



Membership Setup

User Guide for JustGo

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What is Membership Setup?



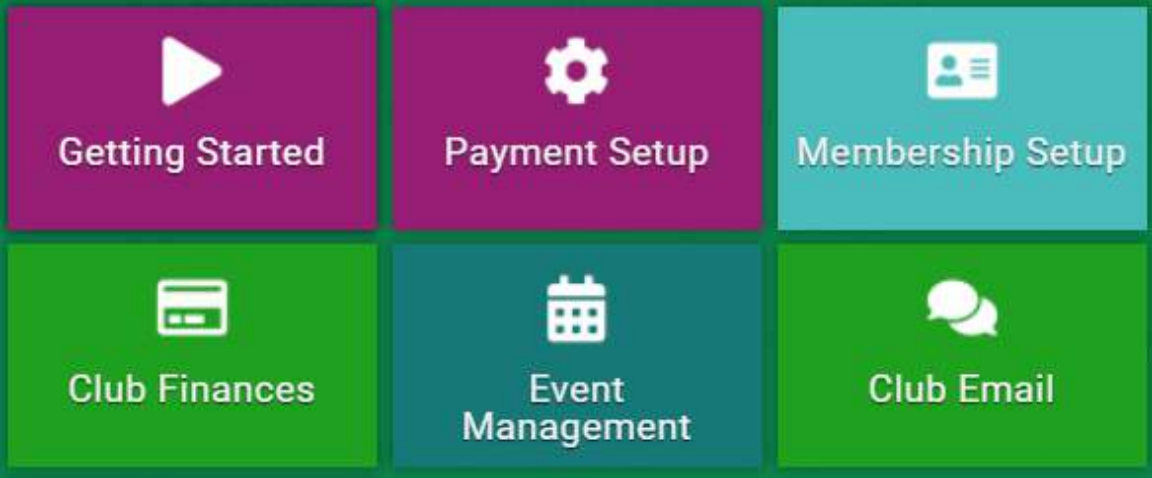
Membership Management allows for sophisticated membership configuration so that you can personalise each members experience with what is right for them. Using branding and purchasing rules you can create as many memberships as you like and only display the relevant ones to each member.

Membership Type	Price	Benefits
Come & Try 1 Year Membership	\$15.13	<ul style="list-style-type: none">Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanshipInternational opportunities as part of the Pony Club International Alliance
Adult Riding Member 1 Year Membership	\$15.13	<ul style="list-style-type: none">Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanshipInternational opportunities as part of the Pony Club International Alliance
Coach Riding 1 Year Membership	\$0	<ul style="list-style-type: none">Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanshipInternational opportunities as part of the Pony Club International Alliance

Some screenshots and info in this guide may differ depending on subscription type.

How do I access Membership Setup?

Once you are logged in, the Membership Setup tile will be found in your Menu.



What memberships have been setup for my club already?



From the Membership Overview, you can see all the available memberships for your club.

Membership Overview

[+ Add new membership](#) [Configure family membership](#)

Name	Description	Price	Duration	Status	
Come & Try	Come & Try entitles the participant to be covered under the Pony Club's Equine Liability Insurance Policy only	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Junior Riding Member	A Riding-Junior is a riding member under the age of 17 years as at 1st Jan each year.	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Adult Riding Member	An adult riding club member is one aged over 25 and under 80 years of age.	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Senior Riding Member	A Riding-Senior is a riding member aged between 18-25yrs as at 1st Jan each year.	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Coach Riding	Coaching membership	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Ready 2 Ride Membership	Ready2Ride Program for riders aged up to 10yrs	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Life Member (Riding)	Riding membership for members who are awarded Life Membership to a club	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Non-Riding Member	Non-Riding Membership for all members above the age of 18	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Coach Non-Riding	Non-Coaching membership	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Life Member (Non - Riding)	Non-riding membership for members who are awarded Life Membership to a club.	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓
Historical Membership	Please do not edit as this represents all memberships from the legacy system	\$0.00	1 Year	Inactive	↑ ↓ ✎ ✓

How do I update my club's memberships?



