



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.

