



Membership Setup

User Guide for JustGo

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What is Membership Setup?



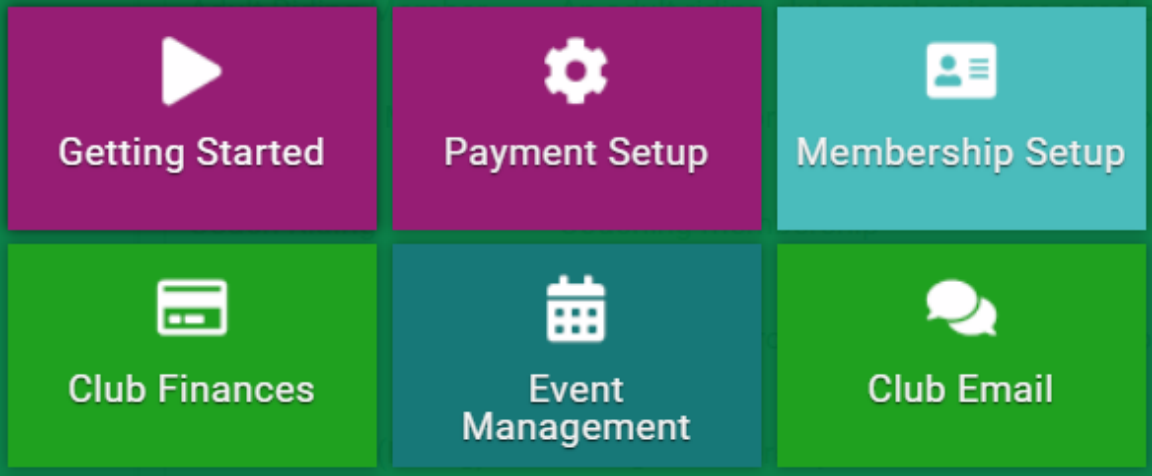
Membership Management allows for sophisticated membership configuration so that you can personalise each members experience with what is right for them. Using branding and purchasing rules you can create as many memberships as you like and only display the relevant ones to each member.

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.

The screenshot shows a form titled "1 Membership Details". It contains the following fields:

- Membership Name:** A text input field containing "Come & Try" with an asterisk to its right.
- About this Membership:** A text area containing "Come & Try entitles the participant to be covered under the Pony Club's Equine Liability Insurance Policy only" with a speech bubble icon to its right.
- Hide About Membership:** A checkbox that is currently unchecked, with a speech bubble icon to its right.
- Colour:** A dropdown menu with "yellow" selected.
- Classification:** A dropdown menu with "Come & Try" selected and an asterisk to its right.

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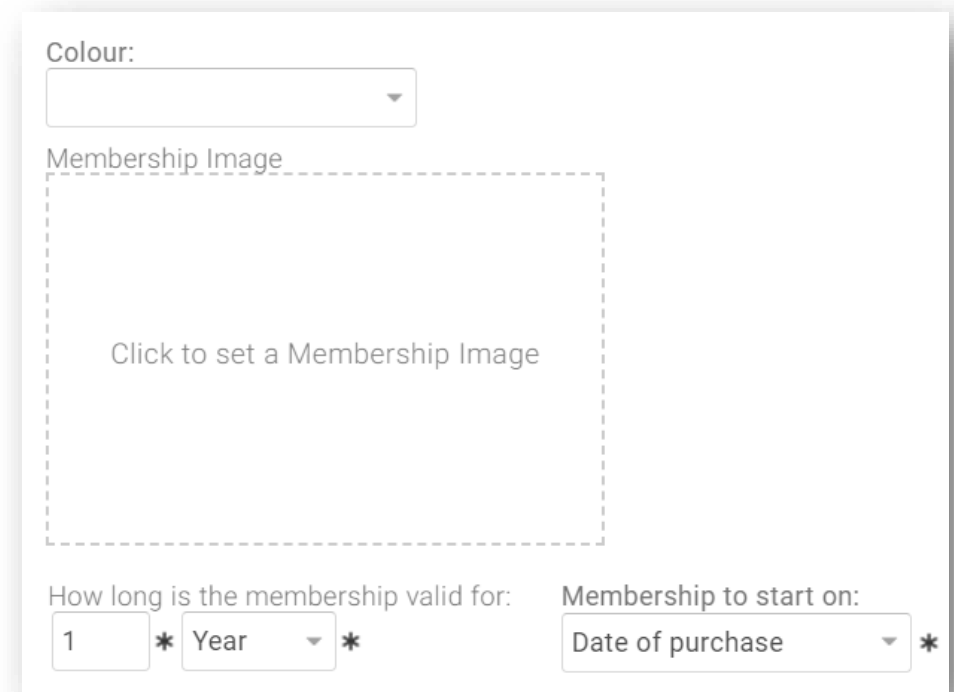
How do I update my club's memberships?