Membership Name is the name that is presented to the member.

About this Membership will appear to the member as a description so give this some thought.

The **Hide About Membership** tick box allows you to hide the More Info option displayed to the member.

Classification is a drop down list aligning your membership type with PCA. Allowing the system to split the fee between the Club and PCA.

A screenshot of a web form titled "1 Membership Details". The form contains several fields: "Membership Name:" with a text input field containing "Come & Try" and an asterisk; "About this Membership:" with a text area containing "Come & Try entitles the participant to be covered under the Pony Club's Equine Liability Insurance Policy only" and a speech bubble icon; "Hide About Membership:" with an unchecked checkbox and a speech bubble icon; "Colour:" with a dropdown menu showing "yellow"; and "Classification:" with a dropdown menu showing "Come & Try" and an asterisk.

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How do I update my club's memberships?



Membership Image allows you to set/update the image displayed on the membership.

How long is the membership valid for allows you to specify the duration of the membership.

Membership to start on allows you to set the start period of the membership. If you set duration to 1 year. The expiry will be one day before the start date you set.

A screenshot of a web form for setting up a membership. At the top, there is a "Colour:" label followed by a dropdown menu. Below that is a "Membership Image" label above a large dashed rectangular box containing the text "Click to set a Membership Image". At the bottom, there are two labels: "How long is the membership valid for:" and "Membership to start on:". The first label is followed by a text input containing "1", an asterisk, a dropdown menu with "Year" selected, and another asterisk. The second label is followed by a dropdown menu with "Date of purchase" selected and an asterisk.

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How do I update my club's memberships?



Hide Membership Duration tick box allows you to choose to hide the duration of the membership from the member at the time of purchase.

How many days before a membership expiry is it available for renewal allows you to restrict members from renewing this specific membership until a specific time.

A screenshot of a web form for membership settings. It contains two fields: a checkbox for "Hide Membership Duration" which is currently unchecked, and a text input field for "How many days before a membership expiry is it available for renewal?" with the number "30" entered.

Hide Membership Duration: 

How many days before a membership expiry is it available for renewal?:

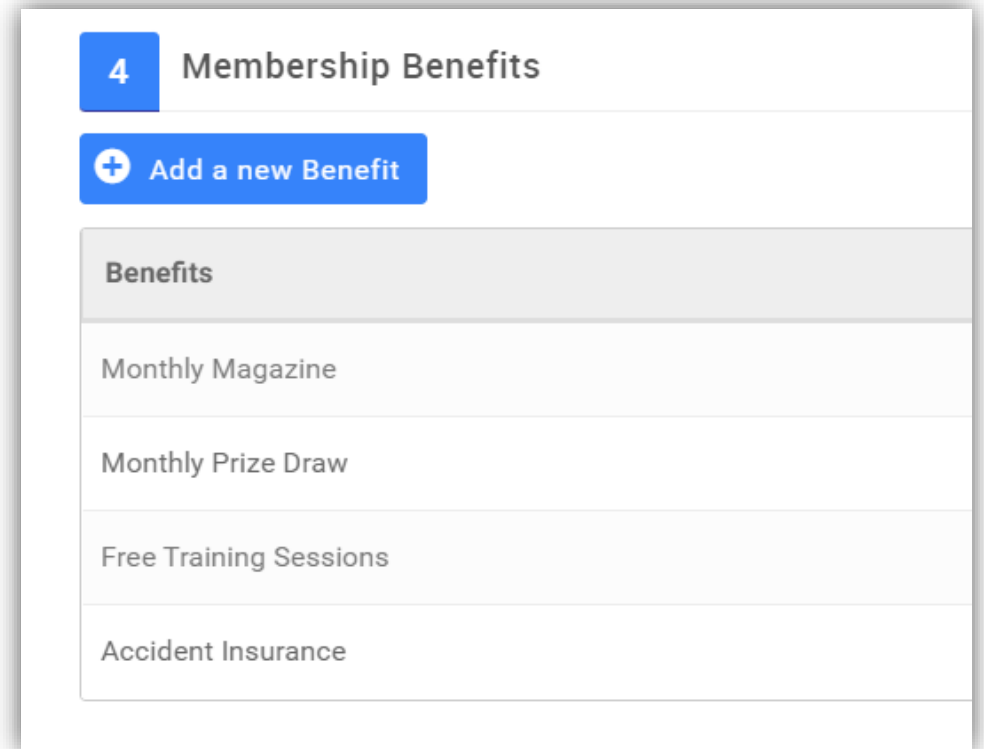
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How do I update my club's memberships?



