# 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: https://osm-pony.omnisportsmanagement.com
   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.

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.



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

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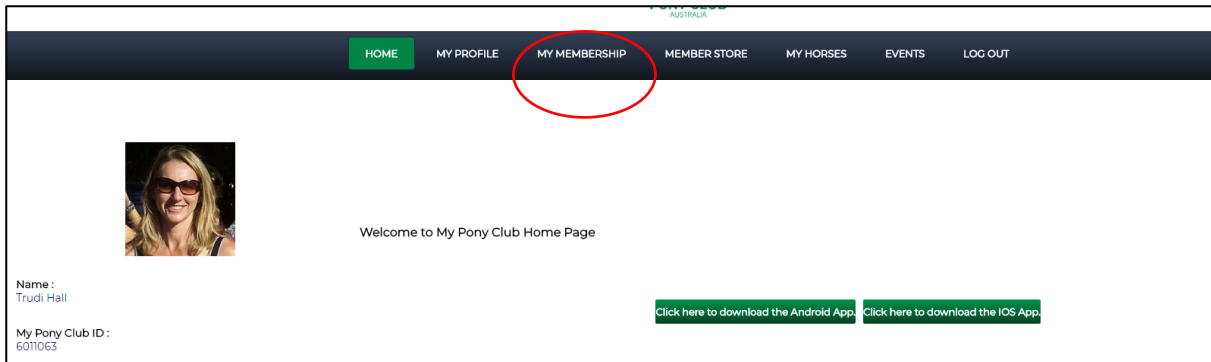


6. You now have the option to Renew or Transfer. If renewing with your current club select **Renew.** If transferring, please read fact sheet 2.



7. Select Membership Type from the drop down menu and press update.
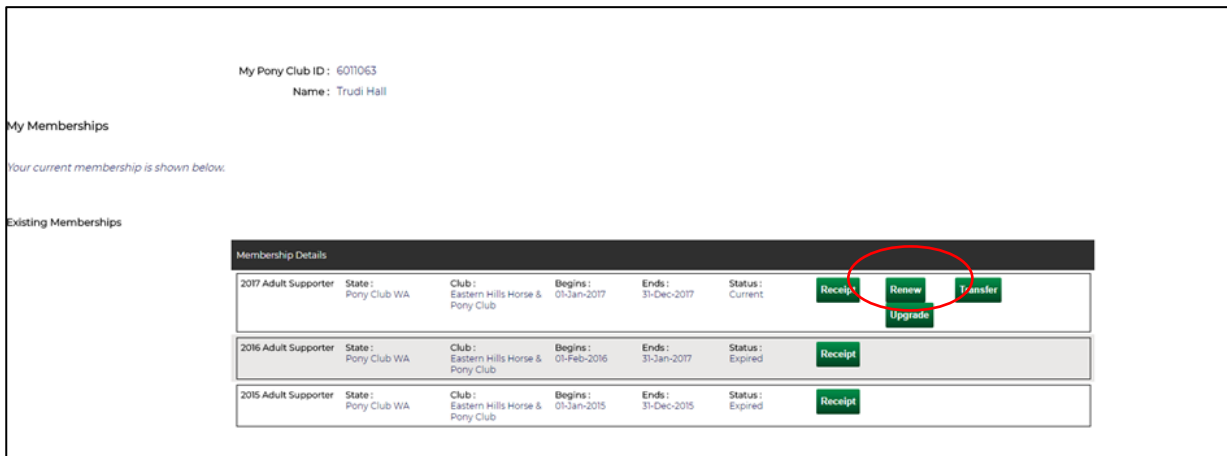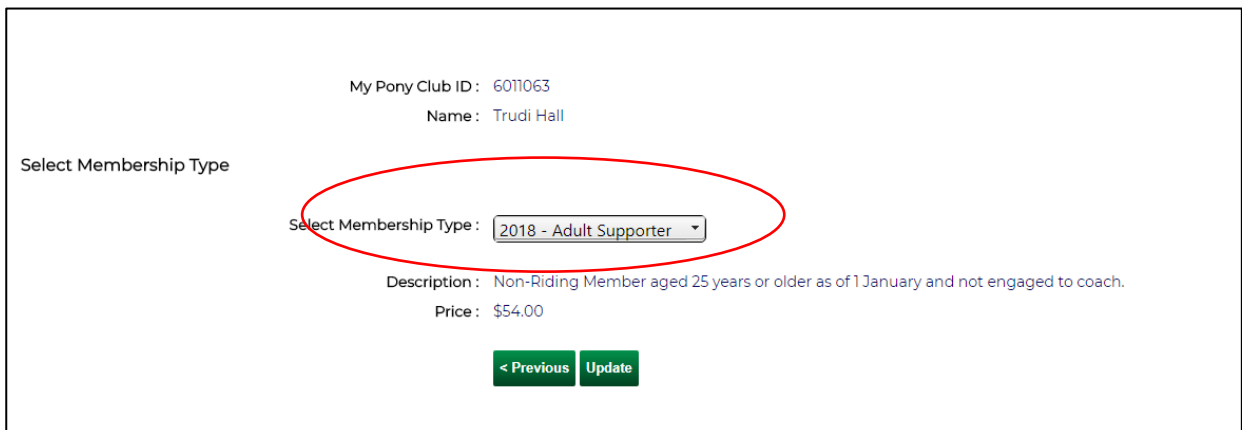
8. You will be taken through all of your profile details. Please check that all information is up to date before clicking through to the payment screen.
   When you reach Screening Authorisation you have 3 options
   - Add in WWCC details
   - Select Parent Exemption if you are a parent volunteer with 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.



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.



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

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