

INSTRUCTIONS FOR RENEWING MEMBERSHIP

- Coach instructions for Coach membership
- Member instructions to renew membership

NOTE: All memberships must be completed by credit/debit card online which is why it is essential to complete your set-up.

COACHES

This is the biggest change for 2022 with a move away from club registration to state registration. Direct state registration allows Pony Club WA and the coaching panel to have more direct communication to coaches and also greater flexibility around memberships. For 2022 coaches will register directly with Pony Club WA for their coaching memberships.

For coaches that wish to ride at Pony Club will require to take out one of the mounted membership at either club level or Pony Club WA level, depending on what your riding focus is.

To register as a Coach with Pony Club WA Direct:

1. Go to <https://pca.justgo.com>
2. Enter in your Pony Club member number Hint: this is the same as your old member number. If you have the Pony Club Australia APP it will be listed here. If you do not have your member number please email membership@ponyclubwa.asn.au
3. Once you have entered your member number, click on 'forgot password'. This will generate an email to your registered email address. If you do not receive an email please check your junk folder or contact membership@ponyclubwa.asn.au
4. Once into your profile, on the right side of the screen under 'My Clubs' are the clubs you are registered to. You now need to join a club called 'Pony Club WA Direct'. On the right side of screen is a tile called 'Select Club'. Click on the '+' sign. In the search field type in DIRECT, click 'search'.
5. Select List view then select 'Pony Club WA Direct Membership' by clicking on the 'tick' icon.
6. Once joined click on 'Membership' navigation link on top of screen.
7. Click on the 'Add' tile on the purple 'Pony Club WA Direct Ink'
8. Select either the Paid Coach Membership or the Unpaid Coach membership depending on whether your club pays you a fee or if you work as an unpaid volunteer. Note: Paid means receiving payment of any amount other than a direct reimbursement of the actual exact cost of fuel or accommodation.
9. Optional: If you require a mounted membership this can be added to the cart here at the same time.
10. Select, and follow instructions through the rest of the payment and registration process.

Members renewal

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3. Once you have entered your member number, click on 'forgot password'. This will generate an email to your registered email address. If you do not receive an email please check your junk folder or contact membership@ponyclubwa.asn.au
4. Click on memberships navigation at the top of screen
5. Select the membership you require: Note only the memberships your age makes you eligible for are displayed.
6. Follow the prompts through to add to cart and pay.
7. Add your horse, if applicable.
8. Click on Profile
9. Click on Credentials
10. Click on 'Add a credential' then click on 'Add a horse' and follow the prompts.

Any issues please contact membership@ponyclubwa.asn.au