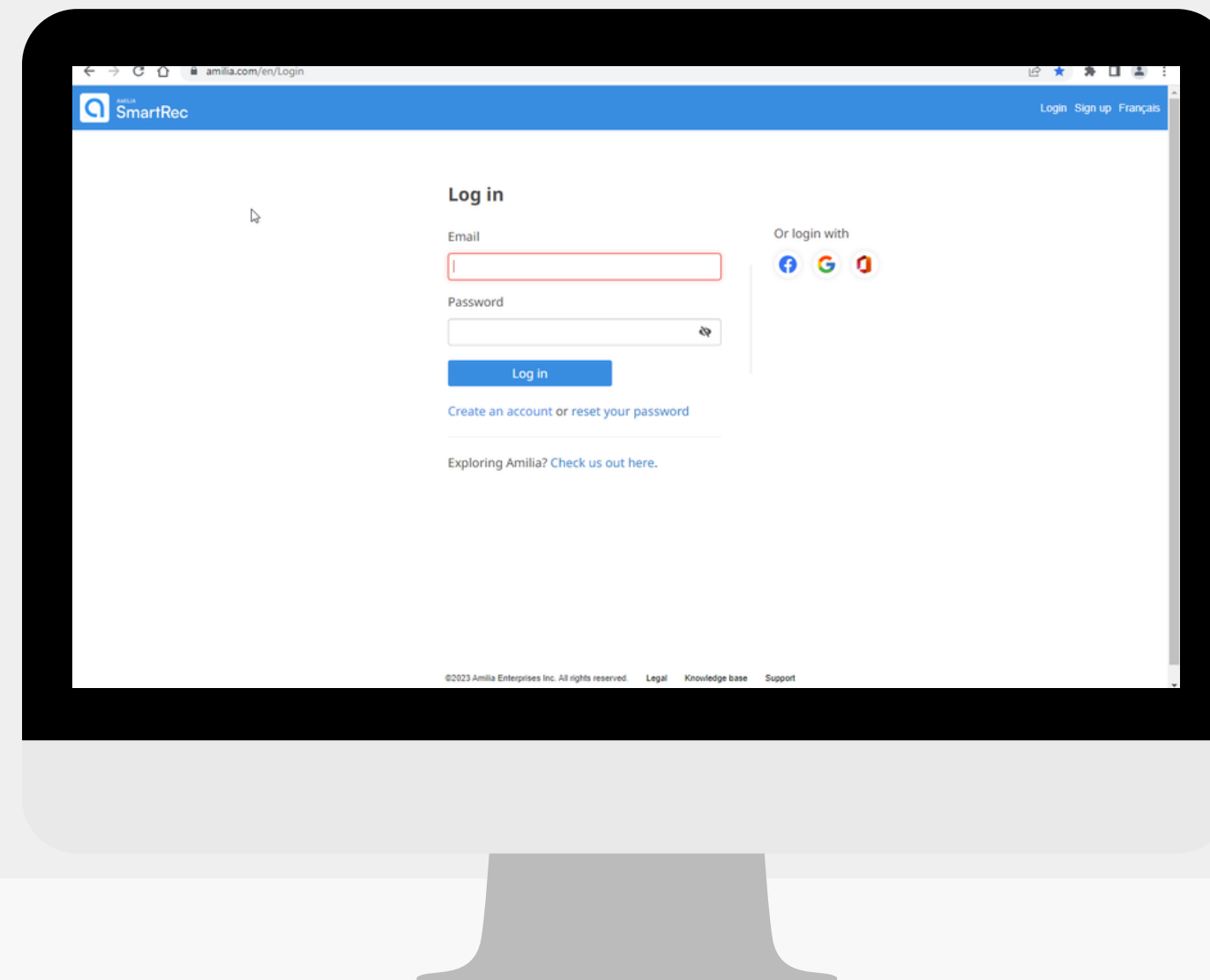




MONTEREY SPORTS CENTER



STEP BY STEP DIRECTIONS ON UPLOADING A PHOTO TO YOUR AMILIA ACCOUNT



Monterey Sports Center

301 E Franklin St, Monterey CA

831-646-3730

www.montereysportscenter.org

Profile Picture Guidelines:



