## HOW TO ADD OR UPDATE A PHOTO TO YOUR MY RECREATION ACCOUNT

1. Log in to your My Recreation account. To gain access to your online account, please call 604-935-7529 (PLAY) during business hours.



2. Select the client who needs a picture by clicking on their name.



## 3. Click Edit.

Resort Municipality	Resort Municipality of Whistler 604-935-7529
🕕 My Info 🗔 A	ctivities
Client <ul> <li>Back to Client List</li> </ul>	Edit Manage Login Invoices
Mama <u>Test Fami</u>	Jy.
MPSC Annual General Access	MPSC 10x 10x, 20x, 30x Playtime
ends: <b>Mar 30, 2021</b>	2 Sessions Remaining Ends: Feb 25, 2020
⊖ C ×	⊖ C ×
✓ General Information	
First Name:	Mama
Last Name:	Test
Age:	45

4. Select how you want to upload the photo. You can take a photo with a webcam or upload a photo from file. Follow the prompts.

Resort Municipality Resort of Whistler 604-9	rt Municipality of Whistler 935-7529			
(1) My Info	s			
		✓ Save	Cancel	
Client				
❤ General Information				
First Name:	Mama			
Last Name:	Test			
Age:	45			
Birthday:	16/01/1975			
			(	Browse Q Webcam Clear
✓ Contact Information				
*Primary Phone:	604-935-7529	6	Email:	testPM1@whistler.ca
Primary Phone Type:	Home	~	Opt in for Recreation emails:	Yes, include me on email updates
Secondary Phone:		¢,	Address:	8625 Hwy 99 Whistler, British Columbia
C 1 DI T				C 1 101100

## 5. Once the photo is attached, click 'Save'.

) My Info	C Activities	
		Cancel
lient		
<ul> <li>General Information</li> </ul>	mation	
	First Name: Mama	
	Last Name: Test	
	Age: 45	
	Birthday: 16/01/1975	WUISTIED
	,	WHIJILLK
		🔎 Browse 🔮 Webcam 🛛 Clear

6. Your photo will now display in two places on your client page. Click 'Back to Client List' to add additional family member photos by repeating steps 2-6 above.

Resort Municipality         Resort Municipality of Whistler           of Whistler         604-935-7529						
(1) My Info	Activities					
Client						
Back to Client List	Edit	Manage Login	Invoices			
Mama Test Fam	Шу					
MPSC Annual General Access	MPSC 10x 10x, 20x, 30x Playtime					
ends: Mar 30, 2021	2 Sessions Remaining Ends: Feb 25, 2020					
⊖ C ×	⊖ C ×					
✓ General Information						
First Name:	Mama					
Last Name:	Test					
Age:	45					
Birthday:	16/01/1975				WHISTLER	