

RENEWING YOUR RIDING CENTRE MEMBERSHIP

To register/renew memberships follow the below steps:

We recommend doing this on a computer (laptop or desktop, Windows or Mac either is fine) rather than a phone to make it easier to navigate.

1. Visit <https://pca.justgo.com>
2. Enter your PCV membership number in the *Username* field
You should have received this in an email from PCA or Omnisport, if you didn't already know it, however if stuck you can contact your Sally Wiseman at centremember@ponyclubaustralia.com.au with your Riding Centre's name, who should be able to provide it to you.
3. Click the 'Forgot Password' link on the page
This will trigger the system to send you a password recovery email your registered address



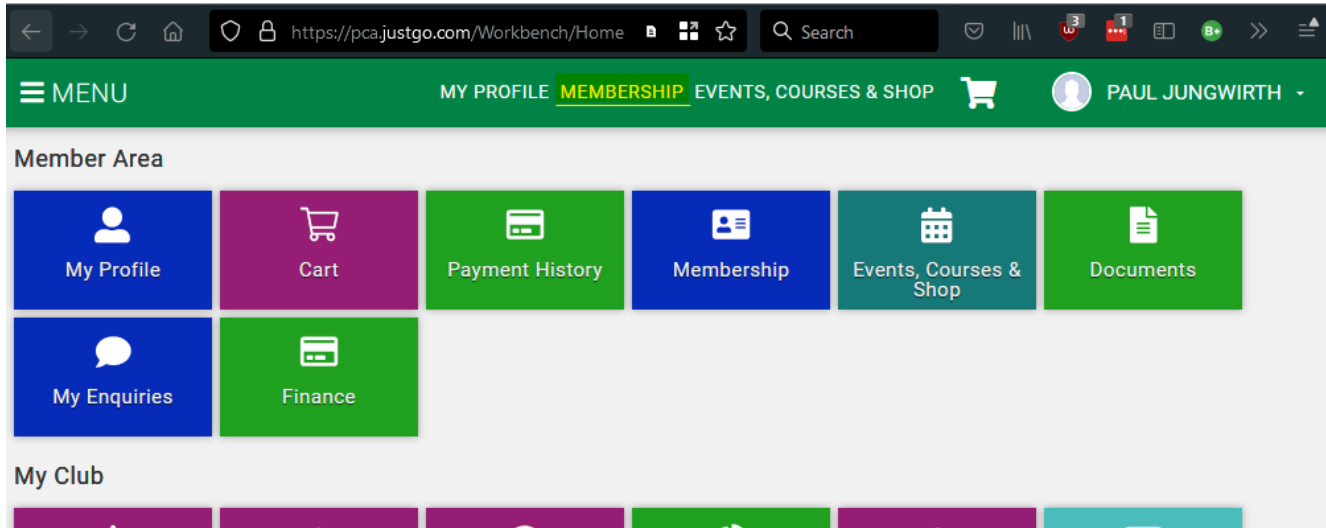
Log In

Log In

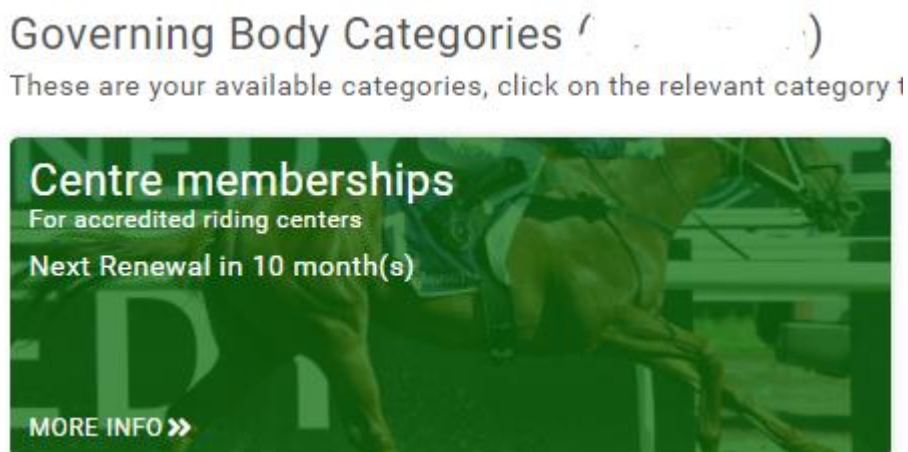
Keep me signed in

[Forgot Password?](#)

