Club/Center Leader Instructions for Online Membership Submission

1. The DC/CA of a Club/Center must first log onto the USPC website, accessing their personal profile.
2. From the personal profile, you can link onto the Club/Center online profile for which you are an officer.
3. From the Club/Center online profile, follow the “View Members” link to see a listing of current members, along with several links to member management options.
4. From the right-hand side of the member management page, select the option to “Send an Invitation to Join”.
5. You will receive prompts to guide the process, which varies – along with dues – between new or renewing members.
   a. To be considered a new member, the individual is brand new to USPC. To invite a new member, you will need:
      i. Applicant’s name
      ii. Applicant’s email address
      iii. Knowledge of whether the applicant is of the age of majority in their state
      iv. (If applicant is under the age of majority) the name and email address of the primary parent/legal guardian.
   b. Individuals who have been in USPC before, even if it was with a different club/center, are considered renewing members. For renewing members, you will search a list of former members recorded in the USPC database.

Troubleshooting:
• If a former member is not found via the search, please do not add them as a new member. Contact USPC’s Member Services Department for assistance.
• Please note that the invitation for new applicants to join your club/center will be valid only for 14 days. Invitations for renewals remain valid until the end of the current calendar year for renewals. After the respective invitations expire, the DC/CA would need to reissue the invitation.

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: 859-264-7669.