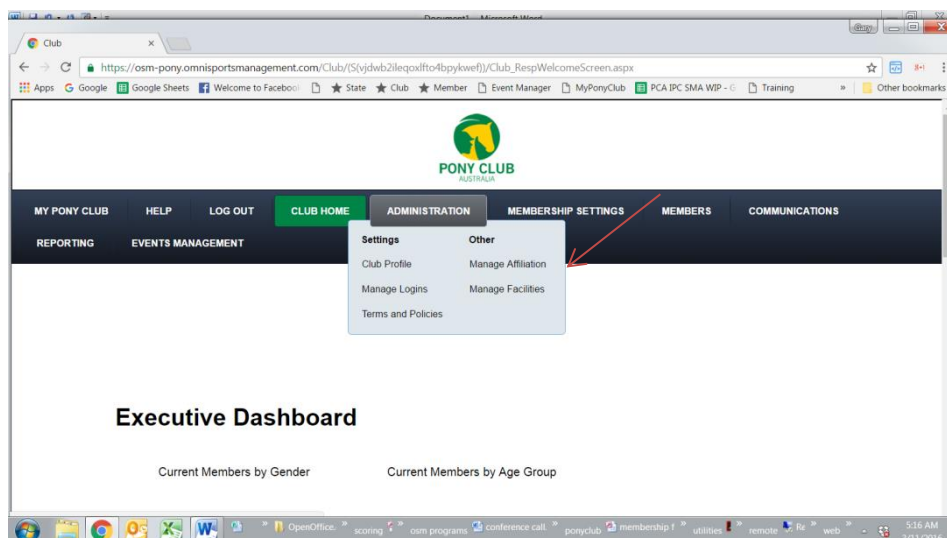
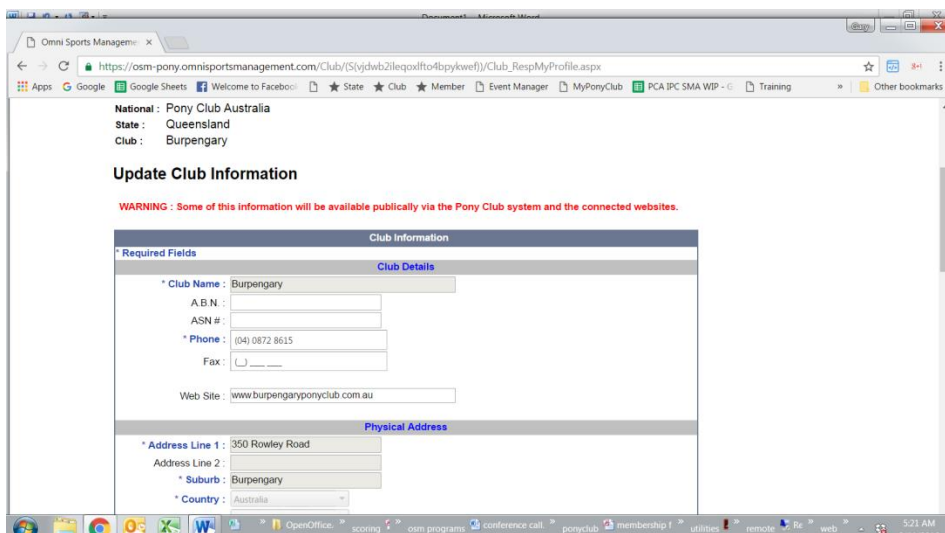


### FOR 2017

#### STEP ONE

1. Login into your Club online through the club portal [www.pcaq.asn.au](http://www.pcaq.asn.au) 'Club Login'
  - a) If you do not have your club login please complete the attached online information form and return to PCQ Office [admin@pcaq.asn.au](mailto:admin@pcaq.asn.au) or ring the office 32161255 from 10am to 5pm to arrange your login.
  - b) You will then receive an email with your club login details including setup instructions. You will need to set your password for your club login – you will receive an email to set your password. (This is separate to your own member login and password for the Members Portal)
2. Under ADMINISTRATION / Club Profile - Check your club details and complete – if physical property address is incorrect please notify the office. Ensure your bank account details have been entered and your preferred club email address and contact phone numbers. Tick the three boxes at the bottom of profile and click on update

National : Pony Club Australia  
State : Queensland  
Club : Burpengary

**Update Club Information**

WARNING : Some of this information will be available publicly via the Pony Club system and the connected websites.

