



Joining Tech Soup

Tech Soup (www.techsoup.org) is an online website that offers nonprofits over 400 technology products that are donated by more than 40 companies (including Microsoft, Adobe, Intuit and Symantec), for a small administrative fee. Because Pony Club Clubs and Regions are considered separate “branches” of the national organization you can create your own account for ordering technology products.

To create an account here are the steps:

1. Create a personal account (this is not yet associated with the Club/Region account, but is personal to you and only you). You can create the account by going here, <https://www.techsoup.org/joining-techsoup/registration>
2. Once you create your account you will want to “Register Organization”, you will need to do that once you are logged into your personal account by going to <https://www.techsoup.org/joining-techsoup/Organization> (you will have to be logged into your account to see this link)
3. You will choose “501(c)(3) Nonprofit and you will enter the USPC EIN number of 61-1352306
4. You will see United States Pony Club show up in the list, but you will not be able to become an Associate of the National Organization, you will need to click on the “Register the new branch or location” in the area above the Organization list.
5. You will then create an Association Code (this is the code that you will give people so they can become “Associates” of your organization, if you choose to give others access.
6. You should choose an Organization Type of “Youth Activities”
7. Under SubType choose “FFA, FHA, 4-H club, etc.”
8. You will then complete the Organization Contact Information with the appropriate information for your Club/Region.
9. Complete the steps and submit your request.
10. You will be asked for documentation of your 501(c)(3) status, which you can request from [Karen Clark](#), Finance Manager. You will also be asked for a letter on your letterhead stating why your name and address is different than the National Organization.
11. Once your Registration Request has been processed you should be able to request technology products from Tech Soup.
12. Please note that there are Eligibility Rules and donation limitations. There is a lot of information available on the Tech Soup website.

Please contact Erin Woodall, System Administrator, erin@ponyclub.org.