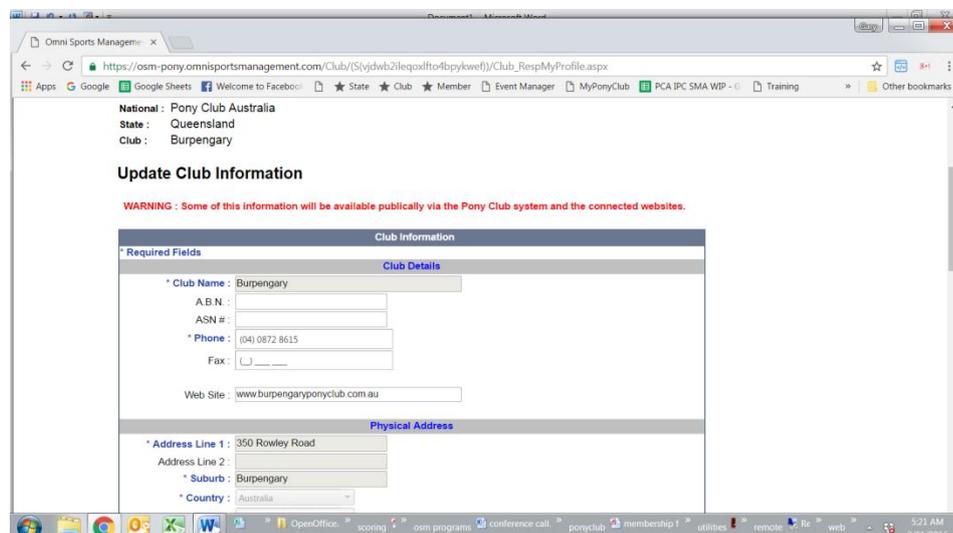
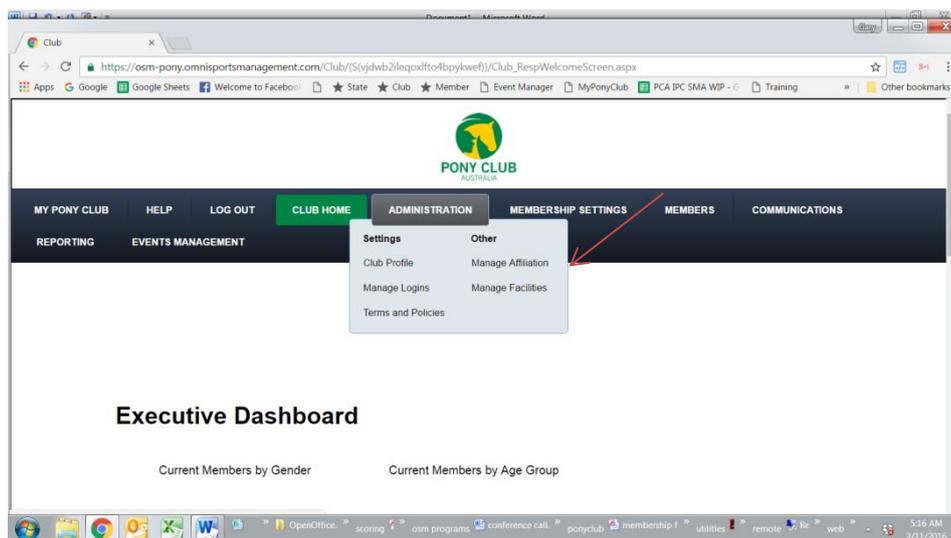


