

ACTIVE WORLD

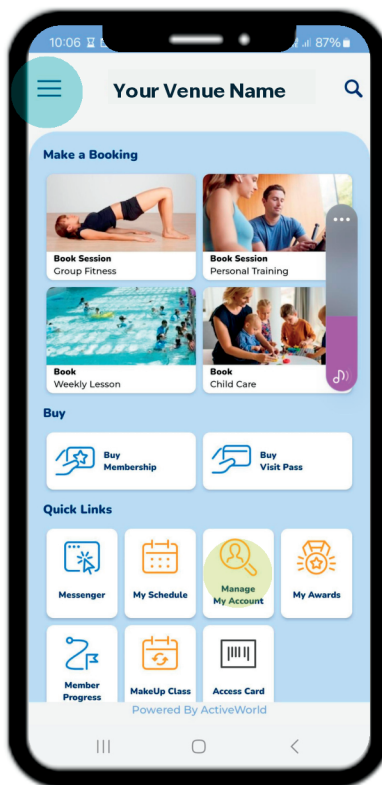
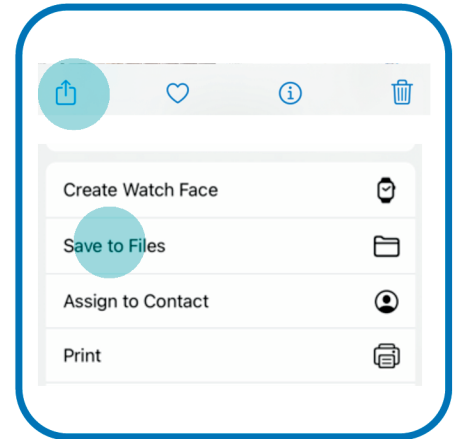
CONCESSION DETAILS

1. TAKE A PHOTO OF YOUR CONCESSION CARD

- Using your phone camera, take a photo of the front of your concession card - ensure all details are legible.
- Ensure this is saved to your camera roll.

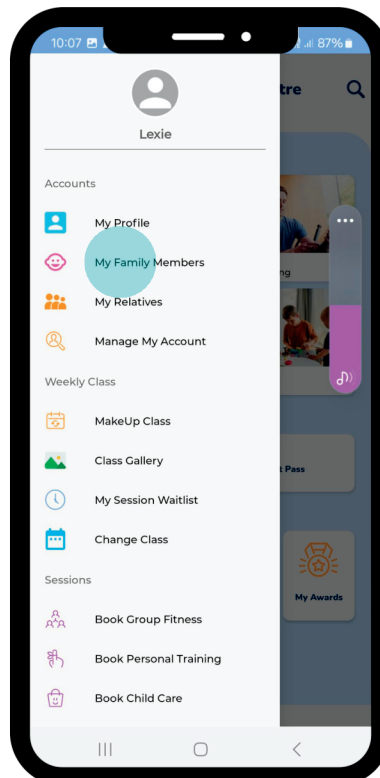
If you are using an Apple product (iPhone / iPad):

- Take a photo of your concession card - ensure all details are legible.
- Go to Photo library > select image of your concession card > follow the steps to save to files.



2. OPEN ACTIVEWORLD APP

- Go to home Screen.
- Click on the menu (top left corner).



3. SELECT MEMBER ACCOUNT DETAILS

- Tap into "My Family Members".
- Select the member you need to add concession card details for.



Continue on next page.

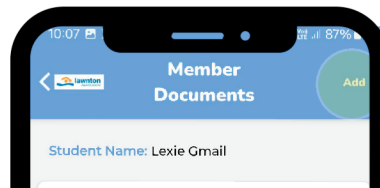
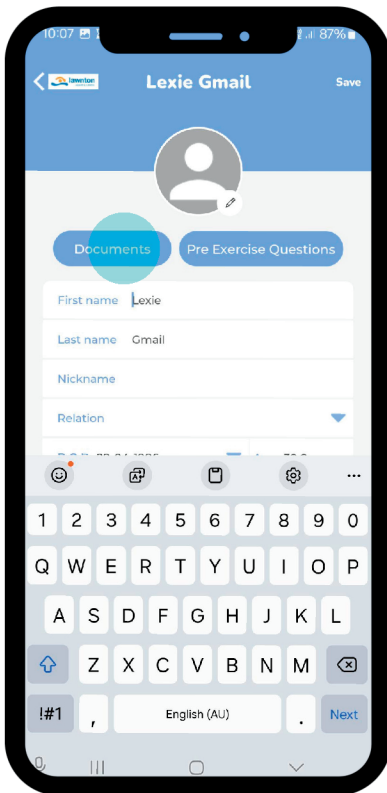
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4. UPLOADING YOUR DOCUMENT

- Click on “Documents” from the member profile.
- Select “Add” to upload a new file.



- Select “Choose File” to load in your photo. Choose the photo you took earlier from your image library or your phone documents (Apple).
- Tap the Category drop down and select “Concession Card”.
- Insert your card validity dates. All uploads will be verified.
- Tap “Add” to save.



Complete these steps again for any other family member on a concession membership.

If you have an iPhone and are experiencing issues uploading your concession card file - please ensure you have completed Step 1, if the issue continues please speak to a staff member in venue.