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. It includes a "Colour:" dropdown menu, a "Membership Image" section with a dashed box and a "Click to set a Membership Image" button, and two fields for duration and start date. The duration field is set to "1" and "Year", and the start date field is set to "Date of purchase".

Colour:

Membership Image

Click to set a Membership Image

How long is the membership valid for: * Year *

Membership to start on: *

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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 setup. It contains two main sections: the first is a label "Hide Membership Duration:" followed by an unchecked checkbox and a blue speech bubble icon; the second is a label "How many days before a membership expiry is it available for renewal?:" followed by a text input field containing the number "30".

Hide Membership Duration: 

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

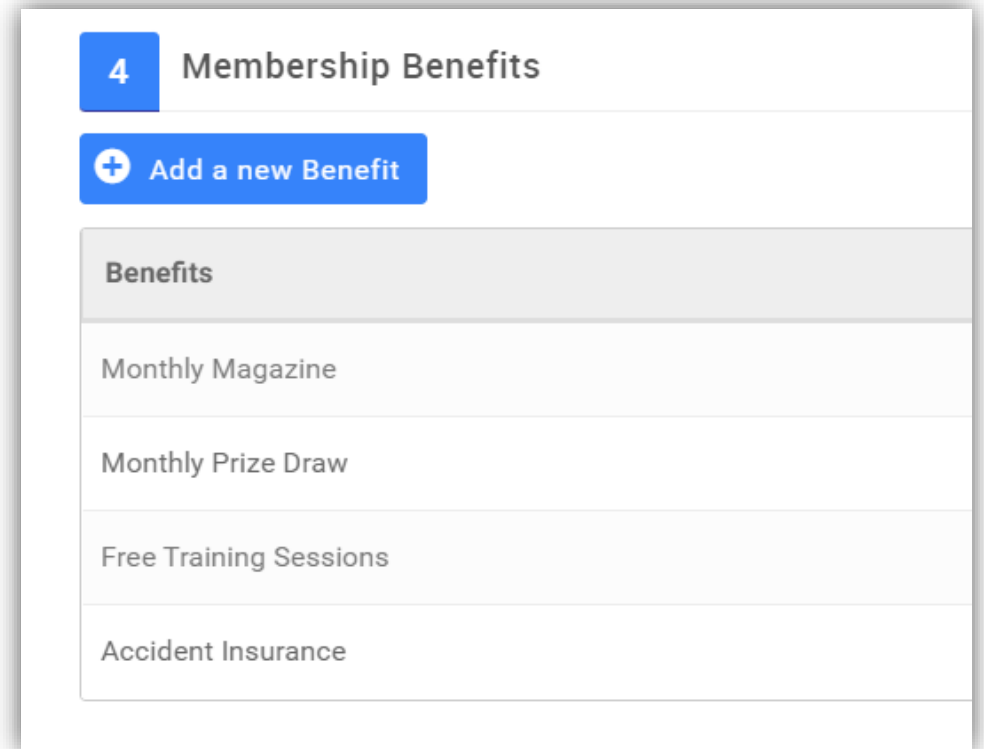
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How do I update my club's memberships?



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.

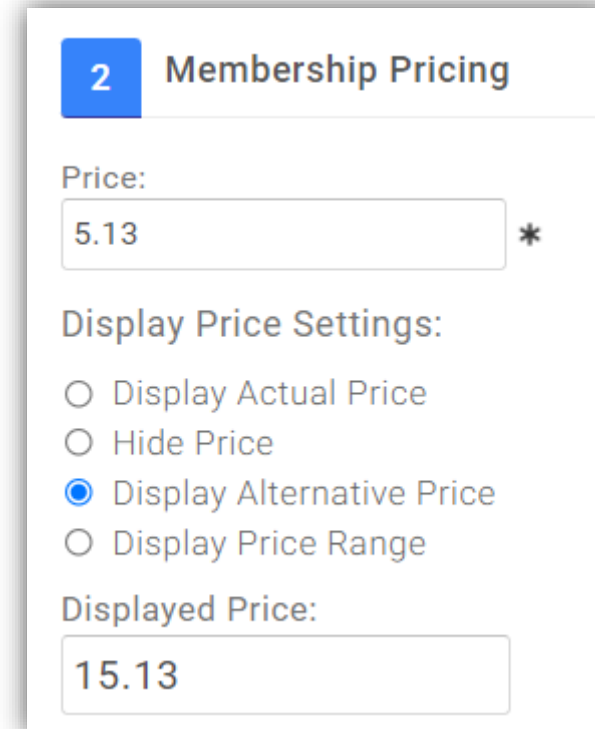
Display Price Settings allow you to control if or what price you would like to show to the members.