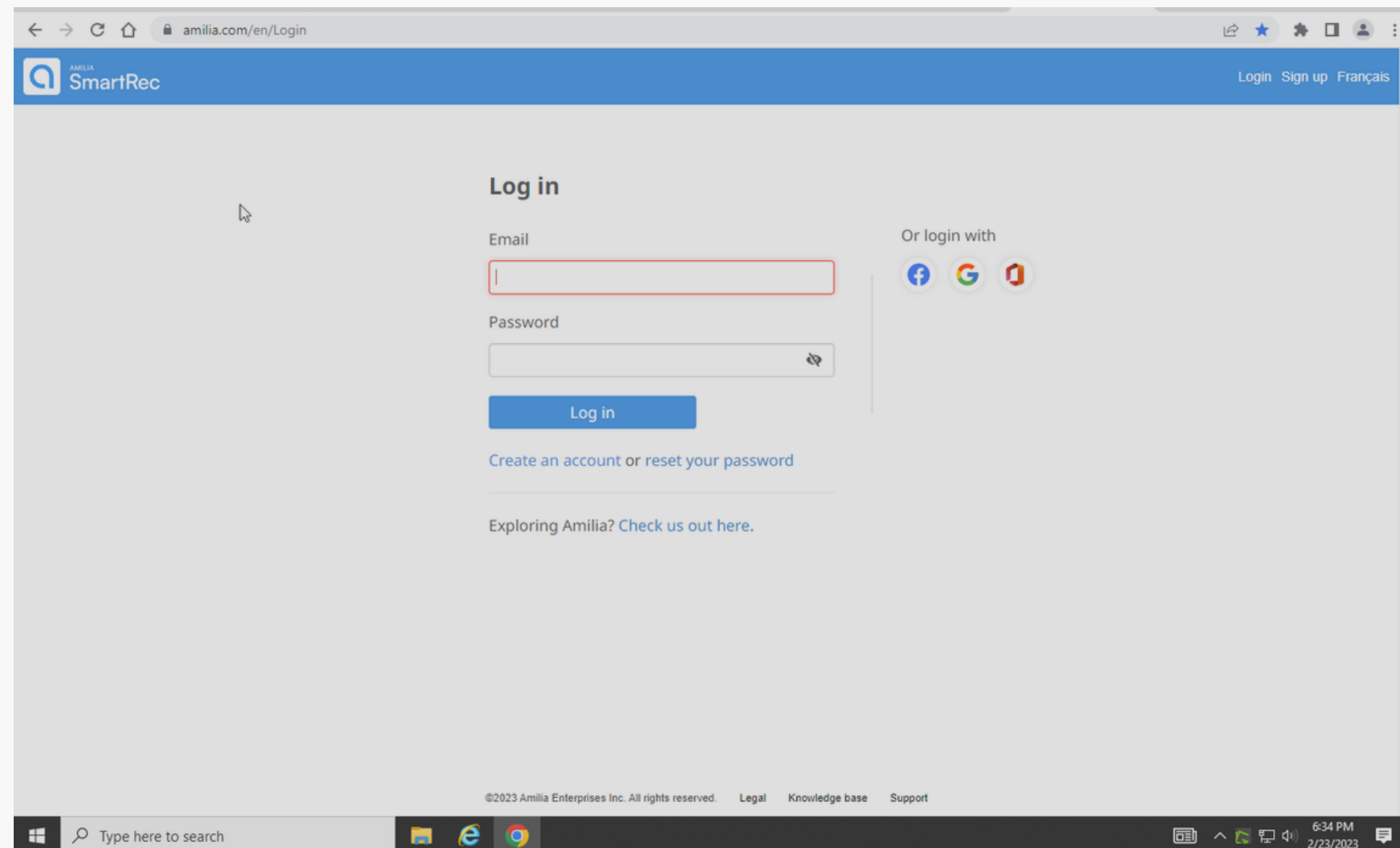
- **Choose a high-quality image:** Your photo should be clear, in focus, and have a high resolution. This will help ensure that your photo looks good and is easily recognizable.
- **Use a good lighting:** Avoid using harsh or dim lighting, as it can make your photo appear washed out or grainy. Use natural lighting if possible, and avoid using flash if it causes harsh shadows.
- **Use a neutral background:** A simple, neutral background will help your photo stand out and make it easier to see your face. Avoid busy or distracting backgrounds that can take the focus away from you.
- **Use a recent photo:** use a photo that is no more than 3 months old, so that it accurately reflects your current appearance.

