



INSTRUCTIONS FOR CLUBS

FOR 2017

STEP ONE

- 1. Login into your Club online through the club portal <u>www.pcaq.asn.au</u> 'Club Login'
 - a) If you do not have your club login please complete the attached online information form and return to PCQ Office <u>admin@pcaq.asn.au</u> 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

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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.

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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



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	3rd Family Riding Membe	r 01-Jan- 2017	31-Dec- 2017	\$3.50	No	\$76.50	No	\$0.00	No	N/A	No	Yes	Active	Update
	4th Family Riding Membe	r 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
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