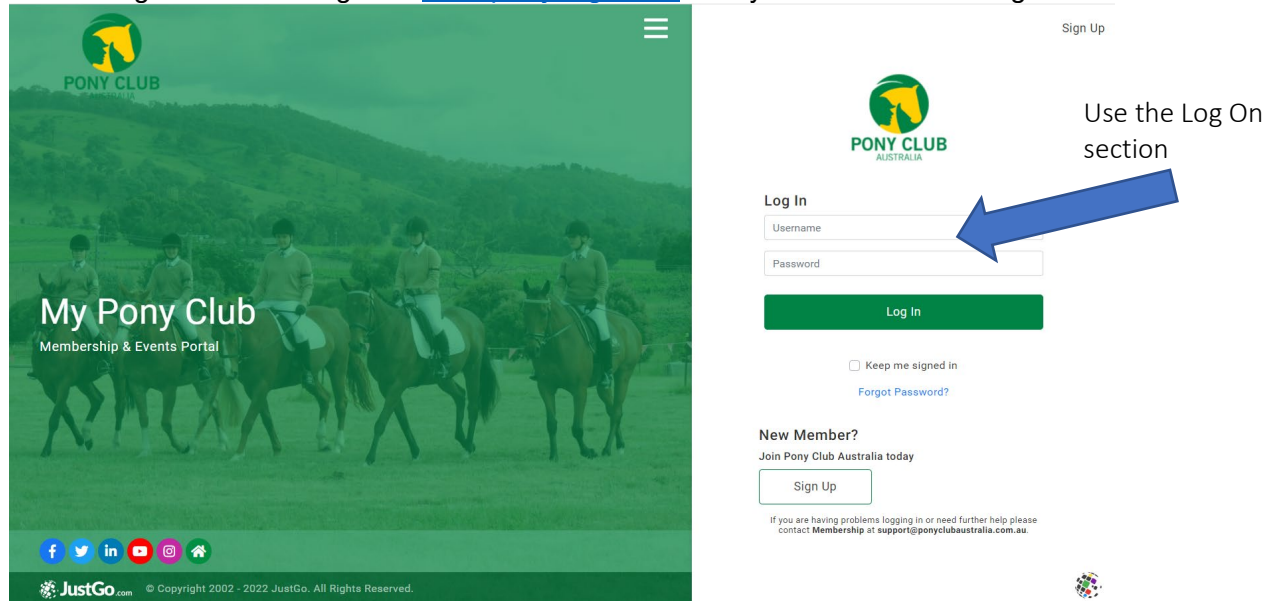**Renewing Membership, joining for the first time & Rally Participation**

All current members (and some past members) will have a unique **User Name** for the PCA JustGo Database, it could be numeric, an email address, or their name.
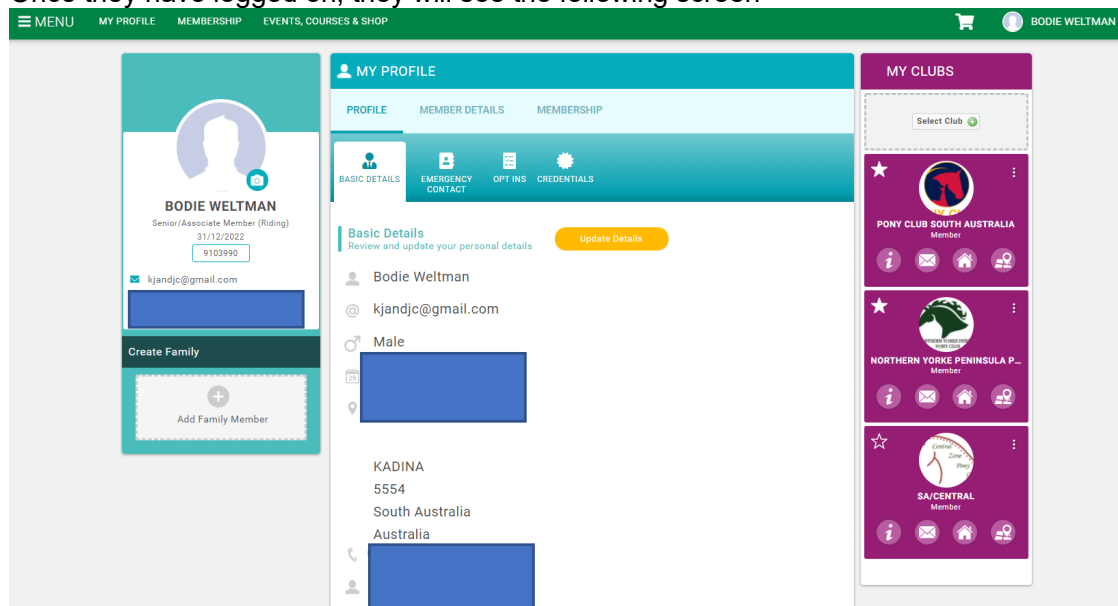
At the end of each financial year a list of these usernames will be issued to Club Admins by PCASA Database Management.

If Members do not know their password, it can be reset for them – all members should have their own (or their parent/guardian's) email address associated with their username in the database – as the database is where all resources are ordered from for Coaching and Efficiency Learning/Testing.

A renewing member will log onto www.pca.justgo.com – they will see the following screen:

Once they have logged on, they will see the following screen

From here they will click on "**Membership**" (located in the top green banner, and then they will click on their **current Club Membership**, and then "**renew or Add your membership**" from there they will be able to pick the membership relevant to their age, and then process Credit card Payment – there is no Paypal function – payment is direct Credit Card payment with the fees passed onto the members.

For someone new joining – instead of Logging on they will click on **New Member** – Join Pony Club Today – SIGN UP – they enter name, and personal details, and then select the club they wish to join. Their **membership is not final until the Club has approved it,** so no need to worry about random members joining – an email will be sent to Club Admins notifying of a new member.

If you need any assistance please contact Database Management on kjandjc@gmail.com