



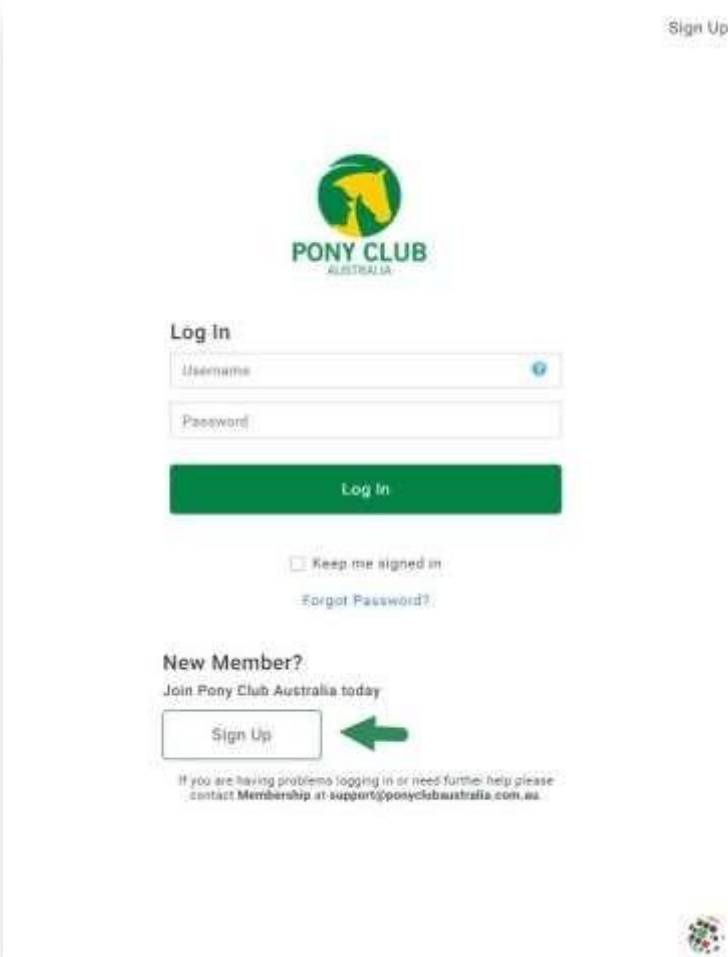
Member Sign Up

User Guide for Service Providers


How do I sign up to JustGo for the first time?

You access PCA JustGo by typing <https://pca.justgo.com/> in your browser.

If you are a new member, click on **Sign Up**.



Sign Up



PONY CLUB
AUSTRALIA

Log In

Username

Password

Log In

Keep me signed in

[Forgot Password?](#)

New Member?

Join Pony Club Australia today

Sign Up

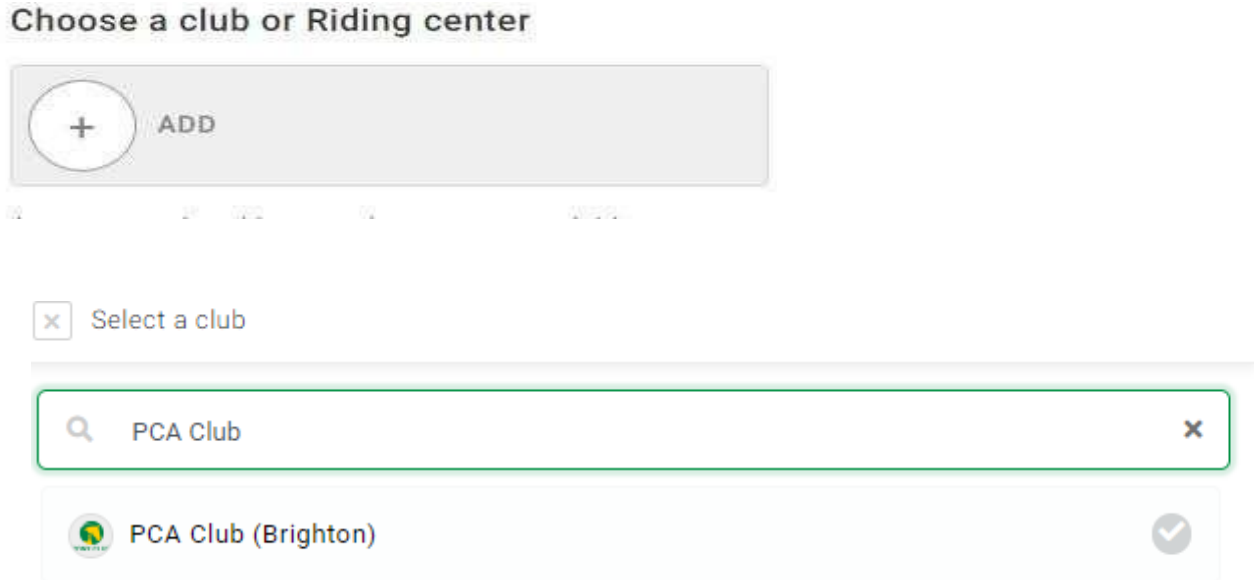
If you are having problems logging in or need further help please contact Membership at support@ponyclb.australia.com.au.

How do I sign up to JustGo for the first time?

You will land in the sign up form.