**FOR 2017**

**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



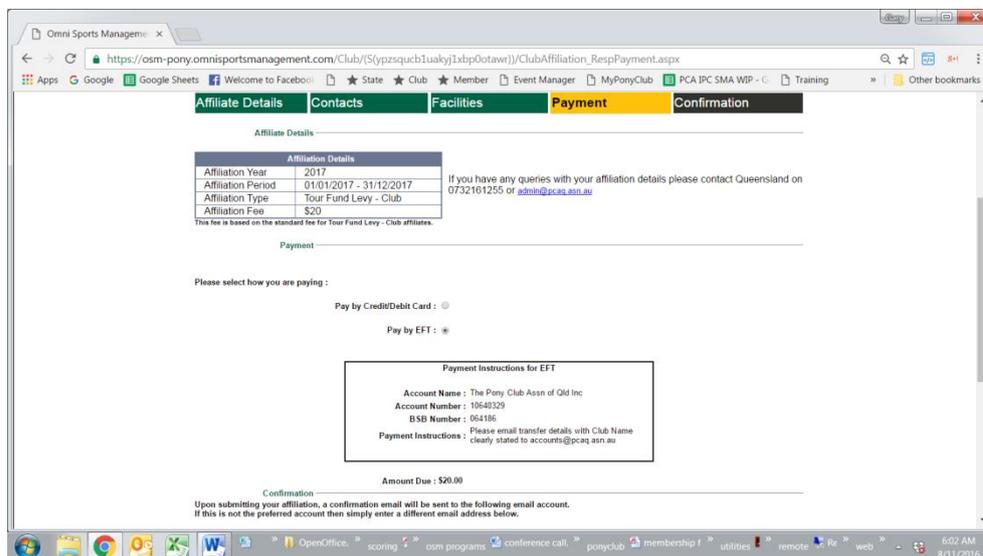
## STEP TWO

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\(yzsqub1uaky1xlp0otawr\)\)/ClubAffiliation\\_RespPayment.aspx](https://osm-pony.omnisportsmanagement.com/Club/(S(yzsqub1uaky1xlp0otawr))/ClubAffiliation_RespPayment.aspx). The page has a navigation menu with tabs for 'Affiliate Details', 'Contacts', 'Facilities', 'Payment', and 'Confirmation'. The 'Payment' tab is active.

**Affiliate Details**

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

If you have any queries with your affiliation details please contact Queensland on 0732161255 or [admin@pcqa.asn.au](mailto:admin@pcqa.asn.au)

This fee is based on the standard fee for Tour Fund Levy - Club affiliates.

**Payment**

Please select how you are paying :

Pay by Credit/Debit Card :

Pay by EFT :

**Payment Instructions for EFT**

Account Name : The Pony Club Assn of Qld Inc  
Account Number : 1064329  
BSB Number : 054186  
Payment Instructions : Please email transfer details with Club Name clearly stated to [accounts@pcqa.asn.au](mailto:accounts@pcqa.asn.au)

Amount Due : \$20.00

**Confirmation**

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.

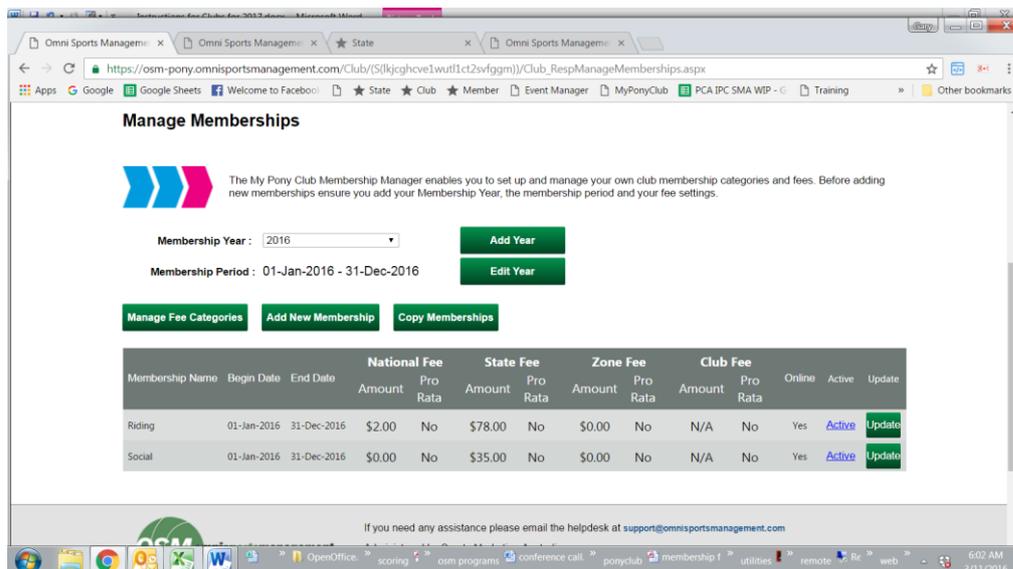
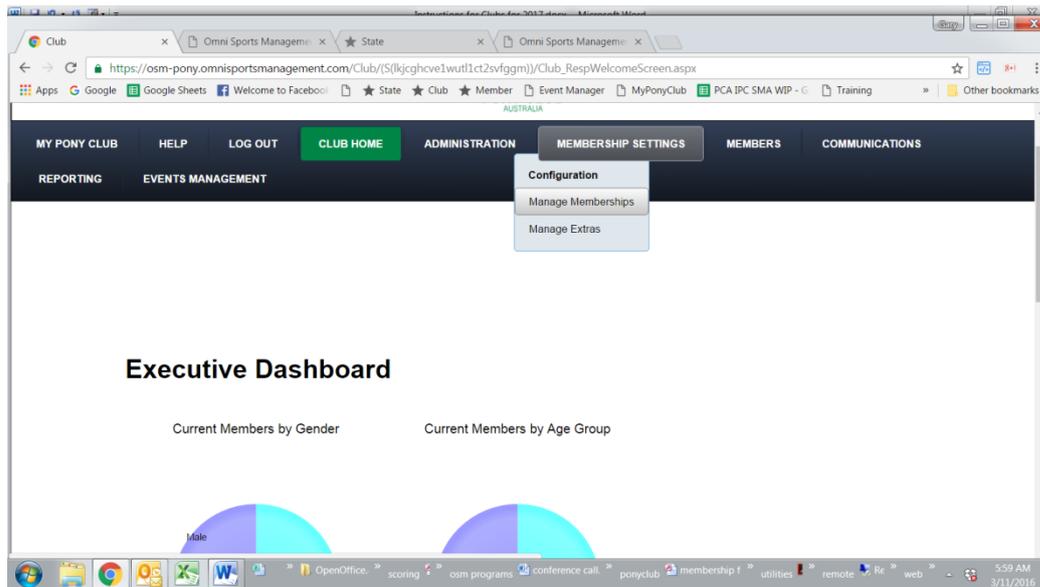
## STEP THREE

