

Factsheet 1 - How to Renew Your Pony Club Membership

Please remember – members under the age of 18 need to have a person responsible over the age of 18 join the club as an Adult Supporter/Mounted, Club Coach, Life Member or Non Riding Member.

1. Go to the My Pony Club home page: <https://osm-pony.omnisportsmanagement.com>
Select Members from the top menu.



2. Log in for existing members can be found on the left-hand side. Are you a new member? Go to Factsheet 3.

Log In Here

Welcome to MyPonyClub Member Portal

If you are a current member you will already have a MEMBER PROFILE in the system.
Log in using your Pony Club member number and password.

Haven't logged into the system yet?

Leave My Pony Club ID and password blank ... then
Click on the **Login** button below.
A verification box will pop up. If your details can't be matched you will be instructed to ring SMA.
You can also call your Club or State Office for help!

Current member? And wanting to update profile or re-register?

My Pony Club ID:
(Enter your Pony Club Number)

Password:

Login

New member? Click below to register.

New Member

Forgotten your password? [Click here](#)

3. You will need your ID (Membership number) This can be found on your membership card.
If you have already set a password enter your ID and password to log in.

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Current member? And wanting to update profile or re-register?

New member? Click below to register.

My Pony Club ID:
(Enter your Pony Club Number)

Password:

Login

New Member

Forgotten your password? [Click here](#)

4. No password – follow the prompts for forgotten password. You will need your ID number and the email address linked to your membership.

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New member? Click below to register.

My Pony Club ID:
(Enter your Pony Club Number)

Password:

Login

New Member

Forgotten your password? [Click here](#)

Forgotten Password

Please enter your My Pony Club ID and Email Address

Pony Club ID:

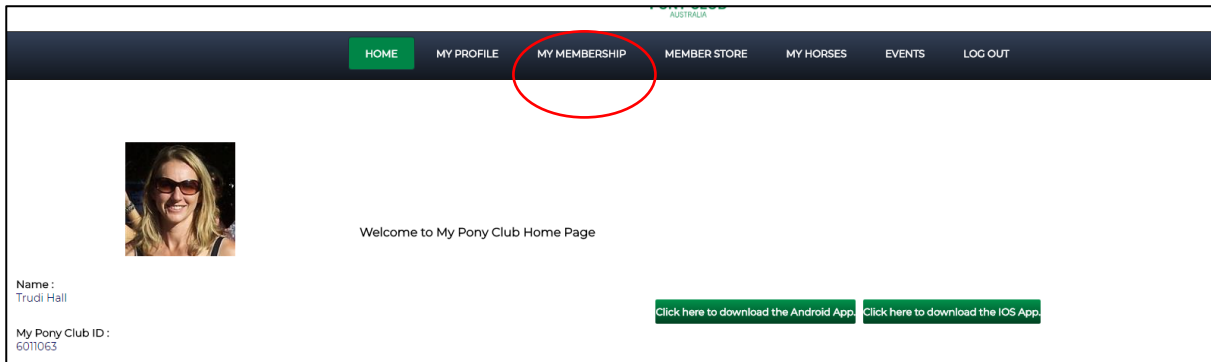
Email Address:

Note: To ensure you receive confirmation information from Pony Club, please be sure to add omnisportsmanagement.com to your safe senders list.
If you don't receive the email from us, be sure to check your Spam folder and mark any emails from omnisportsmanagement.com as Not Spam.

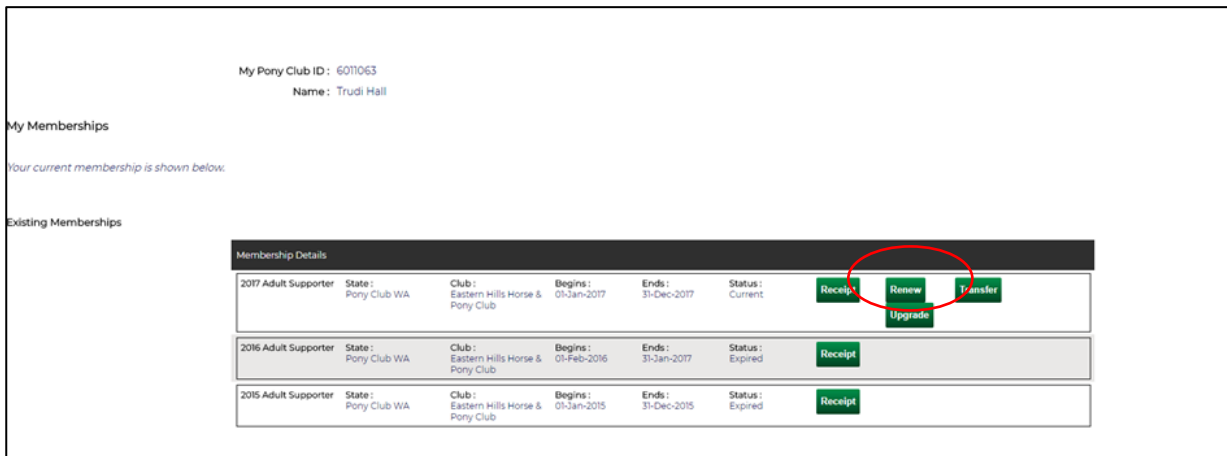
Thank you.