Part 1



Sign In To Your Amilia Account

Visit <https://www.amilia.com/en/Login>



Part 2



Click on Members Tab

Click on the **members tab** to view account members

The screenshot shows the Amilia SmartRec user account interface. The left sidebar contains navigation options: Home, Billing, Purchases, Wallet, Members (highlighted with a blue arrow), Membership cards, Communication, Documents, and Settings. The main content area displays a 'City of Monterey - Parks and' store card with a 'Store' button. Below this are two sections: 'About Amilia' and 'My calendar'. The 'About Amilia' section includes the Amilia logo and text: 'Amilia has partnerships with many organizations. Using your Amilia account to reserve activities is **quick, easy, and secure**. No more line-ups!'. The 'My calendar' section shows 'No activities yet' and 'Your calendar will show up here.' The footer contains copyright information: '©2023 Amilia Enterprises Inc. All rights reserved.' and links for 'Legal', 'Knowledge base', and 'Support'. The system tray at the bottom shows the date and time: '11:23 AM 3/6/2023'.

Part 3



Viewing Account Members

Here you will upload your **profile pictures**

The screenshot shows the SmartRec web application interface. On the left is a dark sidebar with navigation options: Home, Billing, Purchases, Wallet, Members, Membership cards, Communication, Documents, and Settings. The main content area is titled 'Members' and shows a list of members. The selected member is 'Test Sample' with email 'msctestsample@gmail.com'. There is a 'Delete' button and an 'Upload profile picture' button. Below this is a 'Personal information' section with an 'Edit' button. The form fields are: Gender (Male), First name (Test), and Last name (Sample). The footer contains copyright information for Amilia Enterprises Inc. and links for Legal, Knowledge base, and Support. The Windows taskbar at the bottom shows the date and time as 12:14 PM on 4/10/2023.



