



Club & Center Member Renewals

Have a Question?

Contact the Member Services Department

Kay Kelley, Membership

memberservices@ponyclub.org

Dawn Strickler, Membership and Riding Center Liaison

centers@ponyclub.org

Need your UserName & Password?

Contact Shelley Schneider, Office Administrator

officeadmin@ponyclub/center.org

Having a Technical Issue?

Contact Aileen Gordon, Content/Data Manager

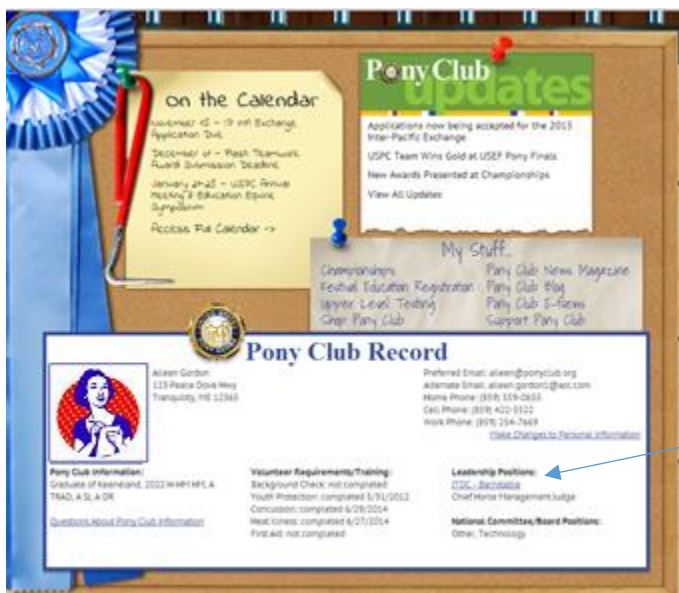
aileen@ponyclub/center.org

Who can Renew Members?

ACCESS to Renew Members: DCs, JtDCs, CAs, and ACAs have access to renew members. Additionally, if another officer/leader or parent has been appointed by the DC/CA to renew members, the DC/CA may grant that individual the needed access through the “Invite Volunteers” link found on the home page of the club/center’s online record (middle, right side) – by assigning them the “position” of Member Renewal.

NOTE: Only the DC/CA has access to the Invite Volunteers section. If the DC/CA is not able to access the club/center’s online record for whatever reason, they may email the Membership Department with the request and the National Office can grant the access through the database.

Getting to the Year End Membership Renewals



Step 1: Access your online club/center record

- Your personal profile is linked to the database and grants you access based on your leadership position.
- Scroll down on your Personal Profile, and in the Pony Club Record section, under “Leadership Positions” click on your club/center’s name which will bring you to your club/center’s online record.

Step 2: Click on the “Member Renewal and Year End Requirements” Link

- The link is found in the lower right hand corner of your club/center’s online record.

Barnstable Pony Club

Region: Southeastern New England

Date Registered: 8/13/1986	EIN: 04-2932197	Charitable Registration:
Previous Name: N/A		
Territory: Cape Cod & The Islands, MA		Change in Club's Information? Click Here
Website: https://sites.google.com/site/barnstableponyclub/ Add/Edit Web Site Address		Access/Submit Club Documents
View Officers	View Members	Invite Volunteers
List of Locations Insurance for Pony Club Activities. None Listed for Current Year		Member Renewal and Year End Requirements Available Sept 1st, Requirements Due Nov 15th.

Completing Your Member Renewals

[Return to Club Record](#)

What's New!

Renew Members

Annual Meeting

Designate Officers

Questionnaires

Admin Fee

List Of Locations

Corporate Members

Make A Donation

Make Payment

- incomplete
 - completed
 - payment needed

USPC Year End Requirements

Use the menu to the left to navigate through the different areas of information and action that need to be completed for your club or center. All of the year-end requirements must be completed online.