Complete your basic details, and when adding **"A Club or Riding Centre"** please select **"PCA Club"**

After completing all your information, click on **Sign Up**.



Choose a club or Riding center

+ ADD

Select a club

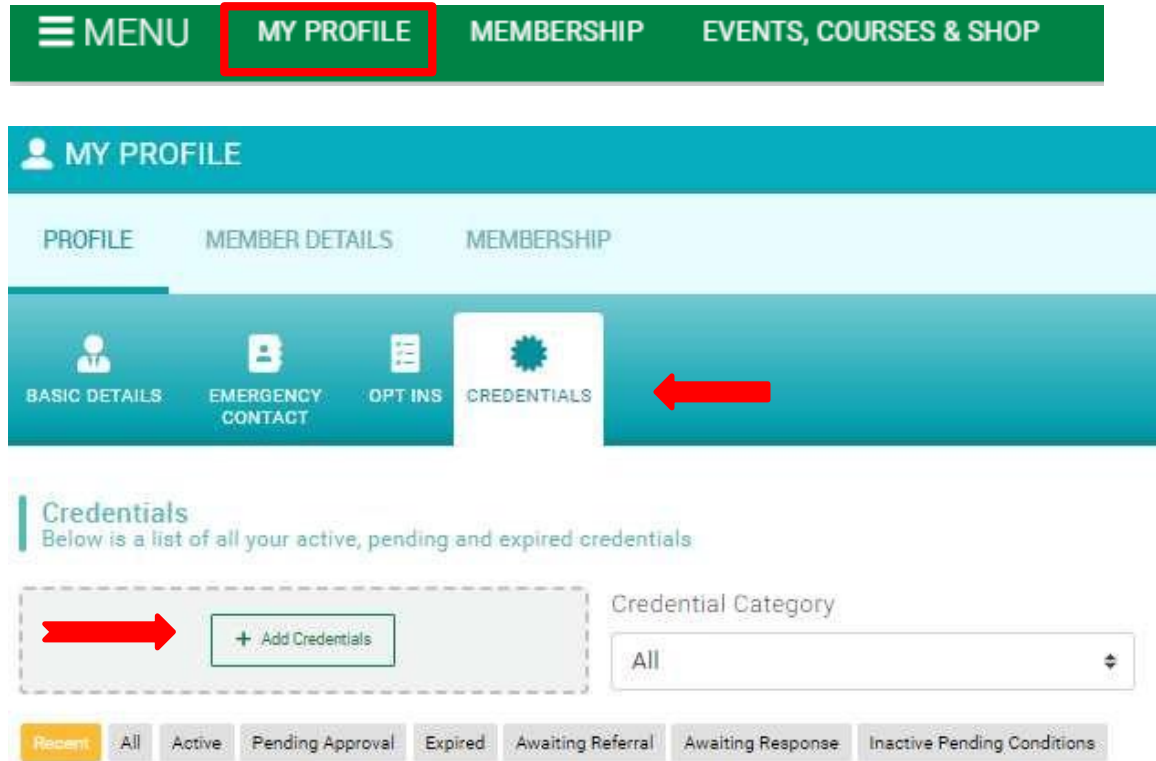
PCA Club

PCA Club (Brighton)

The screenshot shows a web form for selecting a club. At the top, there is a grey button with a plus sign and the text 'ADD'. Below this is a search bar with the placeholder text 'Select a club'. The search bar contains the text 'PCA Club'. Below the search bar, a dropdown menu is open, showing a list of search results. The first result is 'PCA Club (Brighton)', which is highlighted with a green border and has a checkmark icon to its right. An orange arrow points from the 'ADD' button to the search bar.

How to add credentials?

1. Click on **"My Profile"**
2. Click on **"Credentials"** and then **"Add Credentials"**



The screenshot displays the user interface for the Pony Club Australia website. At the top, a dark green navigation bar contains the following items: a hamburger menu icon, 'MENU', 'MY PROFILE' (highlighted with a red box), 'MEMBERSHIP', and 'EVENTS, COURSES & SHOP'. Below this is a teal header for 'MY PROFILE' with sub-tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. A secondary teal bar contains icons and labels for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS' (the latter is highlighted with a white background and a red arrow points to it from the right). Below this, a section titled 'Credentials' includes the text 'Below is a list of all your active, pending and expired credentials'. A dashed box highlights a '+ Add Credentials' button, with a red arrow pointing to it from the left. To the right of this button is a 'Credential Category' dropdown menu currently set to 'All'. At the bottom, a row of filter buttons includes 'Recent' (highlighted in orange), 'All', 'Active', 'Pending Approval', 'Expired', 'Awaiting Referral', 'Awaiting Response', and 'Inactive Pending Conditions'.

How to add credentials to your profile?

Members can add multiple credentials to their profile such as **Working with Children Check, Insurance – Certificate of Currency** etc.

Please contact Support@ponyclubaustralia.com [.au](http://ponyclubaustralia.com.au) for any questions or concerns



Select a credential type

Child Protection and Safeguarding Course	✓
Child Safeguarding in Sport Induction	✓
First Aid	✓
Horse Registration	✓
Insurance - Certificate of Currency	✓
Member Documentation	✓
PCA Coach - Horse Archery	✓
PCQC (D)	✓
PCQC (D*)	✓
PCQC (E)	✓
Working with Children check	✓