Adding a Profile Picture

Click on **upload profile picture**

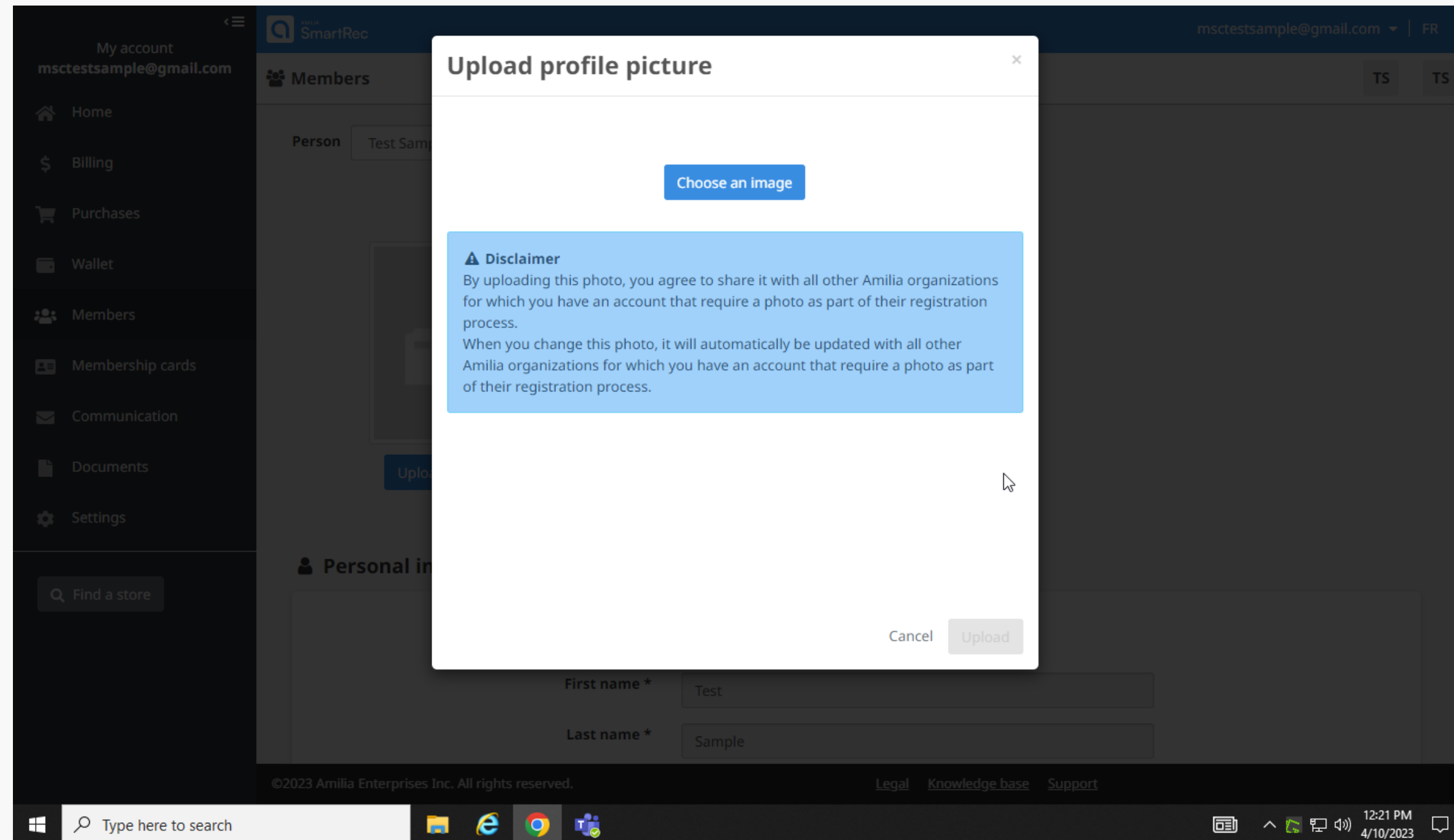
The screenshot shows the SmartRec web application interface. On the left is a dark sidebar with navigation options: Home, Billing, Purchases, Wallet, Members, Membership cards, Communication, Documents, and Settings. The main content area is titled 'Members' and shows a card for 'Test Sample'. The card includes a placeholder for a profile picture with a camera icon and a blue button labeled 'Upload profile picture'. A large blue arrow points from the right towards this button. Below the card is a 'Personal information' section with an 'Edit' button and fields for Gender (Male), First name (Test), and Last name (Sample). The footer contains copyright information for Amilia Enterprises Inc. and links for Legal, Knowledge base, and Support. The Windows taskbar at the bottom shows the search bar and system tray with the time 12:14 PM on 4/10/2023.