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 two input fields: "Price:" with the value "5.13" and "Displayed Price:" with the value "15.13". Below the "Price:" field is a radio button group for "Display Price Settings:" with four options: "Display Actual Price", "Hide Price", "Display Alternative Price" (which is selected), and "Display Price Range".

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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". There are two tabs: "Subscriptions" (active) and "Instalments". Below the tabs, there is a "Subscription Enabled?:" label with a checked checkbox and a speech bubble icon. At the bottom, there is a "Description:" label followed by a text area containing "0". At the very 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)

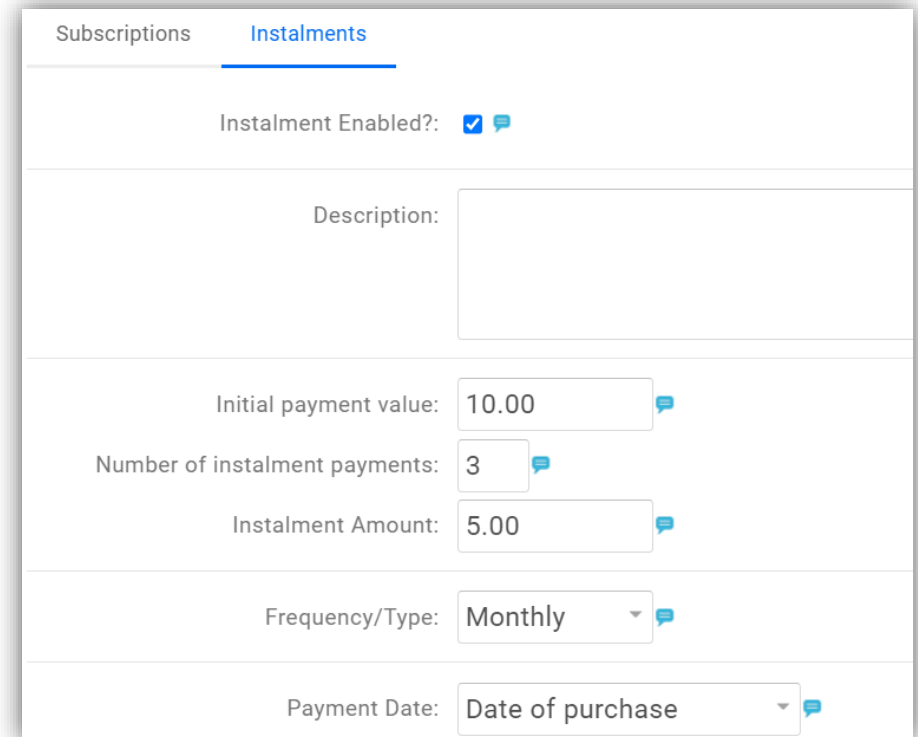
Description is presented to the member at the time of purchase.

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



The screenshot shows a web form for configuring instalments. It has two tabs: 'Subscriptions' and 'Instalments', with 'Instalments' selected. Below the tabs, there is a checkbox for 'Instalment Enabled?' which is checked. A 'Description' field is present but empty. Below that are three rows of input fields: 'Initial payment value' with a value of 10.00, 'Number of instalment payments' with a value of 3, and 'Instalment Amount' with a value of 5.00. Each of these three rows has a small blue speech bubble icon to its right. Below these is a dropdown menu for 'Frequency/Type' set to 'Monthly', also with a speech bubble icon. The final row is 'Payment Date' with a dropdown menu set to 'Date of purchase', also with a speech bubble icon.

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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 input field has an asterisk to its right. 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".

Tax Options

Tax Name: VAT *

Tax Rate (%): 20.00 *

Tax ID: *

Add or Include:

