



PCA JustGo Portal User Guide

1. Click on [Login - JustGo](#) the Login page will open

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

New Member?
Join Pony Club Australia today

If you are having problems logging in or need further help please contact Membership at support@ponyclubaustralia.com.au

2. If you were registered as a Pony Club member in 2021:
 - a. Enter the riding member or social member's Pony Club ID in the username
 - b. Click on forgot password

Log In

Username

Password

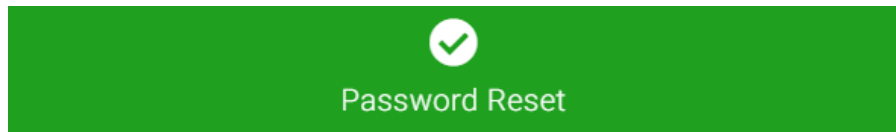
Log In

3. If you have not registered as a Pony Club member in 2021, please click on Sign up

New Member?
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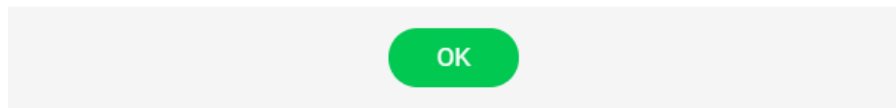
If you are having problems logging in or need further help please contact Membership at support@ponyclubaustralia.com.au

4. You will see a message on screen re a login link to your email. Ensure you check your junk folders as well



If this username matches any of our records we will send you a password reset link to your email address. If you don't receive an email you may have used a different username to register or the email address you provided is not unique.

If you have forgotten your username or are having problems logging in please contact **Membership** at **support@ponyclubaustralia.com.au**.



5. The email will contain a reset password link – click on the link to reset your password



Hi .

A request has been made on your behalf to reset your password on Pony Club Australia's membership database.

Your username is .

To complete this process, please click on the link below to reset your password.

[Reset Password](#)

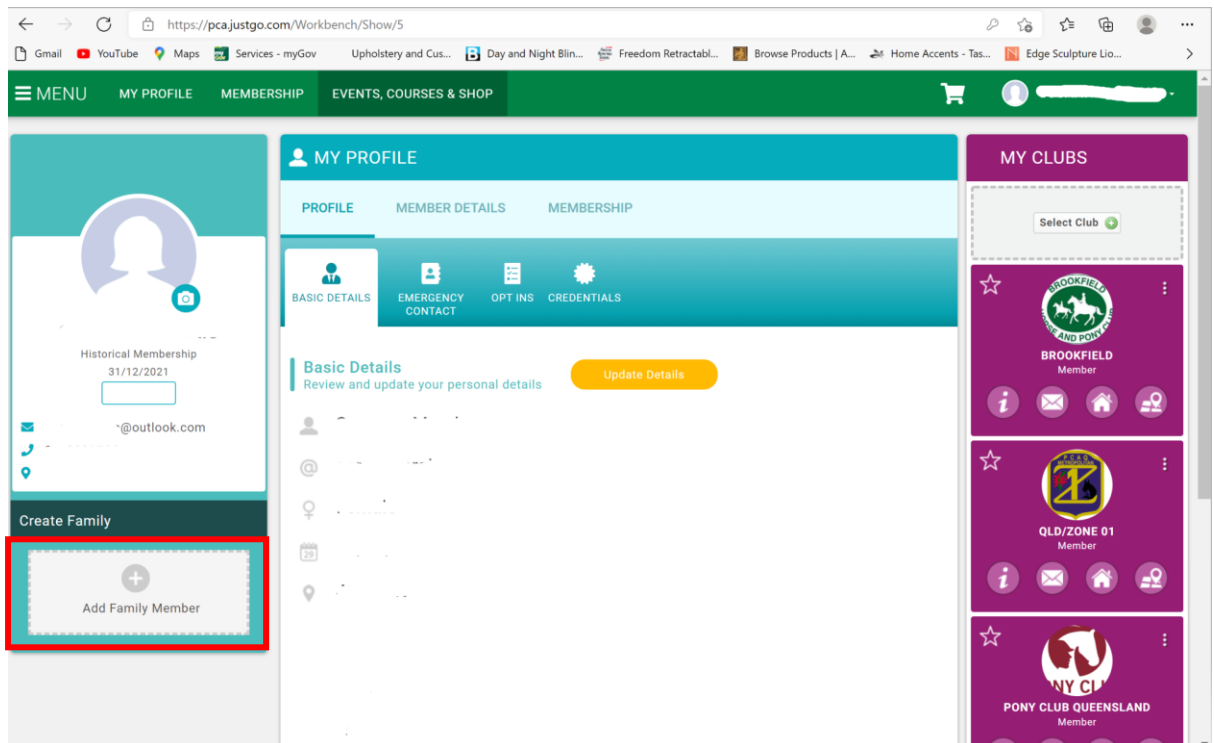
If the above link does not work, please copy and paste the following into your browser.