Benefits allows you to add the benefits of the Membership and are displayed to the member before purchase.

You can add benefits using the Add a new Benefit button and typing free text into the box.



Adding Pricing Details

Price allows you to set the price of the membership.

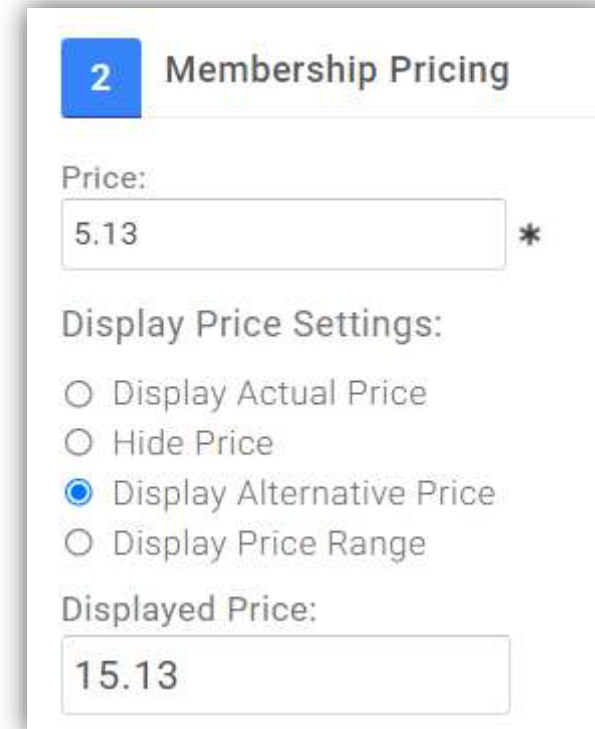
Display Price Settings allow you to control if or what price you would like to show to the members.

Display Alternative Price allows you to show the full price to the members (Club fee + State Fee + PCA Fee + Zone if applicable) but only receive your part of the amount.

e.g. In the screenshot, the **Price** (5.13) is how much the club will receive. While the **Displayed Price** (15.13) is the total amount charged for the membership.

\$ 10.00 (PCA Fee) + \$ 5.13 (Club Fee) = \$ 15.13

This is a manual process so you will need to know your Zone, State and National Fees



The screenshot shows a configuration window titled "2 Membership Pricing". It contains a "Price:" field with the value "5.13" and an asterisk. Below it, under "Display Price Settings:", there are four radio button options: "Display Actual Price", "Hide Price", "Display Alternative Price" (which is selected), and "Display Price Range". At the bottom, there is a "Displayed Price:" field with the value "15.13".

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Adding Pricing Details



Subscriptions allows you to offer auto renewal options to your members.

Description is presented to the member during purchase.

Only available in JustGo Pro.

A screenshot of the "Membership Pricing" configuration interface. The interface has a blue header with a "2" in a square and the text "Membership Pricing". Below the header, there is a "Price:" label followed by a text input field containing "25.00" and an asterisk. Underneath is the "Display Price Settings:" section with four radio button options: "Display Actual Price" (selected), "Hide Price", "Display Alternative Price", and "Display Price Range". Below these are two tabs: "Subscriptions" (active) and "Instalments". Under the "Subscriptions" tab, there is a "Subscription Enabled?:" label with a checked checkbox and a speech bubble icon. Below that is a "Description:" label followed by a text input field containing "0". At the bottom, there is a "Make this subscription mandatory?:" label with a checked checkbox and a speech bubble icon.

