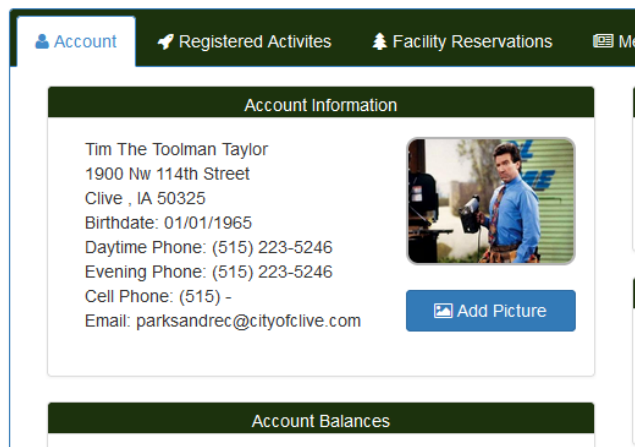


Adding Membership/Pass Photos

- 1.) Log into your online Sportsman account:
https://cityofclive.activityreg.com/selectactivity_t2.wcs
 - a. If you are having troubles with your account, please call us directly using the number provided at the end of this page.
- 2.) Click the “View Account” green button or “Account” tab to access your household account.
- 3.) On your household account screen using the drop down under “Select Family Member,” select the family member you are wishing to upload a photo to.
- 4.) Once the family member is selected, you will be able to see all the information under this member. Please make sure all information is correct and updated accordingly for Clive information and future registrations.
- 5.) You will see a blue button labeled “Add Picture” within the account information. Here is where you will upload your photo (see image below).



- 6.) Once you have selected your image, save the image and the photo will be updated in our system.
- 7.) Repeat the process until all member photos have been uploaded and accounted for.

Photo requirements:

- Must be a head shot photo and appropriate as image will be used for pass verification at the Clive Aquatic Center.
- Children 2 and under are excluded at this time for required photo but is recommended.

Having issues with your account or need help creating an account? Please call us directly at 515-223-5246 during business hours 8am – 4:30pm Monday- Friday.