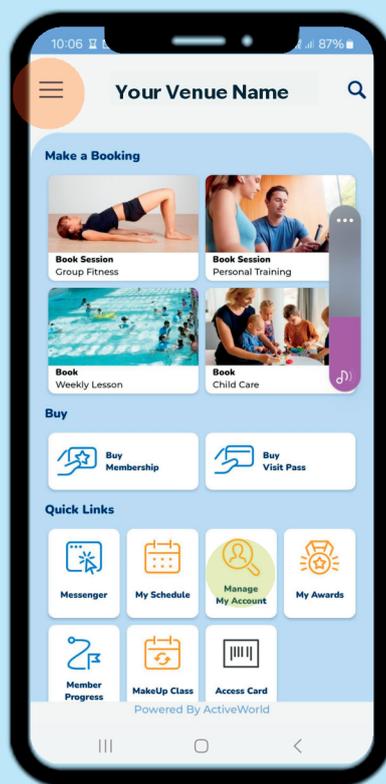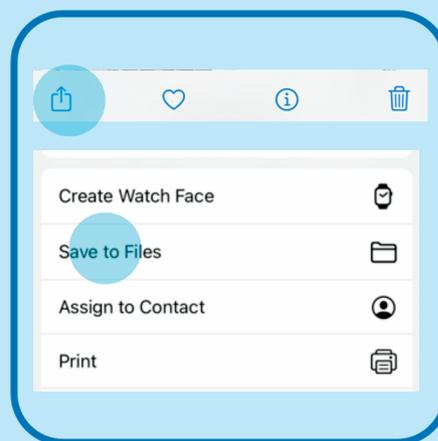# Active World Concession Details

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.
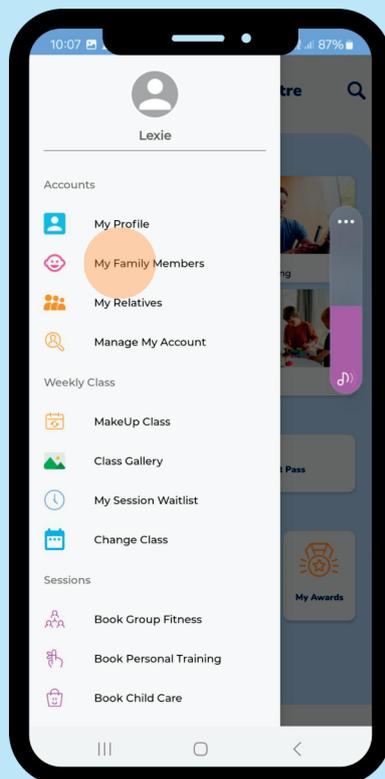- Ensure this is saved to your camera roll.

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".
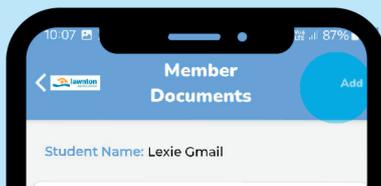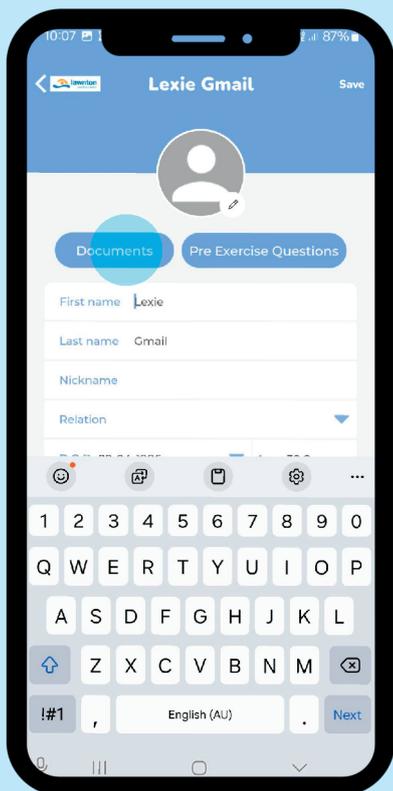- Select the member you need to add concession card details for.

Continue on next page.

Active World Concession Details

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.