

## Member/Parent Instructions for Online Membership Submission

1. In accordance with Pony Club By-laws and procedures, the District Commissioner/Center Administrator (DC/CA) of a Club/Center must first approve the member to join or renew with the Club/Center.
2. If approved to join or renew, the DC/CA will require an email address associated with the member/parent, along with a few additional details, before the online invitation can be sent.
3. After the DC/CA completes the online invitation process, the email invitation is automatically sent to the email address that was provided. The online application process consists of:
  - a. An online Participating Member Application, available via DocuSign
  - b. An online credit card invoice for appropriate dues
4. Upon completion of the online membership application and submission of dues, the parent/member will receive an emailed receipt of the transaction. The DC/CA will also receive an emailed notification of the completion of the online agreement.
5. USPC's Member Services Department staff must review new member applications during office hours, so please allow time for the application to be processed.
  - a. Once uploaded, the member and/or parents (as applicable) will receive an email invitation to create a personal profile on the USPC website.
  - b. Once uploaded, the DC/CA/RS will be able to view the member's name via their online roster.

### *Troubleshooting:*

- *Haven't received the email to join?* Check with your DC/CA to ensure that the email was sent to the correct address. Or, be sure to check your email account's spam folder.
- *Prefer not to pay by credit card?* Please discuss alternative payment arrangements with your DC/CA prior to being emailed the invitation to join online. Alternative payment options may entail the submission of a hard copy Member Application.

If you have any further questions or concerns, please contact USPC's Member Services Department at: [onlinemembership@ponyclub.org](mailto:onlinemembership@ponyclub.org) or by calling the USPC Office at: 859-264-7669.