All sections need to be completed online by **November 15**.

If you have any questions or concerns, please do not hesitate to call 859/254-7669 (M-F, 8:30 am - 5:00 pm Eastern) or email the [Member Services Department](#). We are here to help.

Step 1: Access the Renew Members Section

Renew Members

Mark Complete

Mark Member Renewal Section Complete

By marking this as complete, I am indicating that I have completed the bulk of our online memberships and do not wish to be reminded to return to this section. I understand that even if this section is marked as complete, I may return at any time to complete additional online renewals, monitor the renewal status of our members, or resend emails for payment.

Submit

Renewals Payer Renewal Approval Status Changes Resend Emails

You will work your way through each of the tabs – left to right:

Renewals - This is where you will mark which members are approved to renew with your club/center and where you will choose which email address to send the renewal notice.

Payer - This is where you will mark who will pay for each member’s renewal – the club/center or the member/parent.

Renewal Status - This is where you can monitor which members have been approved to renew (on the Renewals tab), which members have had their national dues paid, and which members have not yet submitted payment for their dues.

Changes - If you make changes to an email address or add a new email for a member/parent to receive the email notice, it will be noted here.

Resend Emails - If a member/parent needs the email for directions on renewing membership resent to them, you may do so on this tab. You can edit or change an email address before resending the email, and can change a member’s payment option from “pay by member” to “pay by club/center”.





TIP! Once you have completed the bulk of your renewals, you may mark this section as complete. This will change the incomplete icon by the section name to the completed icon. You may return at any time to renew additional members or resend an email, even if the section is marked as complete.

Step 2: Renewals Tab – Approving Members for Renewal

- On this tab your tasks are to:
 - READ the information on the page! (not included in picture below)
 - Mark which members are approved to renew their membership with your club/center
 - Choose which email address to send the renewal email notification – if no email is listed, click the “edit” button and enter in the member/parent email

NAME	NICKNAME	EMAIL	ACCEPT	DENY	NOT NOW
Breiah Coletti	Breiah	<input type="radio"/> emailit@hotmail.com <input type="radio"/> jammie4031@yahoo.com	<input type="button" value="EDIT"/>	<input type="radio"/>	<input type="radio"/>
Samantha Cuomo	Samantha	<input type="radio"/> sakuomo@verizon.net	<input type="button" value="EDIT"/>	<input type="radio"/>	<input type="radio"/>
James Day	James	<input type="radio"/> goodday@email.com <input type="radio"/> gmgmday@work.com	<input type="button" value="EDIT"/>	<input type="radio"/>	<input type="radio"/>
Rina Kirsch	Rina	<input type="radio"/> rina@family.com <input type="radio"/> rin@family.com <input type="radio"/> rin@family.com	<input type="button" value="EDIT"/>	<input type="radio"/>	<input type="radio"/>

 **TIP!** Use the “Save as Excel” to open up an Excel Sheet which will have all the member names and their associated email addresses. Use this to confirm with the parents/members which email address they prefer to receive the email notice.

 **TIP!** Use the “Accept All” checkbox to mark all members as renewing with one click.

NOTE! Members whose current membership is “pending” with the National Office will NOT be listed on your Member Renewals Tab. Contact the National Office Membership Department to resolve the outstanding issue so the member may become eligible for renewal.

NOT NOW option! Use this option for members that are:

- undecided about renewing for next year
- not planning to renew for next year
- are not yet ready to renew

The selection of the Not Now option will keep the members listed on the Renewals Tab. If in the future they should decide to renew, you may return to this page and select “Accept” to start their renewal process.



WARNING! Denying a member **does not** mean that the member is not going to renew with your club/center. It means **they are NOT ALLOWED** to renew with your club/center. If you have members who are not sure if they are going to renew, use the “Not Now” option.

