**CLUB MEMBERSHIP PROCESSING PROCEDURE FOR 2017**

Membership is now online for all members of Pony Club Queensland.

You should encourage all your members to renew or join online. Each member (or their Parent or family member) can login into the member’s portal by going to [www.pcaq.asn.au](http://www.pcaq.asn.au) ‘Members Login’ and following the instructions.

At this stage, each member has to be processed one by one – (we are working on a family renewal – so a family only has to do it once. It is hoped this will be available early in the new year)

Clubs Administrators can renew and join up new members but it is strongly recommended that each member does it themselves to save administration workload for club secretaries and treasurers.

**PROCEDURE**

Members Login to ‘MyPonyClub’ Portal and under My Membership Tab – click on renew (Only available if the club has affiliated and setup their fees for 2017.)

Members then select the membership type they wish to have for 2017

And check their details.

PAYMENT OF FEES

IT IS STRONGLY RECOMMENDED THAT THEY PAY BY CREDIT CARD OR DEBIT CARD AS THIS SIMIPLIFIES PAYMENT

PAYMENT BY CREDIT CARD OR DEBIT CARD

Their renewal application or new member application goes into the club’s pending file for approval by the club’s committee. Once approved by committee – it is then processed online by the club administrator – the fee is charged to their bank account.

The money is then processed by Sports Marketing Australia (OSM) and the club fees are paid to your club on a weekly basis. Transactions reports are available for reconciliation of fees paid. Club administrators are able to run this report at any time ‘MEMBERS/Transactions’.

PAYMENT BY CASH, CHEQUE OR EFT

This is more complex and requires club secretaries and treasurers to do more work.

Their renewal application or new member application goes into the club’s pending file for approval by the club’s committee. Once approved by committee - it is then processed online by the club administrator

**Details of payment need to be reconciled by you before approval online and cheque/cash and payment details entered online.**

Once approved – an invoice will be sent to your club by Qld state office for fees paid directly to your club by your members.

Once invoice received it is payable in 7 days.

Transactions reports are available for reconciliation of fees paid. Club administrators are able to run this report at any time ‘MEMBERS/Transactions’.

PLEASE NOTE

**Manual Returns are no longer required**