Include tax in the total price

Add tax on top of the total price

Adding Purchasing Rules

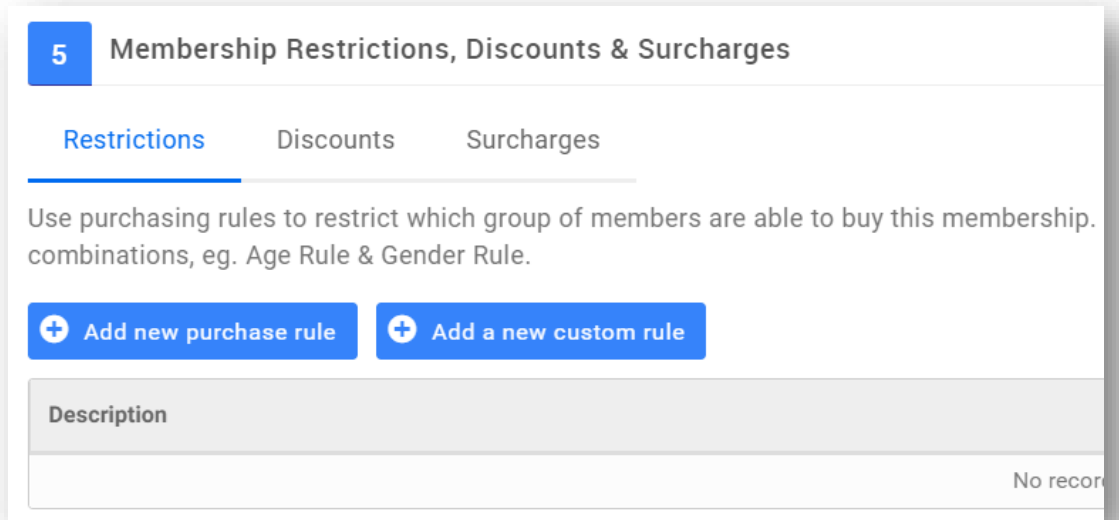


Membership Restrictions, Discounts & Surcharges allow you to set purchasing rules for memberships in order to provide personalization to the purchase journey.

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:" (empty), "From:" (empty), and "To:" (empty). The main section is titled "Purchase Rule Group" and contains 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 the "Purchase Rule Group" section is a red link labeled "REMOVE GROUP". At the bottom of the form, there are three buttons: "Rule Group" (purple), "Cancel" (white), and "Save" (green).

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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 form includes a "Discount Rule Description" field, "From:" and "To:" date pickers, an "Amount:" input field with "0.00" entered, an "Is %:" checkbox, and an "Explanation:" field. Below these fields is a "Discount Rule Group" section with a "REMOVE GROUP" link. At the bottom of the form are "Add a new rule to begin" and "Add New Rule" buttons, a "Rule Group" button, and "Cancel" and "Save" buttons. The "Active:" checkbox is checked in the top right corner.

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 gift 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 main content is a toolbar with icons for editing: a header icon (H), a text box icon, a profile icon, a document icon, a ribbon icon, a person icon, a list icon, a gift icon, an open box icon, a gift box icon, a magnifying glass icon, and a code icon (</>).

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?



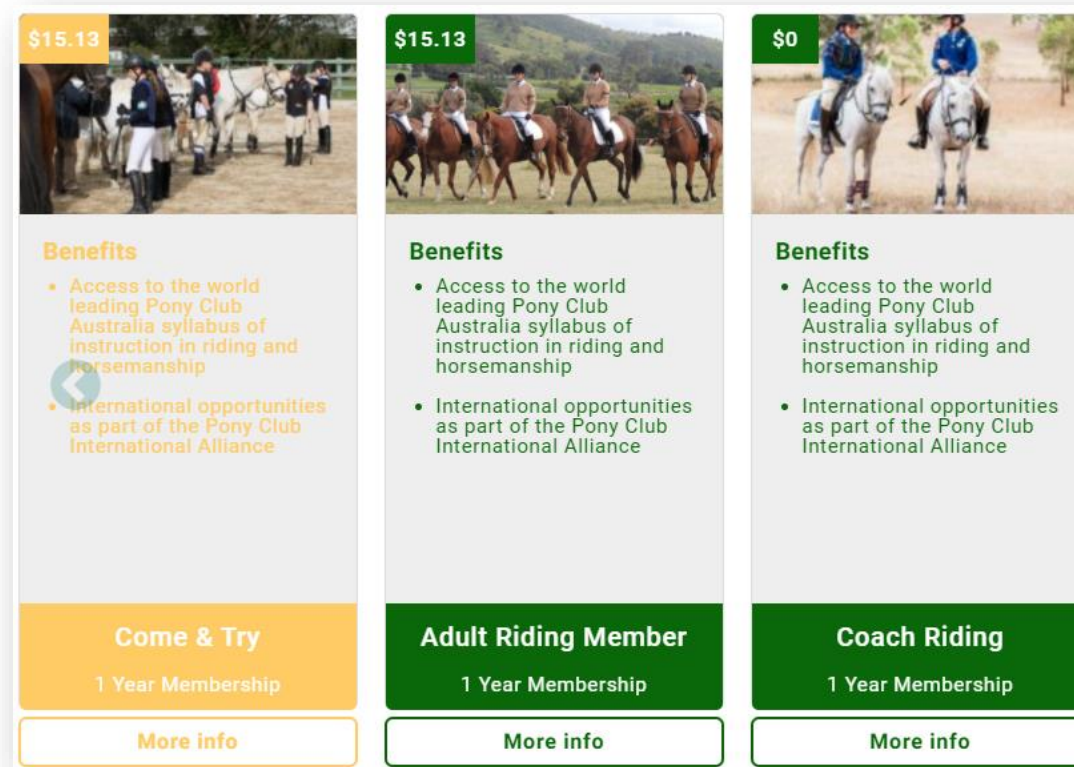
Please note a member without a PCA membership history will require approval from a club, zone or state. After they receive approval, they can continue to purchase memberships from the club.




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>