Part 5

Uploading your photo

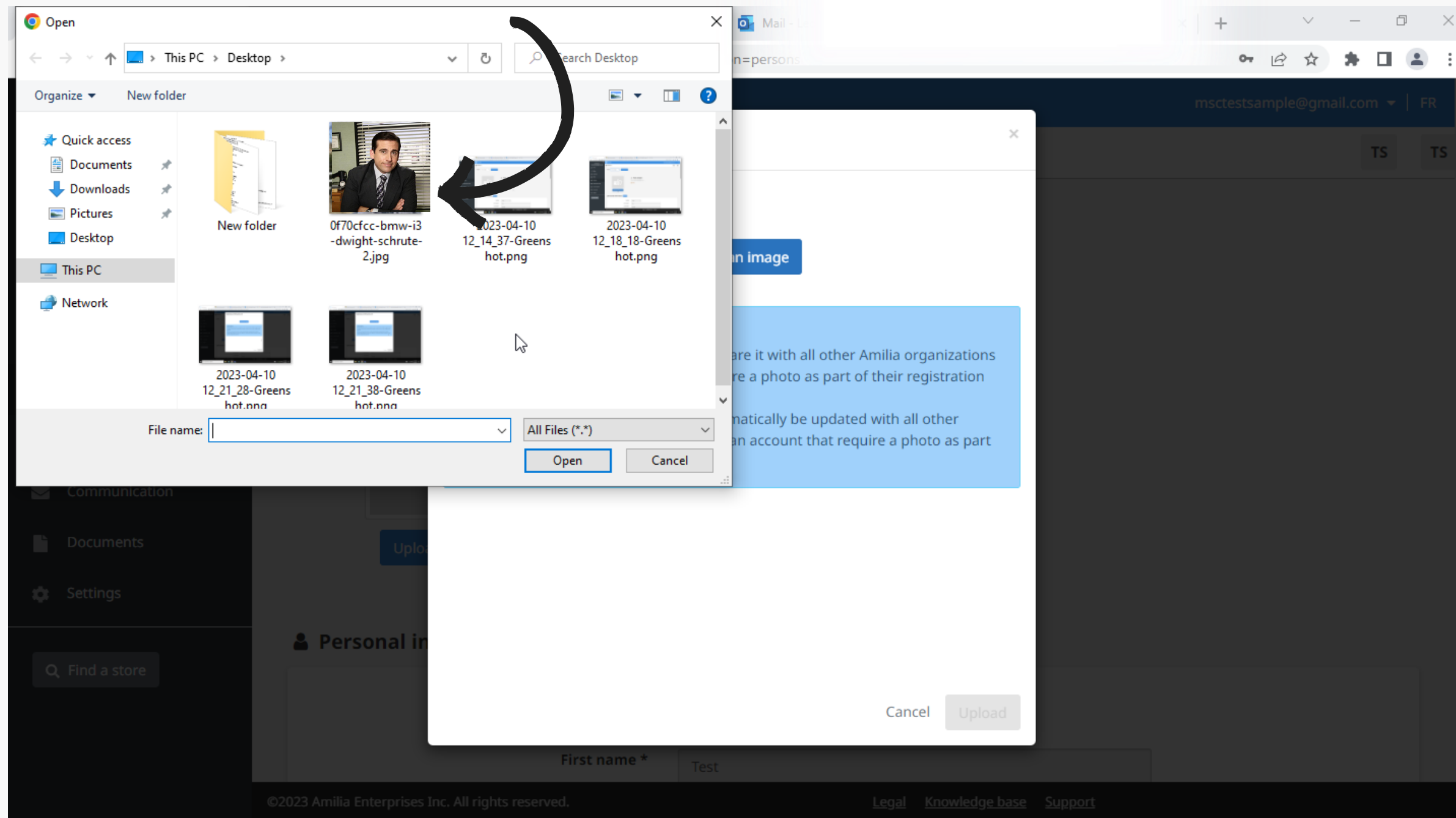
Click on **choose an image** to upload your photo