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Adding Pricing Details



Instalments allows you to provide a payment breakdown to your members. (JustGo Pro only)

Description is presented to the member at the time of purchase.

Initial payment value is the up-front amount taken when the member selects this payment method.

Instalment Amount is the value of each instalment.

Frequency/Type determines the period that an instalment will be automatically charged.

Payment Date in this case aligns the date with the original purchase of the membership

A screenshot of the 'Instalments' configuration form in the JustGo.com interface. The form is titled 'Instalments' and is part of a 'Subscriptions' section. It includes a toggle for 'Instalment Enabled?' which is checked. Below this is a 'Description' text area. Further down are input fields for 'Initial payment value' (10.00), 'Number of instalment payments' (3), and 'Instalment Amount' (5.00). There is a dropdown menu for 'Frequency/Type' set to 'Monthly' and another dropdown for 'Payment Date' set to 'Date of purchase'. Each input field has a small blue speech bubble icon next to it.

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Adding Pricing Details



Tax Options are optional and allow you to charge add tax to your memberships if required.

Tax Name allows you to identify the type of tax applied.

Tax Rate allows you to define the rate charged.

Tax ID is an internal reference and used for reporting purposes. It is not visible to members.

Add or Include allows you to select if the taxes are shown as inclusive to the membership price or added to the price.

A screenshot of a web form titled "Tax Options". The form contains three input fields: "Tax Name:" with the value "VAT", "Tax Rate (%):" with the value "20.00", and "Tax ID:" which is empty. Each of these three fields has an asterisk (*) to its right, indicating they are required. Below the input fields is a section titled "Add or Include:" with two radio button options: "Include tax in the total price" (which is selected) and "Add tax on top of the total price".

Adding Purchasing Rules

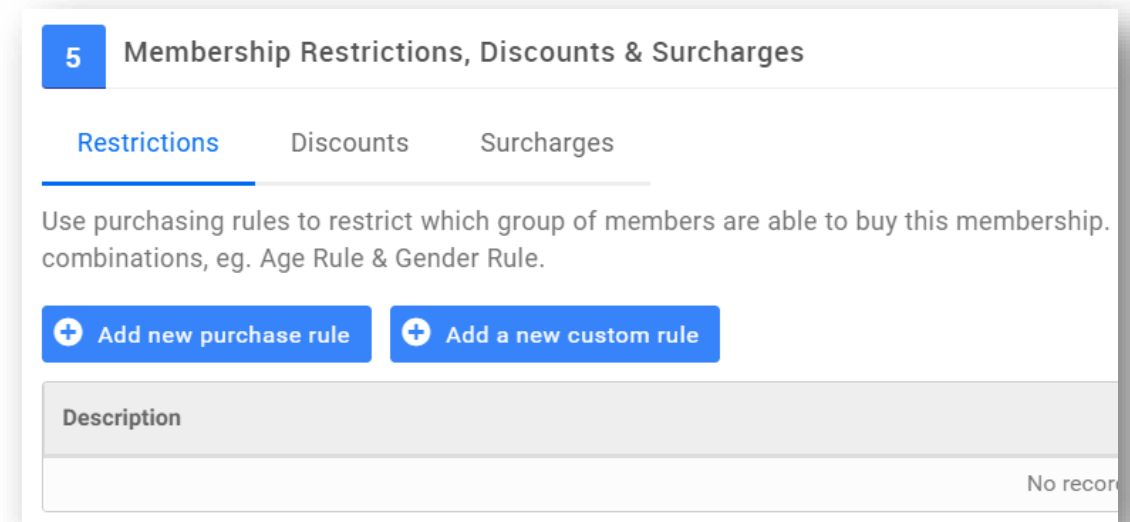


Membership Restrictions, Discounts & Surcharges allow you to set purchasing rules for memberships in order to provide personalization to the purchase journey.