Step 3: Payer Tab – Mark Who is Paying for Renewal

- On this tab your tasks will be to:
 - READ the information on the page (not included in the picture below)
 - Mark for each member if the club/center will be paying for the National dues OR if the member/parent is responsible for paying the National dues.

All Club All Member

MEMBER	EMAIL	CLUB	MEMBER
Breiah Coletti	emmmis@hotmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Samantha Cuomo	samuelho@verizon.net	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rina Kirsch	rina@family.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Continue



NOTE! You can choose some members to be responsible for their own dues and mark others for the club/center to submit the dues. This is up to the club/center leadership and the situation of their members.



NOTE! If you mark that the member is responsible for their own dues, once you hit “Continue” an email is sent to the address selected, letting them know that the member has been approved to renew and how to submit payment.



TIP! Print out and copy the last page of this document to give to your parents/members. It has directions on how to submit payment online for the National dues.

Step 4: Pay for Members

If your club/center selected to pay for any of the memberships, you will be brought to the Make Payment section.

- In this section you are responsible for:
 - READING the information on the page (not included in picture below)
 - Submitting payment
 - If you see a member listed who now would like to pay for their own membership, click the black “Pay by Member” button. This will remove them from this screen and send them an email with directions on how to submit payment for their renewal.



TIP! If you are also responsible for the other sections of the Year End Requirements, you may want to complete the other sections first and mark for payment any Corporate Memberships and the Club Administration fee/Center Renewal fee. Then you can return to the Make Payment section and pay for all charges all at once.



TIP! If you want to pay only for the member dues when other items are listed, unclick the “pay” box for those items you are not ready to pay for and then submit payment for remaining items.



NOTES!

- Multiple ways to pay 😊
- Need to mail in a check? Print out an invoice and mail it in with the check, so that the National Office knows what you are paying!
- Credit cards have limits on them and some have DAILY limits. Check with your credit card company if you have issues making a submission.
- If you want to use the eCheck option, confirm with your bank that your account is set up to submit an eCheck.

CORPORATE MEMBERSHIPS	PAY	FEE
No members pending payment.		
MEMBERS TO RENEW	PAY	CHANGE TO
Kendra Anderson	<input checked="" type="checkbox"/>	Pay By Member
Ashlyn Kelly	<input checked="" type="checkbox"/>	Pay By Member
Subtotal:		\$270.00

TOTAL DUE: \$270

PRINT INVOICE
(to send in with a check)

Payment Information

Payment Type: (select) (select)

- (select)
- Mastercard
- Visa
- eCheck



NOTE! Once you pay for a member’s national dues, an email will be sent to the address you selected previously in the Renewals tab, letting them know that their national dues have been paid.

Tracking Your Member Renewals

Renew Members Section: Renewal Approval Status Tab

In the Renew Members Section on the Renewed Status Tab, you can monitor the renewal status of your members.

NAME	APPROVAL STATUS	PAYMENT
Kendra Anderson	approved	pending
Ann Berkley		
Samantha Cuomo	approved	paid
Ashlyn Kelly	approved	pending

Approval Status: Did you mark a member as “Approved” or “Denied?” If so, it will be indicated here. If you marked a member as “Not Now” then this column will be blank. If not all of your members are listed here, check the Renewals Tab to see if you missed marking one.

Payment: Will read “Paid” once payment for the National dues have been submitted, either by the member/parent or the club/center.



REMEMBER! Dues must be paid before the renewal is complete. Use this section find out which parents/members you need to remind about logging in to submit payment for their membership.

DC Notification Email

Weekly, the DC/CA will be sent an email listing all the members for whom National Dues have been paid in the last week, whether by the club/center or by the member/parent.



TIP! Check with your RS, but you could print out these emails and use them to submit the Regional Dues to the region for the members renewing with your club/center.

Online Membership Roster

On your club/center’s online record, from the View Members link, you can access your current online membership list. On the right hand side for each member the “paid through date” is listed. If the year has changed to 2019, then you know that the National dues for that member have been submitted.