<https://pca.justgo.com/Account.mvc/ResetPassword?CA08B18801AADC38809B7EC23920A3323BA1FD41>

If you have not authorised this password reset request, please ignore this email.

If you have any questions please contact support@ponyclubaustralia.com.au

6. Once you have reset your password, you can now log in. Upon log in accept the terms and conditions
7. The landing page contains all of your information. Before you continue, ensure you link all your family members together by clicking on the Add family member icon



8. Enter the relevant details – an email will be sent with a verification link. Click on join family



Hi Elmi

Susanna Marais has requested that you join their family.

Joining the family will allow other family members to manage your profile and renew your membership.

Please click on the link below to approve joining this family.

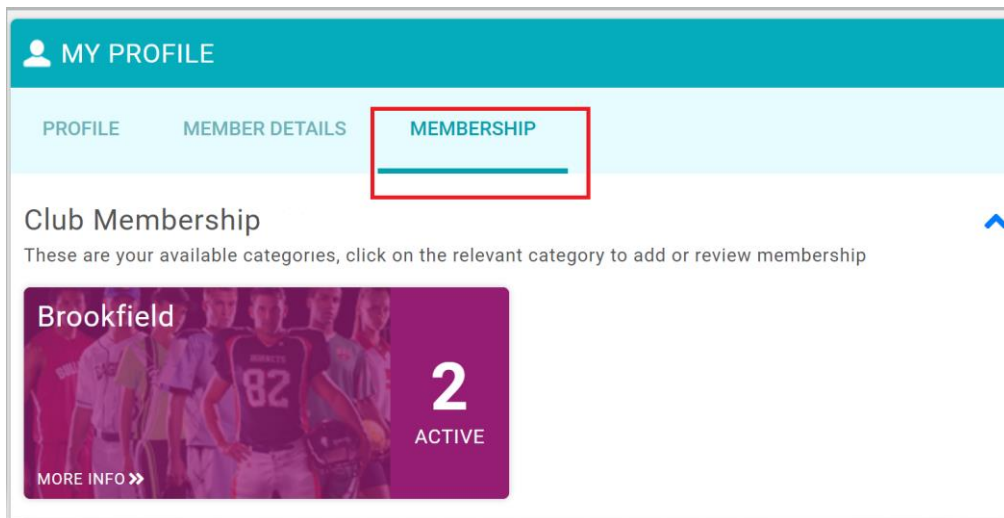
[Join Family](#)

If the above link does not work, please copy and paste the following into your browser.

<https://pca.justgo.com/ActionTaken.mvc/Invoke?>

9. You will see the family members displaying once they are successfully linked

10. Click on memberships and to renew your Brookfield Pony Club membership, click on the Pink Brookfield tile



11. Please note this section is confusing. The easiest way to navigate this is to click on any of the tiles and adding the membership to the relevant members. The site then assigns the right membership.
 - a. Click on Family membership if you have younger riders.
 - b. Scroll to the bottom of this page to see your family and select the relevant membership for each member.
 - c. From this page the social membership is not available – so this need to be added from the coloured tiles



12. Please remember the Pony club membership rules:

“Each family must have at least one parent / guardian who is either a Riding member or Social Member. If the applicant is aged 18 years and over, with no younger family members applying for membership, this is not required”
13. We found that adding a horse before checking out was glitching, so we opted no to add a horse at this stage but skip through to the declaration, tick the box and go to the cart
14. There will be an order summary, at this stage you can pay for the membership
15. Please ensure you note down **your Reference number for your payment**. You will need to record this number in the **2022 BHPC membership renewal**. You will also receive a payment confirmation
16. Once you are finished, follow this link <https://form.jotform.com/213492769599073> to our BHPC 2022 Membership form to complete your registration.