Club Information	
* Required Fields	
Club Details	
* Club Name :	Burpengary
A.B.N. :	
ASN # :	
* Phone :	(04) 0872 8615
Fax :	
Web Site :	www.burpengaryponyclub.com.au
Physical Address	
* Address Line 1 :	350 Rowley Road
Address Line 2 :	
* Suburb :	Burpengary
* Country :	Australia

## STEP TWO

Affiliate your club for 2017 – Navigate to ADMINISTRATION/Manage affiliation

Please ensure you enter Contact details for President, Treasurer and Secretary.

Scroll down and affiliate online – please complete all details or update your details previously entered ;

Please pay the club tour fund levy of \$20, you may pay by EFT or Credit/Debit Card – Please wait for page to refresh – this may take a while. After entering all details click on Submit on the last page.

The State Office will then process your application and you will receive an email approving your affiliation for 2017.

The screenshot shows a web browser window with the URL [https://osm-pony.omnisportsmanagement.com/Club/\(S\(yzsqub1uaky1xhp0otawr\)\)/ClubAffiliation\\_RespPayment.aspx](https://osm-pony.omnisportsmanagement.com/Club/(S(yzsqub1uaky1xhp0otawr))/ClubAffiliation_RespPayment.aspx). The page has a navigation bar with tabs: Affiliate Details, Contacts, Facilities, Payment (highlighted), and Confirmation. The main content area is titled "Affiliate Details" and contains a table with the following information:

Affiliation Details	
Affiliation Year	2017
Affiliation Period	01/01/2017 - 31/12/2017
Affiliation Type	Tour Fund Levy - Club
Affiliation Fee	\$20

Below the table, it states: "This fee is based on the standard fee for Tour Fund Levy - Club affiliates." To the right of the table, it says: "If you have any queries with your affiliation details please contact Queensland on 0732161255 or [admin@pcsq.asn.au](mailto:admin@pcsq.asn.au)."

Under the "Payment" tab, it says: "Please select how you are paying :". There are two radio buttons: "Pay by Credit/Debit Card" (selected) and "Pay by EFT".

Below the radio buttons is a box titled "Payment Instructions for EFT" with the following details:

- Account Name : The Pony Club Assn of Qld Inc
- Account Number : 1064329
- B/SB Number : 064186
- Payment Instructions : Please email transfer details with Club Name clearly stated to [accounts@pcsq.asn.au](mailto:accounts@pcsq.asn.au)

At the bottom, it says "Amount Due : \$20.00".

Under the "Confirmation" tab, it says: "Upon submitting your affiliation, a confirmation email will be sent to the following email account. If this is not the preferred account then simply enter a different email address below."

