is your emergency network, a secure online system designed to help organizations in your community support you and your family in any type of crisis.

ePACT is a tool that organizations like Park & Recreation Departments, YMCAs, sports associations, schools, daycares, employers and municipalities use to collect important emergency information that they used to collect via paper forms. It helps to make sure that the right data, is in the right hands at the right time.

#### Read more about ePACT's Privacy & Security Policies.

#### **Receive a request**

1. Your organization will send you a request for each child participating in their program for this year or season.

2. Click on Complete Request to get started.

#### Create an account

1. Add your name and choose a password that is at least 10 characters long and includes a number or special character.

2. Accept our Terms of Use and now you're ready to go!

#### **Getting Started**

- 1. Read the instructions carefully.
- 2. Click on Getting Started.

#### **Follow the Steps**

1. Answer questions on each step. Those with an \* are required.

2. Ensure all the steps have a checkmark.

rdicates required fields		
lationship to Dependent :*		
fother		
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5555555555		
ldd Another Number		
SMS Visit your Account Settings to verify your mobil	le number to start receiving texts after vo	
reet Address 1 :*	Contact mo	*
803-1060 Alberni St	Dependent's Details	
eet Address 2 :		
	Family Info	~
ite#:		
	Emergency Contacts	~
	Medical Info	~
	Allergies & Dietary Requirements	~



Hello Legal Guardian of Melanie Tanzana,

\*\*City of Prana Recreation is requesting emergency information Melanie Tanzana.

Get Started





#### Add Additional Documents

1. You can upload additional documents like immunization records, custody orders or one of your organization's custom sheets like Medication Administration forms.

Shared Files for **City of Prana Recreation Indicates required fields		
Please review the files requested by **City of Prana Recreation below, and upload any that are required (denoted by a red asterisk) o the suggested files are relevant.		
Judicial or Custody order		
If you child is subject is a judicial or custody order that you would like us to be aware of, please upload it here.		
No files added		
Allergy Plan		
No files added		
1		

#### Add your initials and signature

1. Add your initials to each waiver (or agree by checkbox) and add your signature.

3. Click on the Share button to complete the process!

Last Step! Please enter your initials to agree to all walvers below			
I acknowledge that there are risks associated with participation in any physical training, exercise, sports, adventure or activity program. I have informed myself and my child and we understand the risks associated with my child's participation in the program and (where applicable) their use of the facilities, including the risk of personal injury, and freely accept these risks.*			
Initial here	TL		
It is our policy to notify a parent when a child is ill or needs medical attention. Occasionally we cannot contact parents and we need to get immediate help for the child. I acknowledge this and by checking off this box, I confirm that program staff can take appropriate action on behalf of my child.**			
Initial here	TL		
Please enter your name below.* By entering your name way are supplying a legally binding signature; it confirms that all information provided to **City of Prans Recreation via ePACT is correct to the best of your knowledge, and you confirm each of the waiters, consents and other permissions as provided by you to **City of Prans Recreation using ePACT. It is your responsibility to keep this information up-to-date. :* Jenna Tanzana			
Share with **City of Plana Recreation			

# Success! Your organization can now see your info and you can expect an email confirmation!

For more information, or for assistance, please contact us at help@epactnetwork.com or 1.855.773.7228.



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