



The Pony Club Association of N.S.W.

Office 7, 25 Victoria Street Wollongong NSW 2500

Phone: (02) 42298977 Fax: (02) 42298966 Email: admin@pcansw.org.au

Correspondence to: PO Box 2085 Wollongong NSW 2500 Australia

MYCLUB PASSWORD APPLICATION FORM – FOR THE YEAR OF _____

Affiliated Pony Club Name: _____ Zone _____

PRESIDENT

Full Name: _____

Address: _____ Postcode: _____

Signature: _____ Date: _____

I hereby authorise and nominate the following person to act as the Trusted Club Official and be issued with secure password access to the MyClub facility and thereby gain access to personal information of members of this Pony Club.

TRUSTED MYCLUB OFFICIAL

Full Name: _____

Address: _____ Postcode: _____

Phone: (H) _____ (W) _____ (M) _____

Email: _____

Declaration: -

I hereby declare that I will use the MyClub facility for the purpose to which it is intended and **will not divulge my access logon or password to any other individual or entity**. I also declare that any information that I have access to using this facility will remain confidential and not be used for any purposes outside of the management of the membership database and club functions. I agree not to make any information available to any outside party or gain any commercial or financial benefit from the information that I have access to. I agree to be bound by the intention and requirement of the Privacy Act and only use the information at my disposal for the intention that it was provided.

I have read and understand the above declaration and accept its requirements and obligations and accept the position as Trusted MyClub Official with: _____ Pony Club.

Signature: _____ Date: _____

Received: _____ Login: _____ Password: _____

TO CLUB AND ZONE OFFICIALS

Please find attached an application for a user ID and password for the MyClub online database.

MyClub is a complete online membership management system for clubs. It allows a club to have complete control over the information that is passed onto zone, state and national bodies. Ideally suited to sporting organisations that have a hierarchical structure with a national body requiring each club to register its players with the national body, MyClub would also be of benefit to any club that needs to keep an up to date membership list.

There are many levels of access to the system - each level providing different access rights. National level access gets to see all states, state level access gets to see all clubs and zones in each state, zone level access gets rights over all clubs within the zone and club level gets rights over its members.

The key to MyClub's success and its acceptance by sporting clubs across Australia is that as well as providing an online membership list, MyClub also provides the club with a series of tools that makes the job of membership officer easy. These tools include:

- The ability to send an email (HTML format or text) to all members.
- Download a list of the club members to excel for a mail merge.
- Update which members have paid state affiliations.
- Export a list of other clubs within their sport for promotional mail outs of events that the club is hosting.
- Send an SMS to club members directly from the website.

Information about the club is also passed to the websites allowing the public to view certain information about the club – e.g. Contact phone numbers, activities offered and club office bearers. MyClub serves as a promotional tool for each club to sell itself to the public.

This program is being implemented over an extended time period via the PCA website. The first step is educating clubs and zones in its use. Eventually all members will have access to their details however this will not take place until clubs and zones are familiar with the program.

If your club would like to use this facility, please complete the attached application form and return it to the PCA State Office. The Trusted Club Official will be advised of their user ID and password (limited to one per club and one per zone).