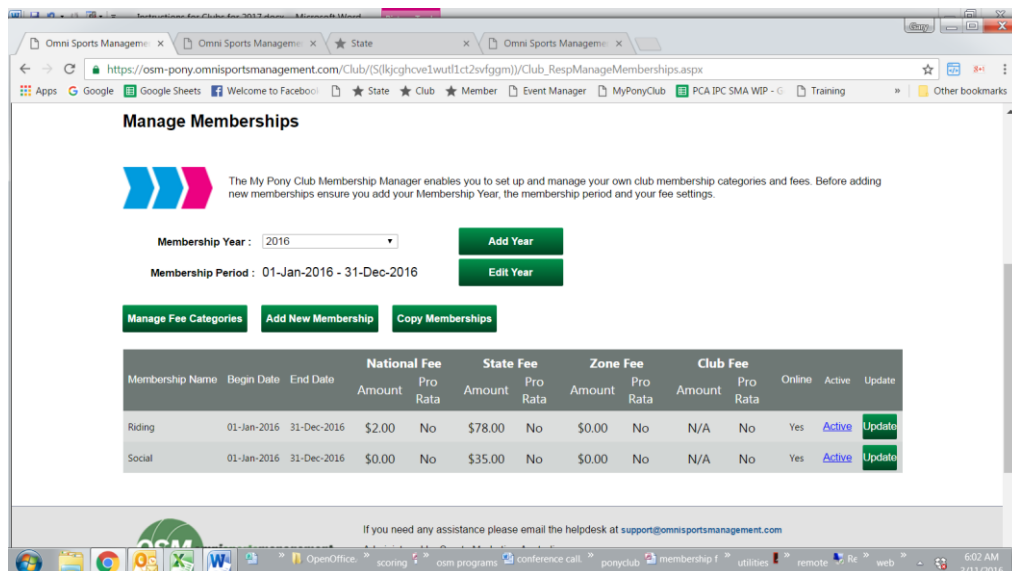
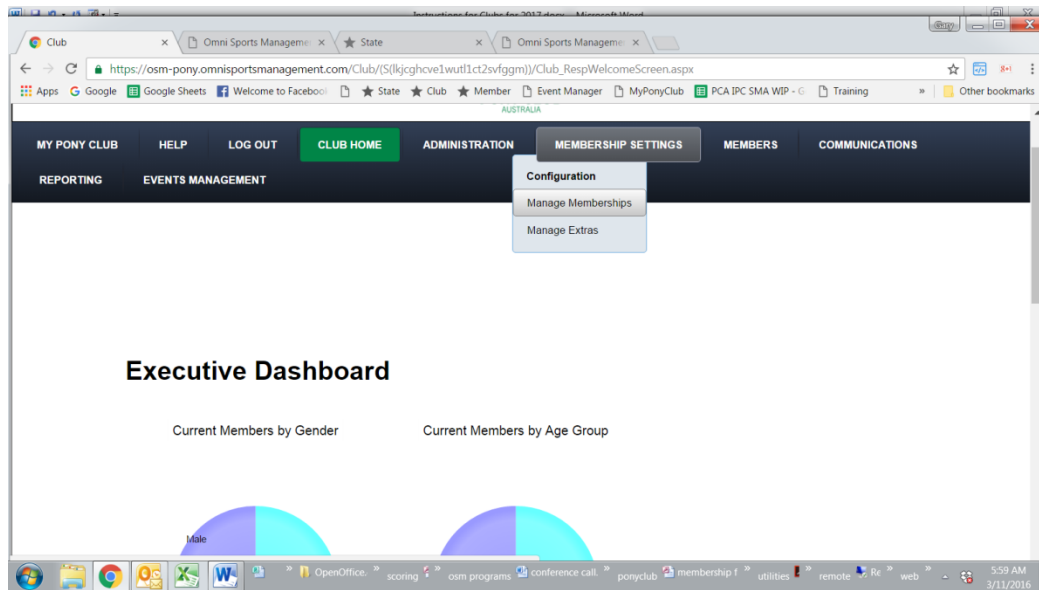
## STEP THREE

Setup your Club Membership Fees for 2017 - Ensure you only setup your own club fees – not the state and national fees as these will automatically add to your club fees. Examples are shown below of various types of club fees that can be setup.

If you have ground fees or working bee bonds – these need to be put in as extras – please ring the office on 07 32161255 if you need help setting up your club fees.

The registration period should be set as 1/11/2016 to 30/11/2017 to enable members to renew from 1/11/2016.

Navigate to 'MEMBERSHIP SETTINGS / Manage memberships'



## Manage Fee Categories

These are the categories for membership in your club and where you put in your club fee only – DO NOT INCLUDE NATIONAL AND STATE AFFILIATION FEES OF \$80 (PCA \$3.50 PCQ \$76.50) OR \$35.

## Add New Membership

This is where you setup additional 'membership types' see examples below – DO NOT ENTER YOUR MEMBERS HERE –

## Copy Memberships

If you have setup your fees and types for 2016 then you can copy them by selecting the ones you want for 2017 and copy. Please follow the instructions on the screen.

Once you have copied them please select each one and update accordingly. Change registration dates to 1/11/2016 to 31/11/2017 and make active and online by ticking the boxes for each membership type.

