

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

Pony Club Association NSW are proud to announce that all Clubs and Zones will have access to **My Pony/Myclub** a **free online registration and database management tool** where Clubs and Zones will be able to manage memberships and events registrations from members online.

### Why should Clubs and Zones use My Pony?

- ▶ Clubs and Zones are able to Manage Memberships by registration period, membership periods and fees.
- ▶ **My Pony/Myclub** 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 Club and Zone websites or mobile
- ▶ Members will be able to directly enter Club and Zone events through their member profile or 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 as cash handling is reduced considerably.
- ▶ 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 (More information available on next page)

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

For Clubs and Zones to be ready for **Members Go Live on Monday 1 January 2018** and ensure members register online to your Club and/or Zone, you will need to:

- ▶ Have one nominated Club and Zone Administrator contact PCA NSW on **02 4229 8977** or via email [admin@pcansw.org.au](mailto:admin@pcansw.org.au) for Club and Zone administrator access to **My Pony/Myclub**.
  - ▶ Once access has been granted to **My Pony/Myclub**: 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 **OSM Helpdesk**. The OSM Helpdesk is available to all users of the **My Pony/Myclub** system by contact:

**1300 860 665** and via email [support@sportsmarketing.com.au](mailto:support@sportsmarketing.com.au) Monday to Friday 9am - 6pm AEDST.



SPORTS MARKETING AUSTRALIA





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 MyPony/Club 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 MyPony/Club 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.

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

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

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