Managing Committee Changes: Key Steps

When there is a change in the committee, it is essential to follow these steps to ensure smooth operations and continuity.

1. Manage Stripe Account Access:

2. Update Admin Access and roles in the system:

Committees can use **Credential (Club)** or **Credential (Zone)** to store important documents. These platforms can serve as a central repository for files, ensuring easy access for future committees and supporting smooth transitions.
Here is the step-by-step user guide on how to store documents in JustGo -
https://ponyclubaustralia.com.au/wp-content/uploads/2020/06/Club-Credentials-How-to-guide.pdf

Credential (Club) ✔

Credential (State) ✔

Credential (Zone) ✔

Manage Stripe Account Access

It is recommended that at least **two active committee members** should have access to the club's Stripe account to maintain secure financial management. It is important to regularly review access permissions, adding new members as needed and removing outgoing members to prevent unauthorized access.

The Stripe Express account can be accessed through **JustGo** by navigating to **Menu > Payment Dashboard**.

In the Payment Profile section, you can manage key information, including **Business Details, Management and Ownership Details, and Payout Details**.
This section also allows you to update bank details, add new members, and remove outgoing members, ensuring that the club's financial operations remain accurate and secure.

View Stripe Dashboard button will re-direct the users to Stripe Express Account.

Link to Stripe Express Setup video - https://youtube.com/watch?v=G-AJrNOsD08

Please contact Support@ponyclubaustralia.com.au if you have questions or concerns with your Stripe Express Account.

How to update roles/admin access in the system?

The first step is to update the club roles in the system. Only relevant roles should be listed in the members' profiles. Any change in club admin access should be updated in the system. This also includes revoking club admin access to previous club administrators or committee members.

- Click on the **Club Members tile** and search for the member.
- Click on Profile and click on **"Club Roles"**
- Click on **"Update Roles"**
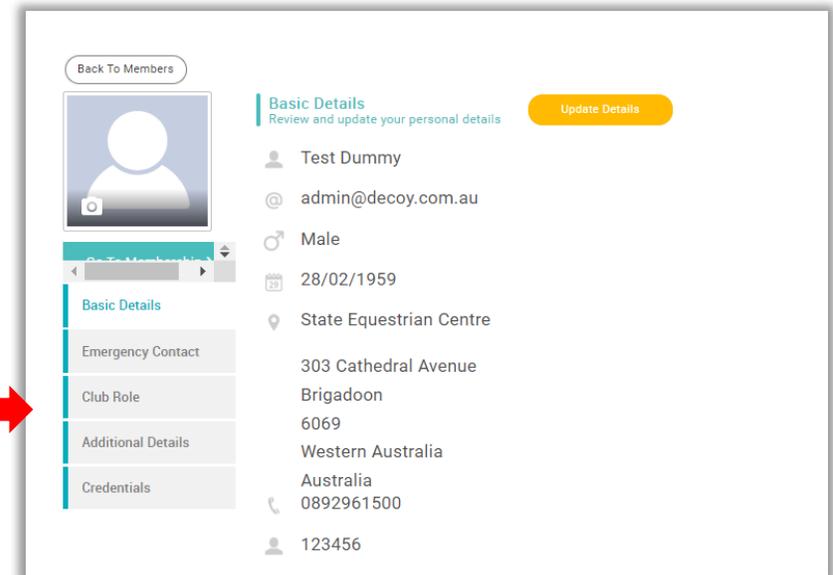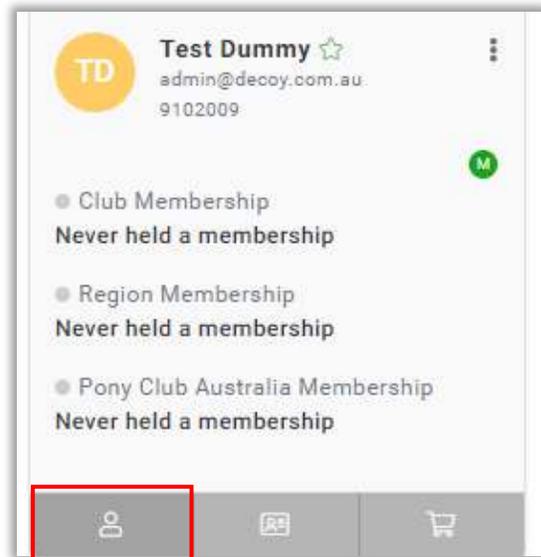
How to update roles/admin access in the system?

By clicking on the **"Club Administrator checkbox"**, the member will have club admin access. To revoke a member's club admin access simply untick the Club Administrator's checkbox.

Other roles can also be updated using the same process.