



# Member Services Department

## Member/Parent Renewal Information & Responsibilities *for the online renewal of USPC National dues*

### How the Renewal Process Works:

- 1) In accordance with Pony Club By-laws and procedures, members participating in a club or center must **FIRST be approved by the DC/CA to renew** with the club or center through the club/center's online record.
- 2) Once a member has been approved to renew, **the DC/CA will select an email address** associated with the member (if a youth, parent emails will also be available for them to select) for renewal information to be sent.
- 3) Then the **DC/CA will choose which entity will be paying for the national renewal dues** – the club/center or the member/parent. Based on that selection, one of the following will apply:

#### **If the club/center has paid for the National Dues...**

- An email notice will be sent to the member/parent 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/Parent to pay National Dues...**

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

- An email notice will be sent to the member/parent with notice that the national dues need to be paid and directions on how to do so
- The **PARENT will need to sign into their own Personal Profile** (not their child's) and in the Pony Club Record section, by the member's name, will be a link that says "Renew Membership"
- By clicking on the "Renew Membership" link, the parent will be taken to a page where payment may be submitted
- This completes the member's renewal of National dues for the year

**AND the member is over the age of majority, the Member OR the Parent must pay for the dues:**

- An email notice will be sent to the member/parent with notice that the national dues need to be paid and directions on how to do so
- The MEMBER/PARENT will need to sign into their own Personal Profile
  - **Members:** in the Pony Club Record section, by the Pony Club Information (under the picture), will be a link that says "Renew Membership"
  - **Parents:** in the Pony Club Record 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
- This completes the member's renewal of National dues for the year

---

**TIP:** Ensure that your profile has a current and correct email address now to avoid renewal delays!

**Need your UserName & Password?** Complete [this form](#) or email [officeadmin@ponyclub.org](mailto: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.