



How the Membership Renewal Process Works:

1) Members who wish to renew or continue participating with a club or center for the coming year must **FIRST be approved by the District Commissioner (DC)/Center Administrator (CA) to renew** online.

2) The **DC/CA will then choose which entity will be paying for the national renewal dues** – the club/center or the member/guardian. Based on that selection, one of the following will apply:

If the club/center will be paying for the national dues...

- An email notice will be sent to the member/guardian confirming that the national dues have been paid.
- This completes the member's renewal of national dues for the year.

If the club/center has marked for the Member/Guardian to pay national dues...

AND the member is a minor, the **Guardian** must pay for the dues:

- An email notice will be sent to the member/guardian with directions on how to do so.
- The **GUARDIAN will need to sign into their own Personal Profile** (not their child's) on the USPC website and under the "Children" section, by the member's name, will be a link that says "Renew Membership."
- Clicking on the "Renew Membership" link will bring up a page where payment may be submitted to complete the member's renewal of national dues for the year.

AND the member is age 18 to 21, the **Member OR the Guardian** must pay for the dues:

- An email notice will be sent to the member/guardian with directions on how to do so.
- The **MEMBER OR the GUARDIAN** will need to sign into their own Personal Profile
 - **Members:** under the "Participating Membership" section, will be a link that says "Renew Membership"
 - **Guardians:** in the "Children" section, by the member's name, will be a link that says "Renew Membership"
- Clicking on the "Renew Membership" link will bring up a page where payment may be submitted to complete the member's renewal of national dues for the year.

AND the member is age 22 or older, the **Member** must pay for the dues:

- An email notice will be sent to the member with directions on how to do so.
- The **MEMBER** will need to sign into their own Personal Profile
 - **Members:** under the "Participating Membership" section, will be a link that says "Renew Membership"
- Clicking on the "Renew Membership" link will bring up a page where payment may be submitted to complete the member's renewal of national dues for the year.

Need your UserName & Password? Complete [this form](#) or email officeadmin@ponyclub.org
Haven't received the renewal email? Check with your DC/CA to see where they are in the renewal process and to ensure that the email was sent to the correct address.