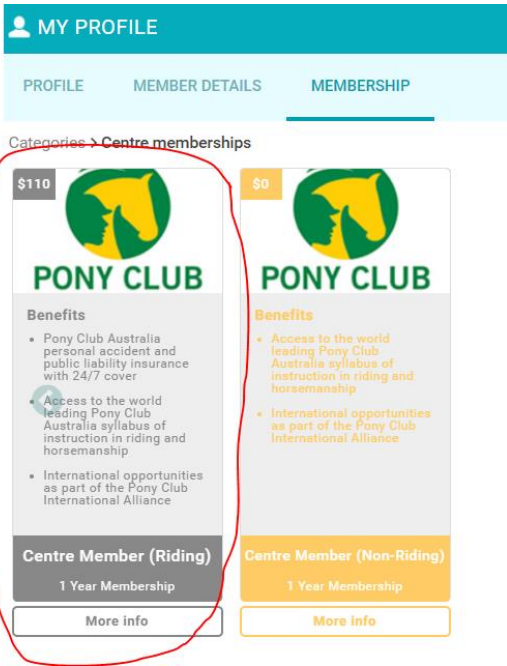
- Once you have followed the steps (link) in the email to reset a password on your pca.justgo.com login you should be able to access the main site (TIP - Check your junk mail items as the password reset link often goes there.)
- Once logged in properly, click the "MEMBERSHIP" menu item at the top of the page. It's not obvious, and in the below image the highlighting and underline is an example to show you where it is, and will not be highlighted on your actual screen:



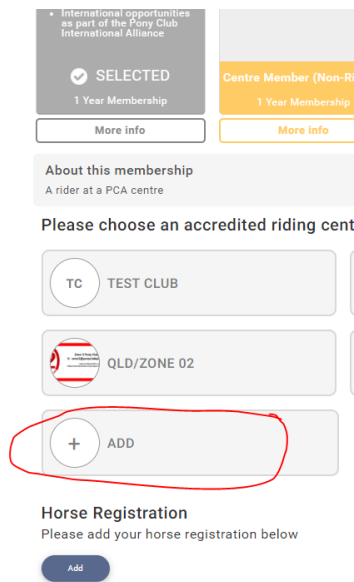
- On the screen that appears click the big "+ ADD" button with your Riding Centre's name under the "Governing Bodies Categories" Centre Membership (*your name*)".



