



When do we set our membership fees as active in the JustGo Database?

Please keep your memberships inactive until advised by PCASA to set them as active – we need to have all clubs go live at the same time.

We have had our AGM, and need to send in affiliation and Annual report

PCASA will send out the new Annual Report for Clubs to fill in and send your Affiliation fee in manually.

It's the end of the month what do I do?

Instead of sending in Monthly Strength Returns, you will now need to send in a Monthly Report. – please see instructions: <https://www.ponyclub.asn.au/documents/database>

Our Club doesn't have a credit card what do we do?

If a member is renewing and does not have access to a credit card, as long as your club is aware of what is happening, an admin can take the payment, and renew on the members behalf with their card – remembering there will always be a credit card surcharge.

Some has attended a rally that hasn't been a financial member in the past two years?

As normal they can use the Rally participation – NOT PURCHASED for \$30 for a block amount. It is \$10 per rally, and to be used no more than 3 times,. The Participation invoice will be completed and sent to PCASA with the Rally Participation Declaration. Forms are found here:

<https://www.ponyclub.asn.au/files/documents/membership/pcasa-rally-day-participation-remittance-invoice-v1-may-2022-.pdf>

<https://www.ponyclub.asn.au/files/documents/membership/rally-participation-declaration.pdf>

Someone has attended an eligible event using Day Participation what do we do?

As long as you are only letting the riders participate in the eligible events, you will complete the Participation invoice as above, and send in with the relevant Day Participation Waiver.

<https://www.ponyclub.asn.au/documents/waivers>

We have life members, what do we do?

All standard PCASA and PCA fees must be paid to the relevant Associations, and as such, you will need to have your members pay the full amount payable to PCASA and PCA, and refund your members the difference.

We subsidise our fees, what do we do?

All standard PCASA and PCA fees must be paid to the relevant Associations, and as such, you will need to have your members pay the full amount payable to PCASA and PCA, and refund your members the difference.

We have riders who use Sports Vouchers, what do we do?

All standard PCASA and PCA fees must be paid to the relevant Associations, and as such, you will need to have your members pay the full membership amount, apply for the Sports Voucher, and refund your members the difference once your club has received the Sports Voucher Payment

Has the transfer process changed because of the database?

No. Transfers are still processed as per PCASA rules, and the instructions on the Transfer form.

Someone new wishes to join our club?

Refer them to www.justGo.com, and to register as a new member, and tell them to select your club from the list.