

## Pony Club Association NSW Clubs and Zones can now manage Memberships and Events Online.

Pony Club Association NSW have been successfully using the Membership and Events Online system since 2018, commencing 2021 PCA NSW have simplified the process further for Clubs with all new and renewing members only being able to use the Online Membership system and pay via credit/debit card. Now is the time to ensure a smooth transition and complete a check on all current members to confirm that they have current email addresses and that they are familiar with the site.

### What are the benefits of MyPonyClub?

- ▶ **MyPonyClub** will allow historical records for memberships and event registrations to be kept online for the benefit of Clubs and Zones
- ▶ Members can renew or join Clubs and Zones via the internet from State, Club and Zone websites or mobile
- ▶ Members will be able to directly enter State, Club and Zone events through their member profile or State, Club/Zone website or mobile.
- ▶ Membership and Coach details will be viewable from Member Profiles
- ▶ Accept credit card payments for memberships and event registrations via the My Pony Central Merchant Facility.
- ▶ Better cash flow for your club as memberships and income are collected in advance and deposited weekly to your nominated account.
- ▶ Greater security for Clubs and Zones no longer needing to handle cash.
- ▶ Significantly reduce time processing memberships and event registrations for your volunteers
- ▶ Easily Communicate to all members via email or SMS
- ▶ Free access to OSM Helpdesk Monday – Friday 9am to 6pm AEDST 1300 860 665 and via email [support@sportsmarkenng.com.au](mailto:support@sportsmarkenng.com.au)

### What do Clubs and Zones need to do?

For Clubs and Zones to be ready for **Members Go Live on Monday 1 January 2021** and ensure members register online to your Club and/or Zone, you will need to:

- ▶ Have at least one nominated Club and Zone Administrator contact PCA NSW on **02 4229 8977** or via email [members@pcansw.org.au](mailto:members@pcansw.org.au) for Club and Zone administrator access to **MyPonyClub**.
  - ▶ Once access has been granted to **MyPonyClub**: log in and add your Club/Zone account details to your Clubs Profile ensure weekly account deposits for Credit Card/Debit Card, set and manage your clubs memberships (registration periods, membership periods and fees), club contacts and any extras (merchandise) that is available for your members to purchase. If at any point, you are unsure and would like more information the 'Help' Tab is available with user guides and instructional videos.



If you would like to ask questions or as step-by-step helping hand regarding the new online registration system, please do not hesitate to contact the **PCA NSW State Office**. The PCA NSW State Office is available to all users of the **MyPonyClub** system by emailing [members@pcansw.org.au](mailto:members@pcansw.org.au) or calling 02 4229 8977 Monday to Friday 9.00am to 5.00pm.



MYPONY/CLUB PASSWORD APPLICATION FORM – FOR THE YEAR OF \_\_\_\_\_

**Affiliated Pony Club Name:** \_\_\_\_\_ **Zone** \_\_\_\_\_

**PRESIDENT**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorise and nominate the following person to act as the Trusted Club Official and be issued with secure password access to the MyPonyClub facility and thereby gain access to personal information of members of this Pony Club.

**TRUSTED MYCLUB OFFICIAL**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email: \_\_\_\_\_

Declaration: -

I hereby declare that I will use the MyPonyClub facility for the purpose to which it is intended and **will not divulge my access logon or password to any other individual or entity**. I also declare that any information that I have access to using this facility will remain confidential and not be used for any purposes outside of the management of the membership database and club functions. I agree not to make any information available to any outside party or gain any commercial or financial benefit from the information that I have access to. I agree to be bound by the intention and requirement of the Privacy Act and only use the information at my disposal for the intention that it was provided.

**Clubs may have two (2) authorised access holders and Zones may have three (3) however separate forms must be submitted for each access holder every year prior to the 31<sup>st</sup> January.**

I have read and understand the above declaration and accept its requirements and obligations and accept the position as Trusted MyPonyClub Official with: \_\_\_\_\_ Pony Club.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received: \_\_\_\_\_ Login: \_\_\_\_\_ Password: \_\_\_\_\_