Restrictions restrict the visibility of the membership to only members who meet the chosen criteria.

Discounts apply discounts for members who meet the chosen criteria.

Surcharge applies a surcharge for members who meet the chosen criteria.



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Adding Purchasing Rules



Restrictions

Purchase Rule Description is an internal reference for the rule.

From and **To** set the validity of the rule. The rule will not work outside of these dates.

Click on the Add New Rule button to add a standard rule. [Please see the Purchasing Rules FAQ for assistance.](#)

A screenshot of the JustGo purchasing rule configuration interface. At the top right, there is a checkbox labeled "Active:" which is checked. Below this, there are three input fields: "Purchase Rule Description:" (a large text area), "From:" (a date picker), and "To:" (a date picker). In the center, there is a section titled "Purchase Rule Group" with the text "will be SATISFIED if the following conditions are met". Below this text are two buttons: "Add a new rule to begin" (with a gear icon) and "Add New Rule" (with a gear icon). To the right of this section is a red "REMOVE GROUP" link. At the bottom of the form, there is a purple button with a plus sign and the text "Rule Group". At the very bottom, there are two buttons: "Cancel" and "Save".

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Adding Purchasing Rules



Discounts / Surcharges

Discount/Surcharge Rule Description is an internal reference for the rule.

From and **To** set the validity of the rule. The rule will not work outside of these dates.

Amount is the value of the discount which can be turned into a percentage using the **Is %** tick box.

Explanation is an internal reference for the discount value.

A screenshot of the JustGo purchasing rule configuration interface. The interface is a light gray form with several input fields and buttons. At the top right, there is a checkbox labeled "Active:" which is checked. Below this, there are three main sections: 1. "Discount Rule Description:" with a text input field, and "From:" and "To:" date pickers. 2. "Amount:" with a text input field containing "0.00", "Is %:" with an unchecked checkbox, and "Explanation:" with a text input field. 3. "Discount Rule Group" section, which includes the text "will be SATISFIED if the following conditions are met", a red "REMOVE GROUP" button, and two blue buttons: "Add a new rule to begin" and "Add New Rule". At the bottom of the form, there is a purple button with a plus sign and the text "Rule Group", and a footer with "Cancel" and "Save" buttons.

Advanced Membership Journey



Additional Requirements allow you to take your membership one step further with advanced personalisation.

Create Headers and sections for additional info.

Collect a profile picture, qualifications or additional data during purchase.

You can even include upsell products such as the rewards scheme seen in the image.

Only available in JustGo Pro.

The screenshot shows a step in a membership journey titled "6 Additional Requirements". It features an illustration of a gift box and a credit card. The text reads: "JustGo Rewards", "Get access to an array of online and in store discounts across some of the biggest retailers. With your purchase you will receive access to our online rewards portal from which you can start making instant savings.", and the price "£4.99". Below the card is a toolbar with various icons for editing the content.

How do I activate my memberships?



A membership can be activated by using the Active button. The membership can be also edited, deleted and the position of the membership on the member facing page can be edited using the icons below.

Note: If a membership has been purchased you can only make it inactive because of its link to the member who purchased it.

+ Add new membership Configure family membership

Name	Description	Price	Duration	Status	
Come & Try	Come & Try entitles the participant to be covered under the Pony Club's Equine Liability Insurance Policy only	\$0.00	1 Year	Inactive	↑ ↓ ✎ <input checked="" type="checkbox"/>
Junior Riding Member	A Riding-Junior is a riding member under the age of 17 years as at 1st Jan each year.	\$0.00	1 Year	Inactive	↑ ↓ ✎ <input type="checkbox"/>
Adult Riding Member	An adult riding club member is one aged over 25 and under 80 years of age.	\$0.00	1 Year	Inactive	↑ ↓ ✎ <input type="checkbox"/>

Delete
Active

Do my members need some kind of approval?



