## Factsheet 1 - How to Renew Your Pony Club Membership

Please remember – members under the age of 18 need to have a person responsible over the age of 18 join the club as an Adult Supporter/Mounted, Club Coach, Life Member or Non Riding Member.

1. Go to the My Pony Club home page: <u>https://osm-pony.omnisportsmanagement.com</u> Select Members from the top menu.



2. Log in for existing members can be found on the left-hand side. Are you a new member? Go to Factsheet 3.

	Log In Here
	We come to MyPonyClub Member Portal
	Wou are a current member you will already have a MEMBER PROFILA in the system.
	Log in using your Pony Club member number and password.
/	Haven't logged into the system yet?
/	Leave My Pony Club ID and password blank _ then
	Click on the Lupia button below.
	A verification hav vill goo us if your details car't be instructed to ring SMA. You can also adjuvu club or State Office for Inp)
	Current member? And wanting to update profile or re-register?
	New member? Click below to register.
N	/
	My Pony Club ID : New Member
	(Briter your Play Club Number)
	Password:
	Login
	Forgotten your paseword? <u>Click here</u>
	La Barrel Ann Indextura - Riter Lintz

3. You will need your ID (Membership number) This can be found on your membership card. If you have already set a password enter your ID and password to log in.

Log In Here	
Welcome to MyPonyClub Member Portal	
If you are a current member you will already have a MEMBER PROFILE in the system.	
Log in using your Pony Club member number and password.	
Haven't logged into the system yet?	
Leave My Pony Club ID and password blank then	
Click on the Login button below.	
A verification box will pop up, if your details can't be matched you will be instructed to ring SMA. You can also call your Club or State Office for help!	
Current member? And wanting to update profile or re-register?	New member? Click below to register.
Forgotten your password? <u>Click here</u>	

4. No password – follow the prompts for forgotten password. You will need your ID number and the email address linked to your membership.

Log In Here
Welcome to MyPonyClub Member Portal
If you are a current member you will already have a MEMBER PROFILE in the system.
Log in using your Pony Club member number and password.
Leave My Pony Club ID and password blank _ then
Click on the Law button below.
A verification box will pop up, if your details can't be matched you will be instructed to ring SMA. You can also call your Club or State Office for neipl
Current member? And wanting to update profile or re-register? New member? Click below to register.
My Pony Club ID : New Member
lineer your Pory Cub Number
Password :
Login           Forgotten your password? <u>Click here</u>
Forgotten Password Please enter your My Pony Club ID and Email Address
Pony Club ID : Email Address :
Note : To ensure you receive confirmation information from Pony Club, please be sure to add omnisportsmanagement.com to your safe senders list.
If you don't receive the email from us, be sure to check your Spam folder and mark any emails from omnisportsmanagement.com as Not Spam.
Thank you.
Cancel Submit

5. Once you have successfully logged in, you will be taken to your membership portal. Select My Membership from the top menu.

Agendus								
	HOME MY PROFILE	MY MEMBERSHIP	MEMBER STORE	MY HORSES	EVENTS	LOC OUT		
	Welcome to My Pony Clul	b Home Page						
ime : udi Hall Click here to download the Android Appa Click here to download the IOS App.								
My Pony Club ID : 6011063								

6. You now have the option to Renew or Transfer. If renewing with your current club select **Renew.** If transferring, please read fact sheet 2.

	My Pony Club ID: 6 Name:1							
My Memberships								
Your current membership is shown below.								
Existing Memberships								
	Membership Details							<b>`</b>
		State : Pony Club WA	Club : Eastern Hills Horse & Pony Club	Begins : 01-Jan-2017	Ends: 31-Dec-2017	Status : Current	Receipt Renew Upgrade	Transfer
[		State : Pony Club WA	Club : Eastern Hills Horse & Pony Club	Begins : 01-Feb-2016	Ends : 31-Jan-2017	Status : Expired	Receipt	
l l			Club :	Begins :	Ends:	Status :	Receipt	

7. Select Membership Type from the drop down menu and press update.

My Pony Club ID :	6011063
Name :	Trudi Hall
Select Membership Type	
Select Membership Type :	2018 - Adult Supporter 🔹
Description :	Non-Riding Member aged 25 years or older as of 1 January and not engaged to coach.
Price :	\$54.00
	< Previous Update

8. You will be taken through all of your profile details. Please check that all information is up to date before clicking through to the payment screen.

When you reach Screening Authorisation you have 3 options

- Add in WWCC details
- Select Parent Exemption if you are a parent volunteer with a child under the age of 18 at the club.
- Select continue if you are under the age of 18 and not engaged to work with children in a paid capacity.

PONY CLUB								
	HOME	MY PROFILE	MY MEMBERSHIP	MEMBER STORE	MY HORSES	EVENTS	LOC OUT	
								G Select
Membership Screening								
You only need to complete Member Screening if your state leg	islation requires i	it, otherwise pl	ease leave the fields blar	nk and click on Continue	e. If you are unsure	of your State R	equirements, please contact your Pony Club	State Controlling Bod
Screening Information No records to display.								
* State :	Pony Club WA							
* Screening Authorisation :	Please Select-	t *)						
* Number : Start Date :	WWCC Parent Exemption	_						
* End Date :		100						
Active :	0							
Select a File on your Computer								
Upload the selected File(s)								

9. Once you reach the payment screen you select method of payment from the drop down box.

If paying by cash/cheque or EFT – the total amount due is paid directly to your club.

If paying by Credit Card, the total amount due will be deducted from your credit card ONLY when your membership application has been approved by your club.

animary of Pees		
	Registration Fees : Registration Pony Club WA	Fee \$54.00
	Service Fee : Credit Card/Online Fee : Total :	\$0.30 \$1.11 \$55.41
lyment Methods		
Please select how you are paying : Payment Type : rease enter your credit card details		action.
Account name :	Trudi Hall	
Cardholder name :	[Trudi Hall	
Card Number :		
Card Type :	Mastercard •	
Card Expiry Date :		
Verification Code :		
Total Amount :	\$55.47	

Well done – your membership is now pending and awaiting club approval.

Any queries, please contact your club secretary or membership@ponyclubwa.asn.au