Once your club affiliation for 2017 has been approved and you have made active and online your club membership fees for 2017 - Your members will be able to renew online themselves by logging into the Members Portal – please encourage them to do so – it is preferred that they pay by credit card or debit card as this will simplify your administration of fees. Please refer to Processing Members instructions.

## EXAMPLES OF MEMBERSHIP TYPES

### No club member fees

The screenshot shows the 'Club RespManageMemberships.aspx' page. At the top, there are buttons for 'Add Year' and 'Edit Year'. Below these are buttons for 'Manage Fee Categories', 'Add New Membership', and 'Copy Memberships'. A table lists two membership types: 'Riding' and 'Social'. Both have a 'National Fee' of \$2.00 and a 'State Fee' of \$78.00. The 'Club Fee' is listed as 'N/A'. The 'Online' and 'Active' checkboxes are both checked for both membership types. The 'Update' button is visible for each row.

Membership Name	Begin Date	End Date	National Fee Amount	Pro Rata	State Fee Amount	Pro Rata	Zone Fee Amount	Pro Rata	Club Fee Amount	Pro Rata	Online	Active	Update
Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	N/A	No	Yes	Active	Update
Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	Active	Update

The screenshot shows the 'Club RespManageMemberships.aspx' page. At the top, there are buttons for 'Add Year' and 'Edit Year'. Below these are buttons for 'Manage Fee Categories', 'Add New Membership', and 'Copy Memberships'. A table lists three membership types: 'Riding', 'Riding - 2nd and subsequent family member', and 'Social'. Each has a 'National Fee' of \$2.00 and a 'State Fee' of \$78.00. The 'Club Fee' is listed as \$50.00, \$40.00, and \$15.00 respectively. The 'Online' and 'Active' checkboxes are both checked for all membership types. The 'Update' button is visible for each row.

Membership Name	Begin Date	End Date	National Fee Amount	Pro Rata	State Fee Amount	Pro Rata	Zone Fee Amount	Pro Rata	Club Fee Amount	Pro Rata	Online	Active	Update
Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$50.00	No	Yes	Active	Update
Riding - 2nd and subsequent family member	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$40.00	No	Yes	Active	Update
Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	\$15.00	No	Yes	Active	Update

Instructions for Clubs for 2013.docx - Microsoft Word

Omni Sports Management

https://osm-pony.omnisportsmanagement.com/Club/(S(wjbpjykn3gg4w44io2dhtu))/Club\_ResManageMemberships.aspx

Apps Google Google Sheets Welcome to Facebook State Club Member Event Manager MyPonyClub PCA IPC SMA WIP Training Other bookmarks

Membership Name	Begin Date	End Date	National Fee		State Fee		Zone Fee		Club Fee		Online	Active	Update
			Amount	Pro Rata	Amount	Pro Rata	Amount	Pro Rata	Amount	Pro Rata			
1st Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	\$30.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
2nd Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	\$10.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
3rd Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
4th Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Coach (Instructor) Non Riding	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Coach (Instructor) Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Life Member Non Riding	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Life Member Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	\$30.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Social	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>

If you need any assistance please email the helpdesk at [support@omnisportsmanagement.com](mailto:support@omnisportsmanagement.com)

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Instructions for Clubs for 2013.docx - Microsoft Word

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https://osm-pony.omnisportsmanagement.com/Club/(S(wjbpjykn3gg4w44io2dhtu))/Club\_ResManageMemberships.aspx

Apps Google Google Sheets Welcome to Facebook State Club Member Event Manager MyPonyClub PCA IPC SMA WIP Training Other bookmarks

Membership Name	Begin Date	End Date	National Fee		State Fee		Zone Fee		Club Fee		Online	Active	Update
			Amount	Pro Rata	Amount	Pro Rata	Amount	Pro Rata	Amount	Pro Rata			
Family Member - First	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$65.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Family Member - Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Family Member Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	N/A	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Life Member - Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	N/A	No	No	<a href="#">Active</a>	<a href="#">Update</a>
Life Member - Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	No	<a href="#">Active</a>	<a href="#">Update</a>
Ready Set Trot	01-Jan-2016	31-Jan-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$250.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$35.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>
Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	\$10.00	No	Yes	<a href="#">Active</a>	<a href="#">Update</a>

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