7. Then find the relevant membership of Centre Member (Riding)for \$110 and click on it

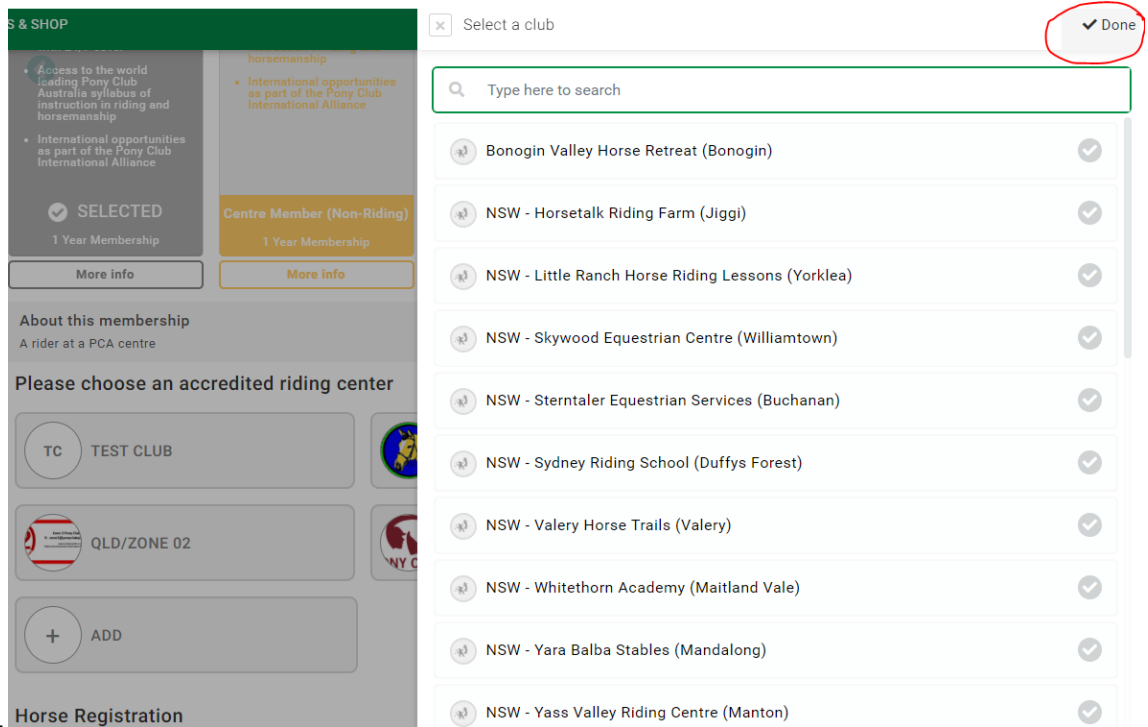


8. Click on the Big Add + button



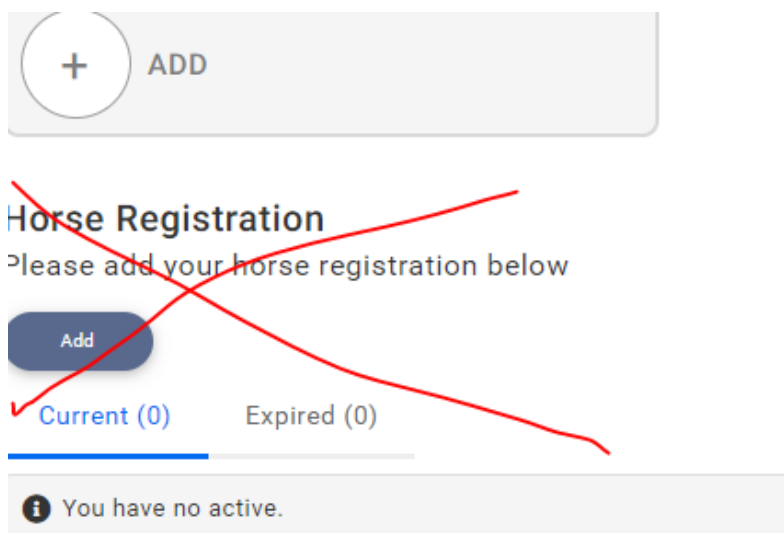
9. A screen will pop up to the right hand side to select your centre:

(Tip – Your centre usually starts with your state. Eg NSW – Horsetalk, so search for the state first, rather than just the centre name)



10. Horse Registration

11. The membership type will be marked as 'Selected' and you can click "Finish" by scrolling to the bottom. (TIP – Please ignore the horse registration box and do not add anything here)



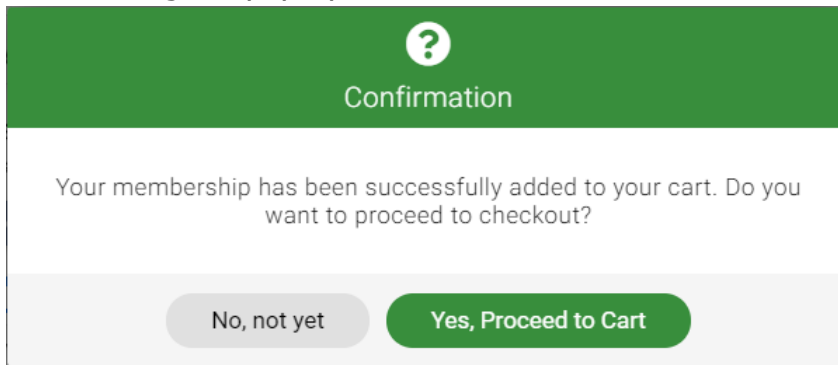
12. Note the first three 'Opt In' check boxes can be left unchecked, but the final (highlighted) check box must be ticked to proceed with a membership

Opt-ins

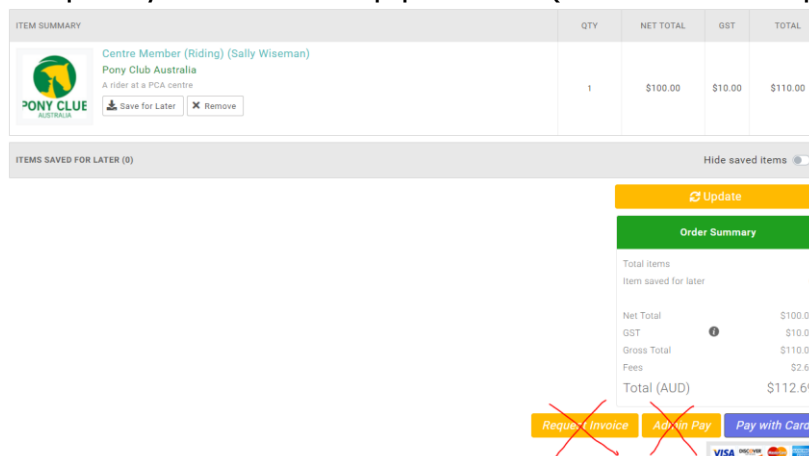
- I wish to receive further offers from Pony Club Australia Ltd and other Pony Club Australia Ltd Organisations regarding other products and services.
- I wish to receive other offers from third parties who have a relationship with Pony Club Australia Ltd or other Pony Club Australia Ltd Organisations about their products and services.
- I wish to allow Pony Club Australia to take and use photo(s) and/or videos of players, coaches, officials whilst participating in any of Pony Club competitions or events. Any image uploaded to social media or submitted competitions

- I understand that I may receive communications regarding Pony Club programs and activities

13. You'll then get a pop-up, select "Yes, Proceed to Cart"



14. Please note that on the next screen you will get an item summary, and then an order summary which will include the additional PCA and processing fees. Click the purple "Pay With Card" in the bottom right corner and follow the prompts to complete your membership purchase. (Do not select Request Invoice or Admin Pay)



That should be it. Once you've paid the membership should immediately be active on the system.