EXCEPTION! Members who turn 25 during the current year and hold a youth membership are eligible to renew their membership with Pony Club as a Horsemasters member. Because this is a different membership relationship to the club/center, it does not extend the current “paid through date.” However, if you change the filter on your view members page to “future,” and a member fitting this scenario has renewed their membership for the coming year, they will listed as a Horsemasters Member.

Other Sections in the Renew Members Section

Changes Tab

The Changes tab will show which members you edited or added a new email address for, either from the Renewals Tab or the Resend Emails Tab.

RENEWALS	PAYER	RENEWAL STATUS	CHANGES	RESEND EMAILS
The changes here are reflective of email changes made in regards to the renewal process. Changes made in the renewal section do not change the member's record.				
NAME	CHANGE TYPE	OLD VALUE	NEW VALUE	SUBMIT DATE
Samantha Cuomo	parent1Email	samanthac@verizon.net	samanthac@verizon.net	9/2/2018

Resend Emails Tab

If you need to resend an email to a member/parent with directions on how to renew, you may do so from the Resend Emails tab.

RENEWALS	PAYER	RENEWAL APPROVAL STATUS	CHANGES	RESEND EMAILS
The members below have been approved and marked to have their National dues paid by the Member/Parent and are pending the submission of payment.				
To resend an email to the address shown next to the member's name, click on the green "Email" button.				
To change an email address before resending, click on the blue "Edit" button.				
If the club is now going to pay for the dues, click on the black "Pay By Club" button. You may then go to the Make Payment section and complete the membership payment.				
NAME	EMAIL	CHANGE TO		
Rina Kirsch	rina@family.com	Pay By Club	Edit	Email
Magdalene Mann	monika@farm.com	Pay By Club	Edit	Email

If the club/center is now going to pay for a member's National dues, click on the "Pay by Club/Center" button. Then visit the Make Payment section to submit payment.

Use the "Edit" button to change or correct an email address before resending the email.

Emails Sent Regarding Member Online Renewals/Year End Requirements

Email Sent Requesting National Dues Payment from the Member/Parent

From: onlinemembership@ponyclub.org
Sent: Tuesday, September 01, 2018 8:33 PM
To: selected email address
Subject: USPC Parent/Member Payment Request

Dear Pony Club/center Member/Parent,

Aileen Gordon is eligible to renew his/her US Pony Clubs membership for 2019 through Boise - \$145 Renewing Membership, \$10 early renewal discount will be applied if payment submitted on or before November 15.

PARENTS: Please log into the [Pony Club website](#) using your personal UserName and Password to submit payment.

MEMBERS: For Members over the age of majority (18 in all states, except for NE, AL, & MS), a link to submit payment for renewal is available on your personal profile. Please log into the [Pony Club website](#) using your personal UserName and Password.

Regional and Club/Center dues will be owed to the club/center. Please submit payment to the club/center if you have not already done so.

The following information is on file for Aileen. To make changes to the information below, please log into the [Pony Club website](#) and update the information.

If you need assistance with your UserName and Password, please click [here](#). Assistance with log in is available only during regular USPC office hours, M-F 8:30 am - 5:00 pm Eastern.

Gordon, Aileen
4041 Iron Works Parkway
Lexington, KY 40511
Home: (859) 254-7669
Cell:
Email: rina@family.com

Parent 1
Deborah Gordon
Email: deb@family.com
Cell: (859) 867-2587
Work: (859) 896-3527

Parent 2
Stuart Gordon
Email: stu@family.com
Cell: (859) 867-0479

Work:

Below are memberships on record with the US Pony Club/centers for other Equestrian Organizations for Aileen Gordon:
USEA

[Click Here](#) to read the Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement.

[Click Here](#) for a listing of State Warnings of Liability.