Choosing your photo from your computer

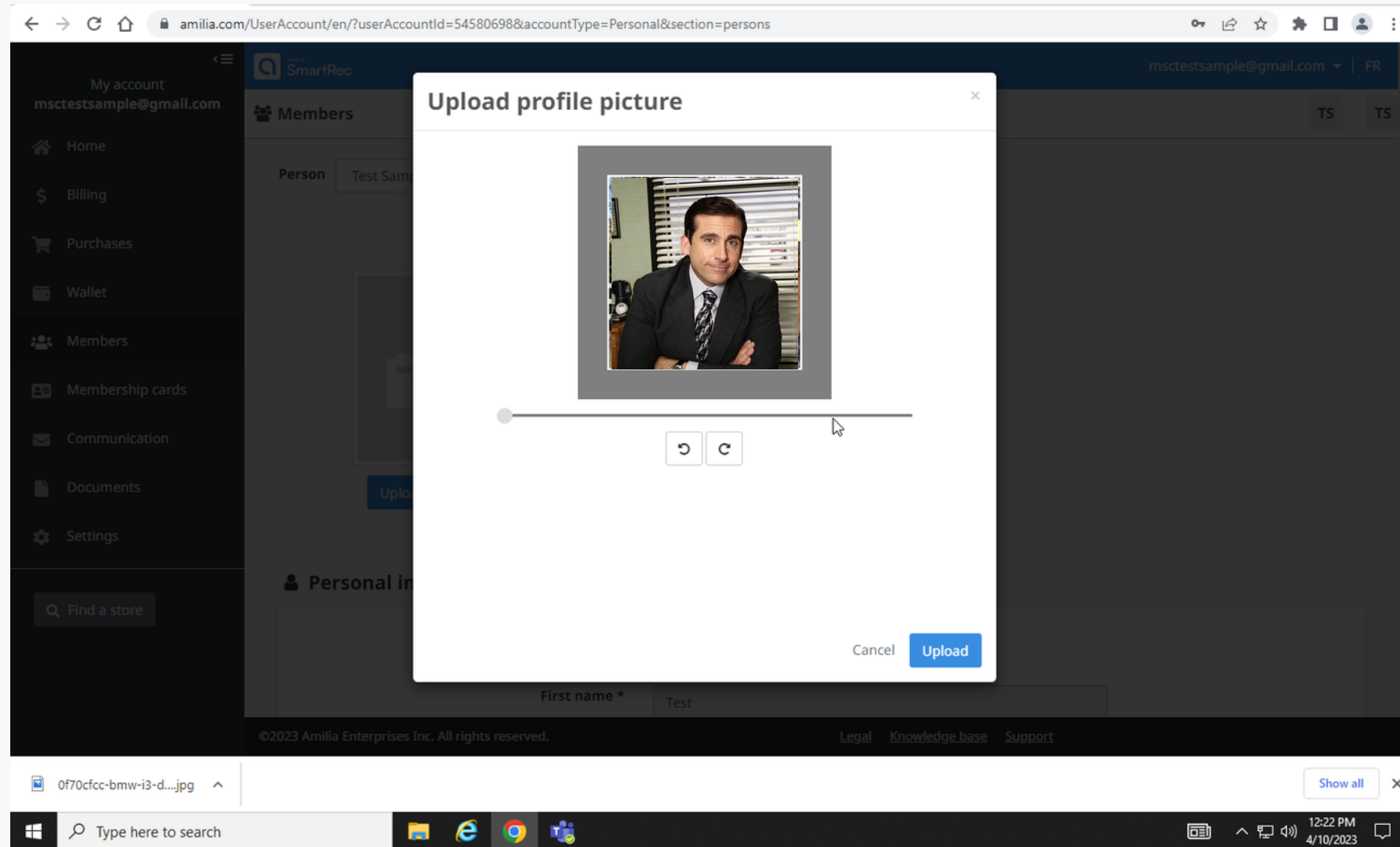
Choose the photo you would like to **upload as your profile picture** from your files





Adjusting your profile picture

Here you will be able to **adjust your profile picture** by zooming in or zooming out