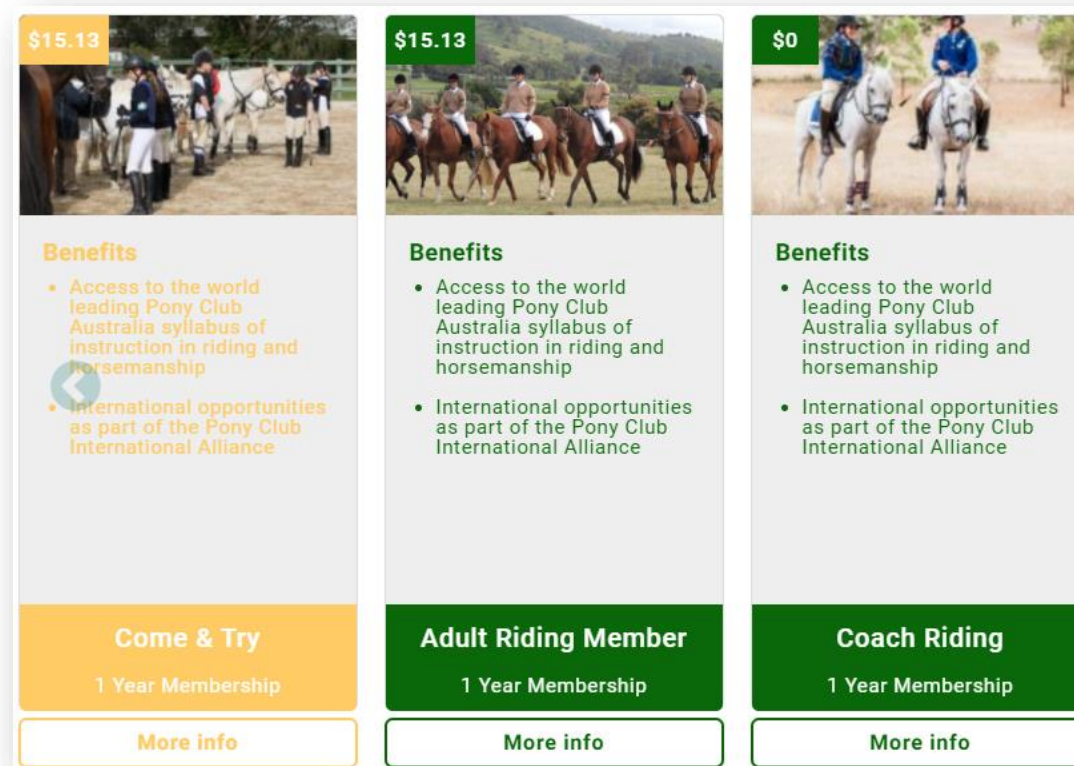
Please note a member without a PCA membership history will require approval from a club, zone or state. After they receive approval, they can continue to purchase memberships from the club.




However, this does not mean the member will require the approval of the club they join as a state can approve the member on behalf of the club.

In order to restrict members from purchasing a membership without the club admin's specific approval, you will need to implement rules on your memberships. This can take the form of a field restricted to the club admin. Please refer to the Field Management guide on how to create the field and to the Smart Rules guide on how to use this field as a membership restriction rule.

What will my members see?

Once the member is logged in, the Membership tab will display all the available memberships.



<p>\$15.13</p> 	<p>\$15.13</p> 	<p>\$0</p> 
<p>Benefits</p> <ul style="list-style-type: none">• Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanship• International opportunities as part of the Pony Club International Alliance	<p>Benefits</p> <ul style="list-style-type: none">• Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanship• International opportunities as part of the Pony Club International Alliance	<p>Benefits</p> <ul style="list-style-type: none">• Access to the world leading Pony Club Australia syllabus of instruction in riding and horsemanship• International opportunities as part of the Pony Club International Alliance
<p>Come & Try</p> <p>1 Year Membership</p>	<p>Adult Riding Member</p> <p>1 Year Membership</p>	<p>Coach Riding</p> <p>1 Year Membership</p>
<p>More info</p>	<p>More info</p>	<p>More info</p>