Cancel **Submit**

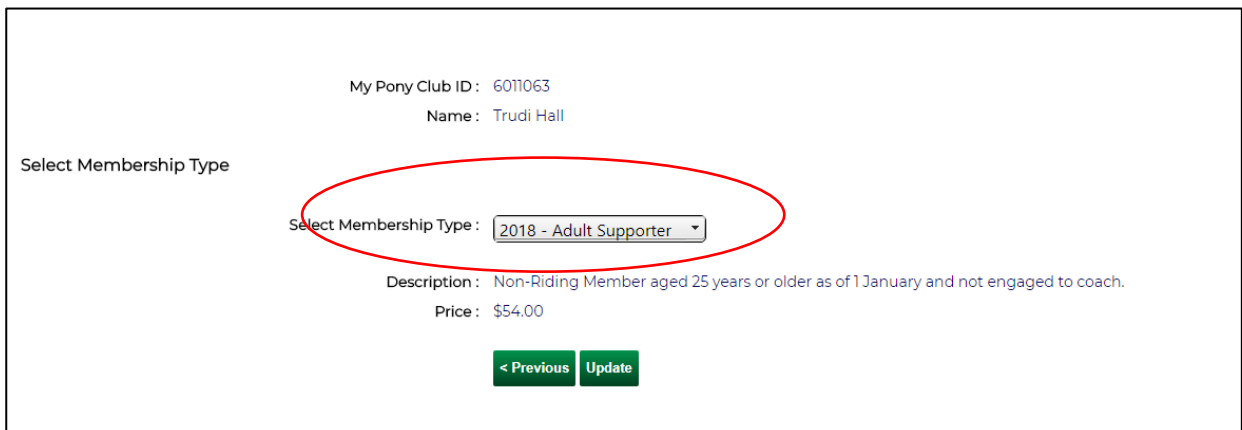
5. Once you have successfully logged in, you will be taken to your membership portal. Select My Membership from the top menu.



6. You now have the option to Renew or Transfer. If renewing with your current club select **Renew**. If transferring, please read fact sheet 2.



7. Select Membership Type from the drop down menu and press update.



8. You will be taken through all of your profile details. Please check that all information is up to date before clicking through to the payment screen.

When you reach Screening Authorisation you have 3 options

- Add in WWCC details
- Select Parent Exemption if you are a parent volunteer with a child under the age of 18 at the club.
- Select continue if you are under the age of 18 and not engaged to work with children in a paid capacity.

The screenshot shows the 'Membership Screening' page on the Pony Club Australia website. At the top, there is a navigation bar with links for HOME, MY PROFILE, MY MEMBERSHIP, MEMBER STORE, MY HORSES, EVENTS, and LOG OUT. Below the navigation bar, the page title is 'Membership Screening'. A sub-header reads: 'You only need to complete Member Screening if your state legislation requires it, otherwise please leave the fields blank and click on **Continue**. If you are unsure of your State Requirements, please contact your Pony Club State Controlling Body.' Below this, there is a section for 'Screening Information' with a table showing 'No records to display.' The main form area contains several fields: '* State: Pony Club WA', '* Screening Authorisation: --Please Select--' (with a dropdown menu open showing 'WWCC' and 'Parent Exemption'), '* Number: --Please Select--', 'Start Date: --Please Select--', '* End Date: --Please Select--', and 'Active: '. At the bottom of the form, there are two buttons: 'Select a File on your Computer' and 'Upload the selected File(s)'.

9. Once you reach the payment screen you select method of payment from the drop down box.

If paying by cash/cheque or EFT – the total amount due is paid directly to your club.

If paying by Credit Card, the total amount due will be deducted from your credit card ONLY when your membership application has been approved by your club.

The screenshot shows the 'Payment Methods' screen on the Pony Club Australia website. At the top right, there is a table for 'Registration Fees':

Registration	Fee
Pony Club WA	\$54.00

Below this, there is a table for 'Service Fee':

Service Fee:	\$0.30
Credit Card/Online Fee:	\$1.11
Total:	\$55.41

The main section is titled 'Payment Methods' and asks 'Please select how you are paying:'. There is a 'Payment Type' dropdown menu with options: 'Credit Card', 'Credit Card', 'EFT', and 'Cash or Cheque'. The 'Credit Card' option is selected and highlighted with a red circle. Below the dropdown, there is a note: 'By selecting Credit Card, I acknowledge the Credit Card/Online Fee of 1.5% charged by Omni Sports Coffs Harbour will be added to the total cost of the transaction. If you are paying by credit card surcharge, please [click here](#).' Below this, there is a section for 'Please enter your credit card details' with the following fields: 'Account name: Trudi Hall', 'Cardholder name: Trudi Hall', 'Card Number: [input]', 'Card Type: Mastercard', 'Card Expiry Date: [month/year] [month/year]', 'Verification Code: [input]', and 'Total Amount: \$55.41'.

Well done – your membership is now pending and awaiting club approval.

Any queries, please contact your club secretary or membership@ponyclubwa.asn.au