



SHBR.ORG — Add Photos to Your Account

Introduction

The check in system at SHBR runs from a third-party vendor, eSoft. This allows us securely store member information while providing each member full access to their data.

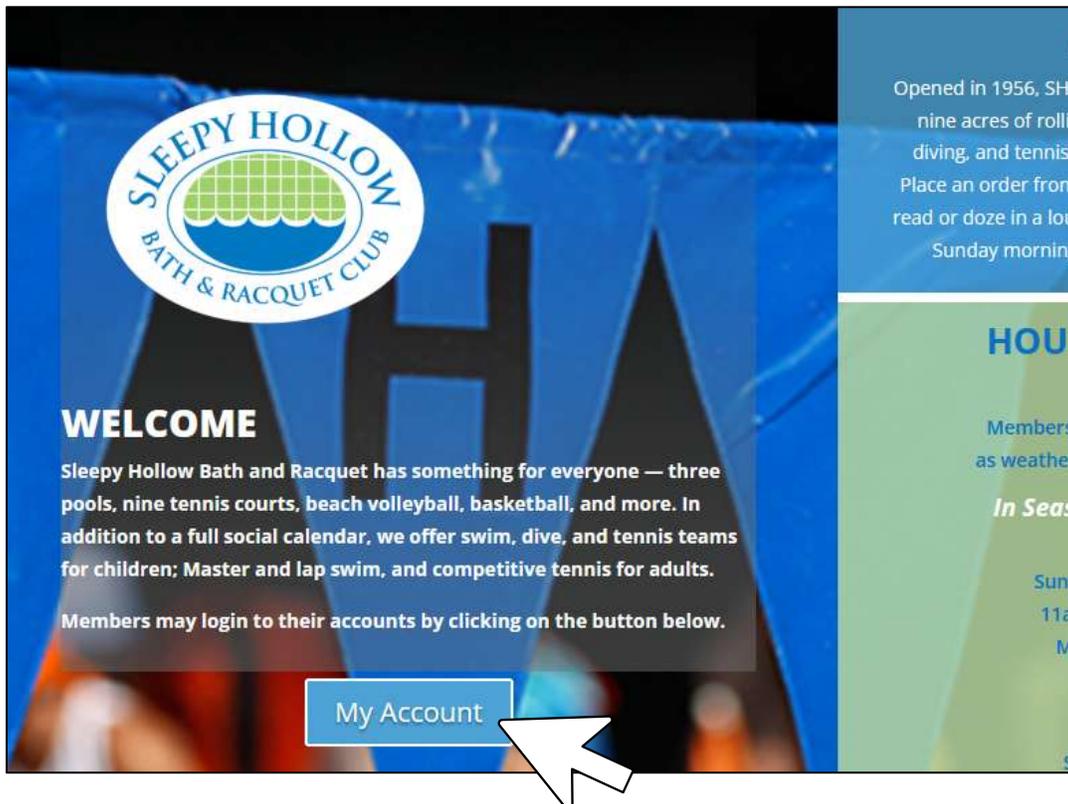
We ask that all members provide recent photos of themselves so we can ensure that all our guards know that they are admitting a member and not just someone who knows your name during check in. If we find missing or outdated photos during check in, we have instructed the guards to take new photos to keep our information up to date.

Important notes about the photos:

- Current member photos make a more secure environment for our members by ensuring that only members and their authorized guests are allowed on Club property.
- The photos are only used for check in at the front gate; they will **not** be displayed publicly.
- Photos should be a passport style:
 - a current photograph,
 - a clear photo of the member's face (shoulders optional),
 - do not include multiple people.

How to upload your family's photos

1. Open your web browser on a computer or mobile device (that has the photos you want to use).
2. Go to shbr.org and click on **My Account**.





