

# **Jensen Lakes Homeowners Association**Membership Card – Photo Instructions

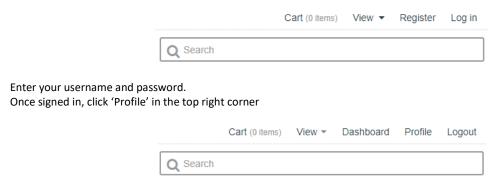
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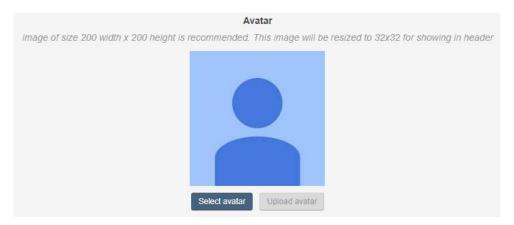


### Add Membership Photo

To sign into your online account, go to <a href="www.jensenlakeshoa.ca">www.jensenlakeshoa.ca</a> Click 'Contact' and 'Click here to login to Ivrnet Central' In the top right corner, click 'Log In'



You will be redirected to the Settings portion of your profile. Click 'Select Avatar'



Select your digital picture on your computer and click 'Open'. Your picture should appear. Click 'Upload Avatar' to complete the upload.





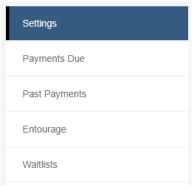
### Entourage Membership Photos - Adults

You are not able to upload membership photos for your entourage members, they must log-in and upload the photo themselves.

When you are signed in, click 'Profile' in the top right corner

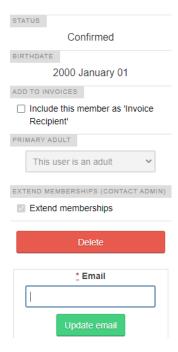


Click on 'Entourage' on the left side of the screen



At the bottom of each entourage member, you will see an email box.

- If the email is correct, your entourage member can go to <a href="https://www.jensenlakeshoa.ca">www.jensenlakeshoa.ca</a>, click 'Contact' and 'Click here to login to Ivrnet Central'. In the top right corner, click 'Log In' and 'Forgot Password' to gain access.
- If the email is incorrect, please update the email and click 'Update Email'. You must use a unique email for each member.
- If the email you enter has already been taken, please contact Core Real Estate Group at the contact details below.



Once complete, refer the entourage member to Add Membership Photo section of this document.



#### Entourage Membership Photos - Children 12+

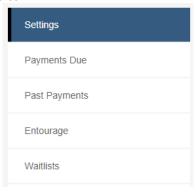
Children aged 12 and up will require a Membership Card.

- If your child does not have an email address please wait for the Jensen Lakes Facility Centre to open. A photo can be uploaded at that time.
- If your child does have an email address please follow the below instructions.

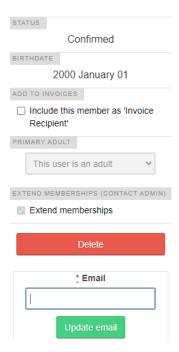
Once signed in, click 'Profile' in the top right corner



Click on 'Entourage' on the left side of the screen



- If the email is correct, your entourage member can go to <a href="https://www.jensenlakeshoa.ca">www.jensenlakeshoa.ca</a>, click 'Contact' and 'Click here to login to Ivrnet Central'. In the top right corner, click 'Log In' and 'Forgot Password' to gain access.
- If the email is incorrect, please update the email and click 'Update Email'. You must use a unique email for each member.
- If the email you enter has already been taken, please contact Core Real Estate Group at the contact details below.



Once complete, refer the entourage member to Add Membership Photo section of this document.



## Entourage Membership Photos – Children under 12

Children under 12 do not require a Membership Card.