Adding Profile Picture to Members

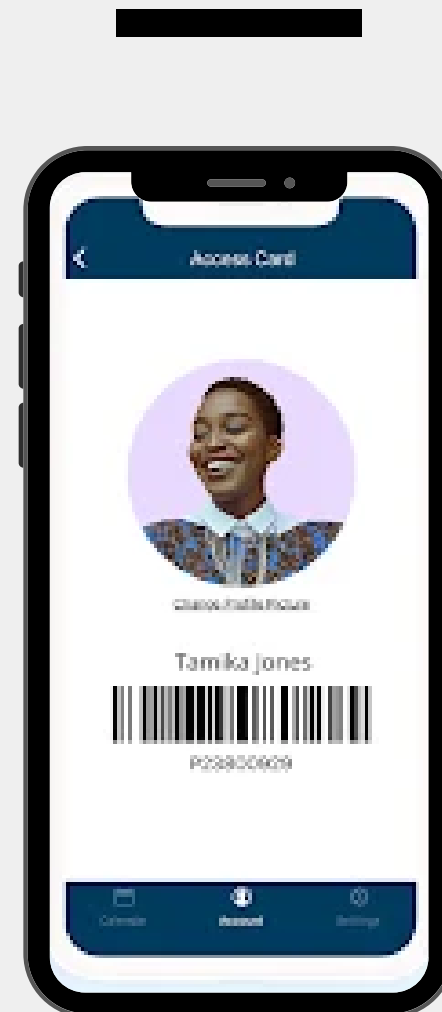
Now that you have successfully added your profile picture to your account, **repeat the steps for everyone in your membership by clicking the drop down menu.** If you are on a single membership you do not need to do this step.

The screenshot displays the Amilia SmartRec user account interface. The left sidebar contains navigation options: Home, Billing, Purchases, Wallet, Members, Membership cards, Communication, Documents, and Settings. The main content area is titled 'Members' and shows a list of members. A dropdown menu is open for the 'Person' field, with 'Test Sample II' selected. A black arrow points from the dropdown menu to the 'Add person' button. The page shows a profile card for 'Test Sample' with a profile picture and an 'Upload profile picture' button. Below the profile card is the 'Personal information' section with an 'Edit' button and form fields for 'Gender' (Male) and 'First name *' (Test). The footer contains the copyright notice '©2023 Amilia Enterprises Inc. All rights reserved.' and links for 'Legal', 'Knowledge base', and 'Support'.



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Part 1

Download the Amilia App

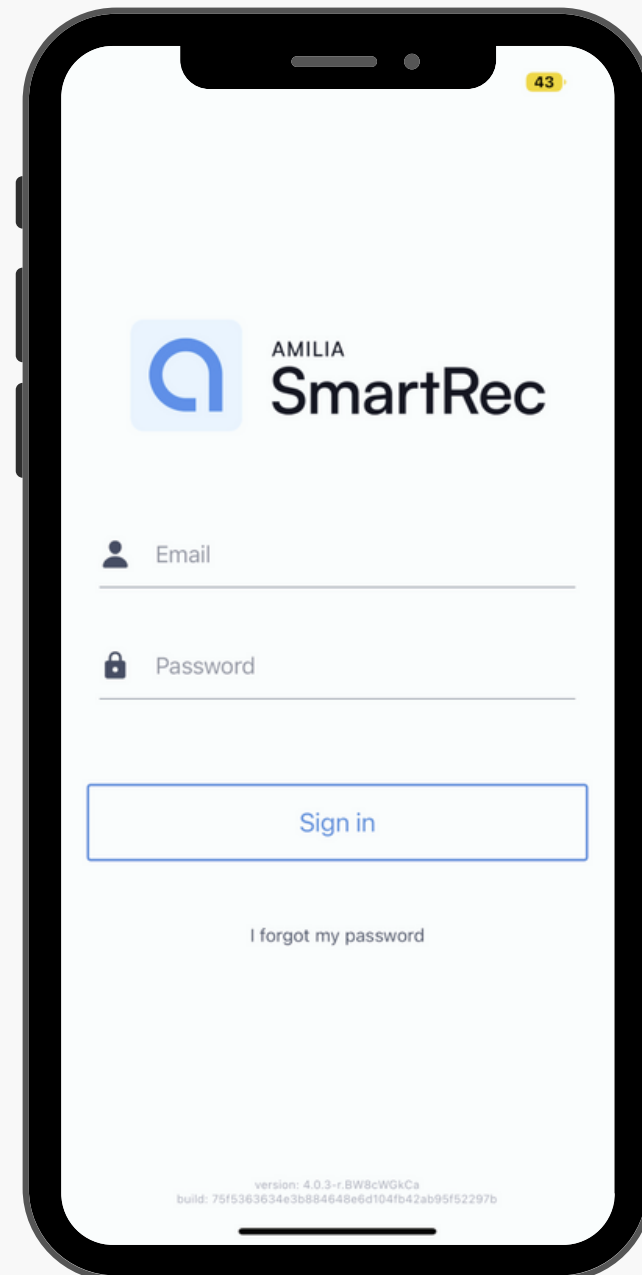
Visit your App Store or Goggle Play Store to down the Amilia App.