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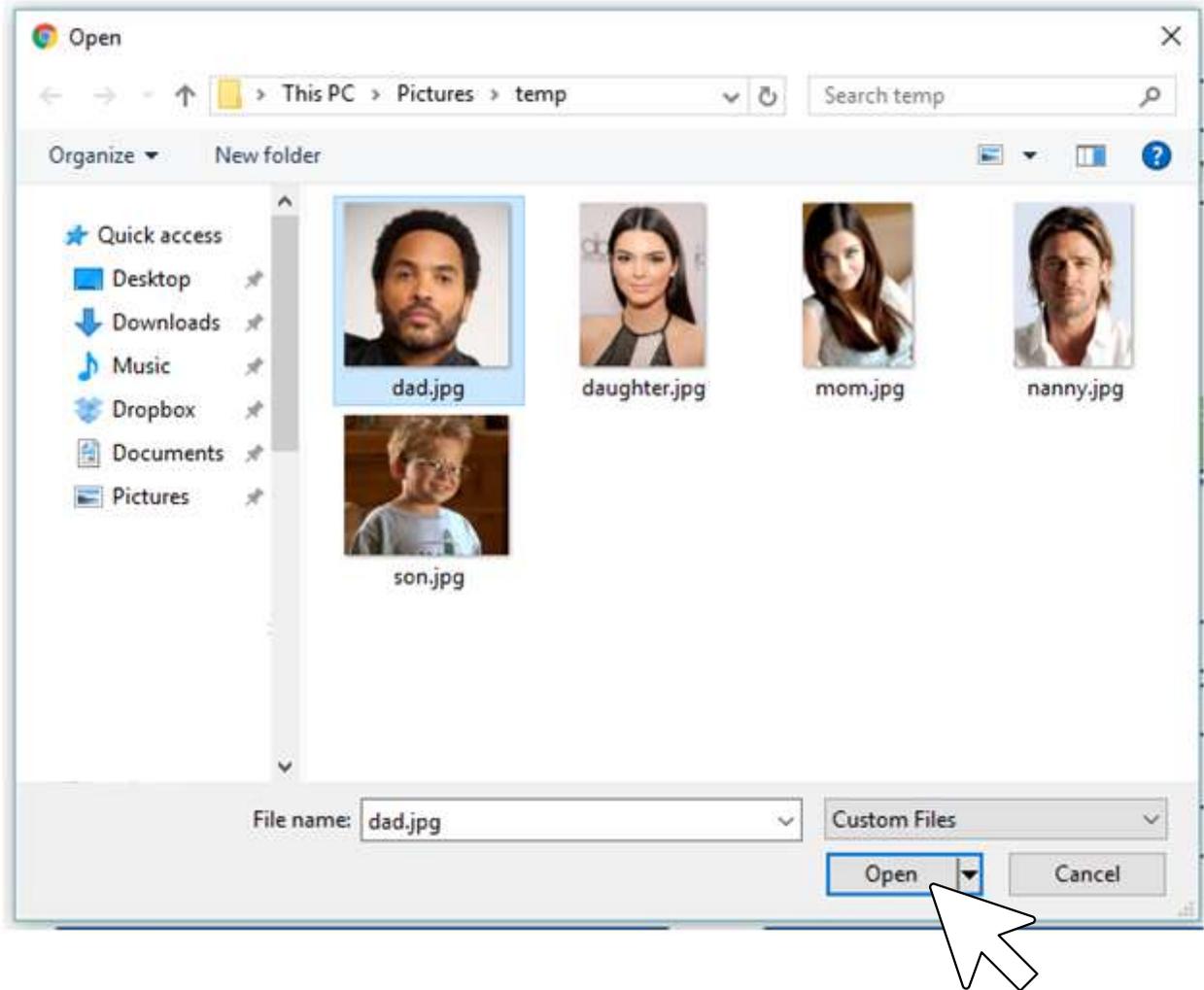
3. You will be redirected to the eSoft site. Login to your account.

A screenshot of the "Sleepy Hollow Bath and Racquet Login" page. It features a title "Sleepy Hollow Bath and Racquet Login" in blue. Below the title is a login form with two input fields: "Login:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the form, there are two links: "[Forget Your Login?](#)" and "[Forget Your Password?](#)".

4. On the menu bar near the top, click on **My Account** and then **My Profile**.



5. Scroll down to the family member you want to update and click on **Browse** next to or under the current picture or placeholder (if there is no picture).
6. Find and select the photo you want to use on your computer or mobile device. Make sure it is one of the following formats: JPG, GIF, or PNG.



7. Select the new photo with only that individual (no group shots, please).
8. If the photo size is acceptable (not too big or small), it should appear on your member profile page.
9. Repeat as needed for the other people in your family by clicking on their **Browse** button.
10. Double check and correct that person's data if needed.
11. When you have finished uploading photos of your family, click on **Update** at the bottom of the page.

