



Member/Parent Instructions for Online Membership Submission

1. Welcome! To join or renew with a Club/Center, the District Commissioner (DC)/Center Administrator (CA) must complete an online invitation process. First, speak with the DC/CA and provide a monitored email address associated with the member/parent, along with a few additional details, before the online invitation can be sent.
2. For a **NEW** member: 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 consists of:
 - a) An online Participating Member Application, available via DocuSign
 - b) An online credit card invoice for appropriate dues
3. For a **RENEWING** member: after the DC/CA completes the online invitation process, the email invitation is automatically sent to the email address that was provided. To renew, the parent/member must log in to their Pony Club profile page. A former member will see a blue “renew” link under the Membership Information section of the profile page. A parent will see a blue “renew” link next to their child’s name under the Personal Information section of the profile page.

Do you require assistance with your username and/or password? Click [here](#).
4. Upon completion of the above and/or submission of dues by the parent/member, they will receive an emailed receipt of the transaction. The DC/CA will also receive an emailed notification of the completion of registration.
5. If a **NEW** member, USPC’s Member Services Department staff must review the application during office hours, so please allow time for the application to be processed.
 - a) Once approved, the member and/or parents (as applicable) will receive an email invitation to create a personal profile on the USPC website.
 - b) Once approved, the DC/CA/RS will be able to view the member’s name via their online roster.
6. If a **RENEWING** member, memberships are automatically activated. 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. Alternative payment options may entail the submission of a hardcopy Member Application.

If you have any further questions or concerns, please contact USPC’s Member Services Department at: onlinemembership@ponyclub.org or by calling the USPC Office at: 859-254-7669.