Email Sent Informing Member/Parent of Payment of National Dues by Club/center

From: onlinemembership@ponyclub.org
Sent: Tuesday, September 01, 2018 9:08 PM
To: selected email address
Subject: USPC Parent/Member Membership Renewed

Dear Pony Club Member/Parent,

Aileen Gordon has had his/her membership renewed with US Pony Clubs with Heart To Heart Morgans for the 2019 membership year. Please contact your DC/CA with any questions or concerns.

Regional and Club/Center dues will be owed to the club/center. Please submit payment to the club/center if you have not already done so.

The following information is on file for Aileen. To make changes to the information below, please log into the [Pony Club website](#) and update the information.

If you need assistance with your UserName and Password, please click [here](#). Assistance with log in is available only during regular USPC office hours, M-F 8:30 am - 5:00 pm Eastern.

Gordon, Aileen
4041 Iron Works Parkway
Lexington, KY 40511
Home: (859) 254-7669
Cell:
Email: rina@family.com

Parent 1
Deborah Gordon
Email: deb@family.com
Cell: (859) 867-2587
Work: (859) 896-3527

Parent 2
Stuart Gordon
Email: stu@family.com
Cell: (859) 867-0479
Work:

Below are memberships on record with the US Pony Club/centers for other Equestrian Organizations for Aileen Gordon:
USEA

[Click Here](#) to read the Release, Assumption of Risk, Waiver of Liability, and Indemnity Agreement.

[Click Here](#) for a listing of State Warnings of Liability.

Email Sent to DC/CA When Payments are Submitted for the Club/Center

From: donotreply@ponyclub.org
Sent: Tuesday, September 01, 2018 9:08 PM
To: DC/CA email address
Subject: USPC Payment Received

Dear DC/CA Name,

We received payment for the following for your club/center:

Corporate Memberships (\$60)

Peter Johnson
James Foster

Renewing Memberships

Mary Foster
Katlin Lynch

Renewal Fee: \$100.00

Total: \$490

Email Sent WEEKLY to DC/CA of Members Whose National Dues Have Been Paid

From: donotreply@ponyclub.org
Sent: Wednesday, September 02, 2018 1:45 PM
To: DC/CA Email address
Subject: Pony Club/center Member Renewals

Dear Priscilla,

Please be advised that the following members have renewed their membership with your club/center this week:

Rina Kirsch
Magdalene Mann

Do not reply to this email address because it is not monitored. If you have questions, email onlinemembership@ponyclub.org.

Member/Parent Renewal Information & Responsibilities

for the online renewal of USPC National dues

If the club/center has paid for the National Dues...

- An email notice will be sent to the member/parent confirming that the national dues have been paid
- This completes the member's renewal of National dues for the year

If the club/center has marked the Member/Parent to pay National Dues...

AND the member is a minor*, the [Parent](#) must pay for the dues:

- An email will be sent to the member/parent with notice that the national dues need to be paid and directions on how to do so
- The **PARENT will need to sign into their own Personal Profile** (not their child's). In the Pony Club Record section, by their child's name, will be a link that says "Renew Membership"
- By clicking on the "Renew Membership" link, the parent will be taken to a page where payment may be submitted
- This completes the member's renewal of National dues for the year

AND the member is over the age of majority*, the [Member OR the Parent](#) must pay for the dues:

- An email will be sent to the member/parent informing with notice that the national dues need to be paid and directions on how to do so
- The MEMBER/PARENT will need to sign into their own Personal Profile
 - **Members:** in the Pony Club Record section, by the Pony Club Information (under the picture), will be a link that says "Renew Membership"
 - **Parents:** in the Pony Club Record section, by their child's name, will be a link that says "Renew Membership"
 - Clicking on the "Renew Membership" link will bring up a page where payment may be submitted
 - This completes the member's renewal of National dues

***NOTE:** Age of majority is 18 in all states EXCEPT AL & NE which are set at 19 and MS which is 21.

Need your Username and Password?

Email officeadmin@ponyclub.org to request assistance.