Part 2

Sign In To Your Amilia Account



Login into your Amilia Account using the same Email and Password you created when purchasing your Membership

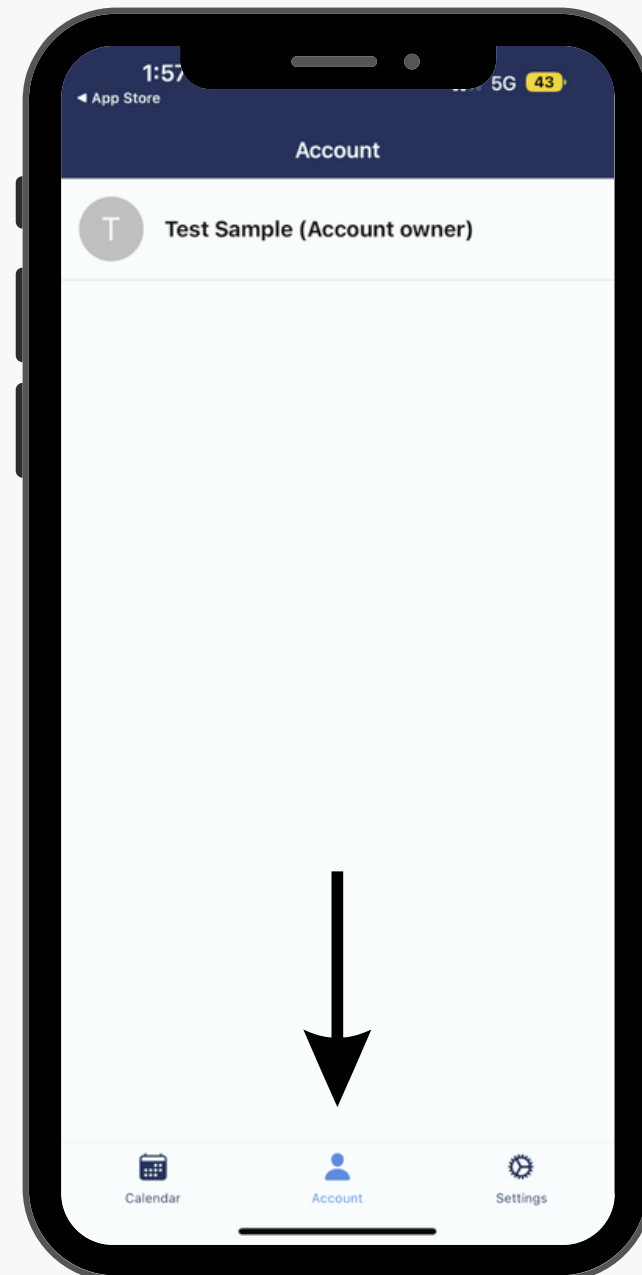
If you forgot your password you are able to reset your password on this screen.

Please note if you have a Family Membership each Family Member must login in with the Same Email and Password.



Part 3

Accessing your Access Card



Click on the middle lower icon that says "Account". Your name/family members names (If you have a family membership) will pop up on this screen.



Part 4

Your Access Card



Once you **click on your name** you will be able to view your Access Card as well as add or change your profile picture by clicking the **"Change Profile Picture"**.