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

Membership Year: 2016 Add Year

Membership Period: 01-Jan-2016 - 31-Dec-2016 Edit Year

Manage Fee Categories Add New Membership Copy Memberships

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			
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

OSM omnisportsmanagement  
 If you need any assistance please email the helpdesk at [support@omnisportsmanagement.com](mailto:support@omnisportsmanagement.com)  
 Administered by Sports Marketing Australia  
 Omni Sports Management – PO Box 170 Coffs Harbour NSW Australia, ph 1300 860 665  
 Copyright © 2004 - 2016 Information Processing Corporation

Membership Year: 2016 Add Year

Membership Period: 01-Jan-2016 - 31-Dec-2016 Edit Year

Manage Fee Categories Add New Membership Copy Memberships

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			
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

OSM omnisportsmanagement  
 If you need any assistance please email the helpdesk at [support@omnisportsmanagement.com](mailto:support@omnisportsmanagement.com)  
 Administered by Sports Marketing Australia  
 Omni Sports Management – PO Box 170 Coffs Harbour NSW Australia, ph 1300 860 665  
 Copyright © 2004 - 2016 Information Processing Corporation

Omni Sports Management

https://osm-pony.omnisportsmanagement.com/Club/(S(wjbpjkn3gg4w44io2dhtu))/Club\_RespManageMemberships.aspx

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	Active	Update
2nd Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	\$10.00	No	Yes	Active	Update
3rd Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	Active	Update
4th Family Riding Member	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	Active	Update
Coach (Instructor) Non Riding	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	Active	Update
Coach (Instructor) Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	Active	Update
Life Member Non Riding	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	Active	Update
Life Member Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	Active	Update
Riding	01-Jan-2017	31-Dec-2017	\$3.50	No	\$76.50	No	\$0.00	No	\$30.00	No	Yes	Active	Update
Social	01-Jan-2017	31-Dec-2017	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	Active	Update

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

6:29 AM 3/11/2016

Omni Sports Management

https://osm-pony.omnisportsmanagement.com/Club/(S(wjbpjkn3gg4w44io2dhtu))/Club\_RespManageMemberships.aspx

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	Active	Update
Family Member - Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	Yes	Active	Update
Family Member Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	N/A	No	Yes	Active	Update
Life Member - Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	N/A	No	No	Active	Update
Life Member - Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	N/A	No	No	Active	Update
Ready Set Trot	01-Jan-2016	31-Jan-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$250.00	No	Yes	Active	Update
Riding	01-Jan-2016	31-Dec-2016	\$2.00	No	\$78.00	No	\$0.00	No	\$35.00	No	Yes	Active	Update
Social	01-Jan-2016	31-Dec-2016	\$0.00	No	\$35.00	No	\$0.00	No	\$10.00	No	Yes	Active	Update

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

Administered by Sports Marketing Australia  
 Omni Sports Management – PO Box 170 Coffs Harbour NSW Australia, ph 1300 860 665  
 Copyright © 2004 - 2016 Information Processing Corporation

6:31 AM 3/11/2016