

National Facility Plan



Pony Club Australia is excited to embark on a **National Facility Plan** - a crucial step in understanding the full network of Pony Club facilities across the country. Every club, from the smallest grassroots venue to those capable of hosting major competitions, plays a vital role in ensuring a strong and connected future for Pony Club participation.

The initiative is about celebrating and strengthening the facilities that support our riders, ponies and communities. The project will include guidelines that provide a resource to help clubs plan improvements and strengthen access to funding.

Each Pony Club will have the opportunity to tell their unique story and have their needs recognised. The input will also help paint the bigger picture for decision makers at all levels of government, demonstrating the collective strength and value of Pony Club facilities nationwide.

National Facility Plan – Data Survey



The National Facility Plan – Data Survey has been created in JustGo to collect and record facility details for all Pony Clubs, including Zones.

The survey form is available under the **Club Members** tile in JustGo.

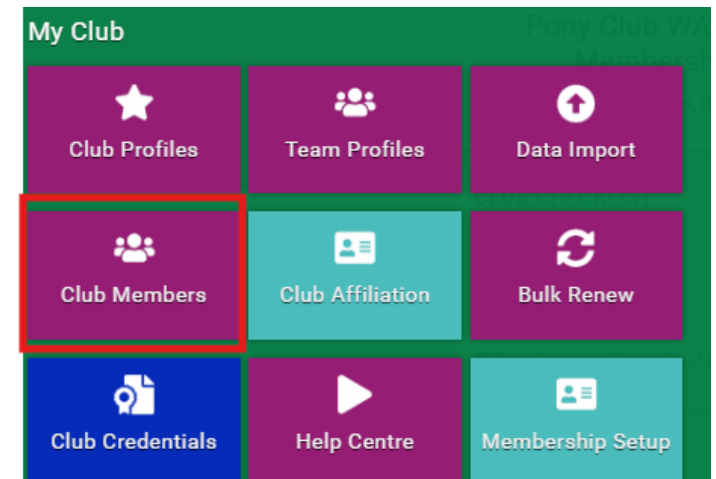
Steps for Pony Club administrators to access survey form:

Step 1: Log in to your **JustGo account**.

Step 2: From the dashboard, click on the **Menu** tab.



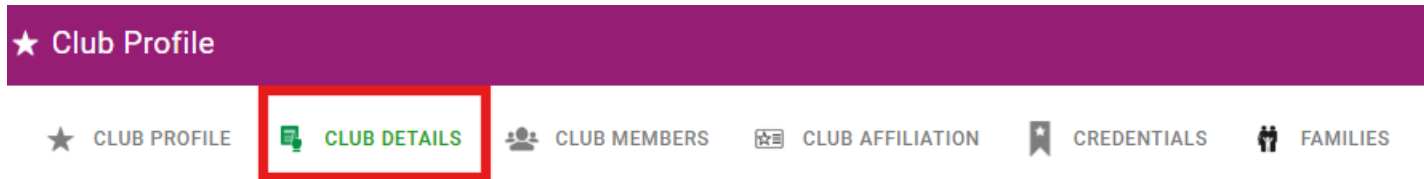
Step 3: Navigate to the My Club section and select the **Club Members** tile.



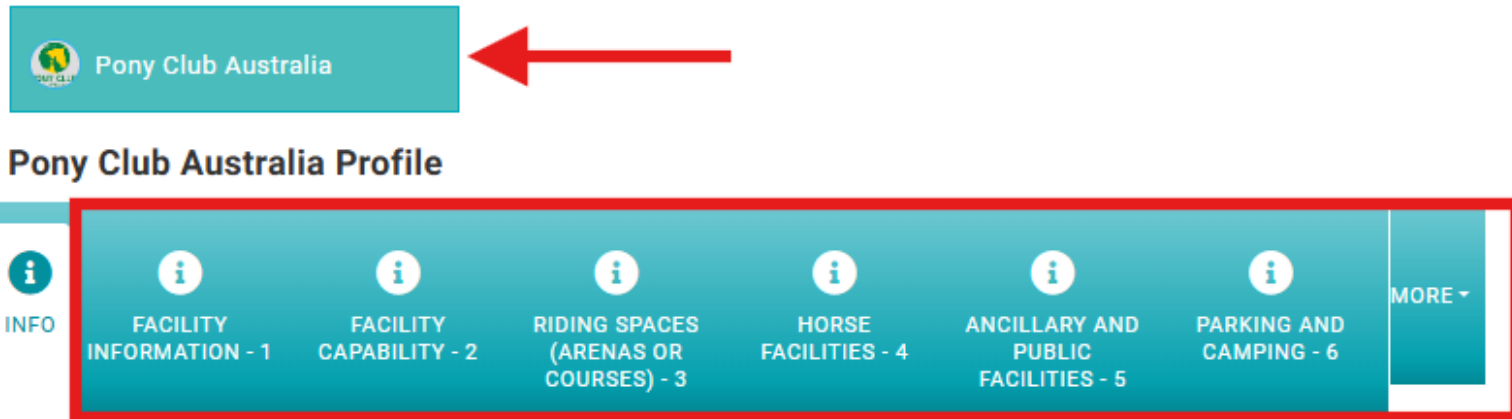
National Facility Plan – Data Survey



Step 4: From the top ribbon, select **Club Details**.



Step 5: Under the **Pony Club Australia** header, locate the National Facility Plan – Data Survey



National Facility Plan – Data Survey



Important Information about the survey form:

- The survey has been divided into **10 sections** for easy navigation and completion.
- Each section is numbered from 1 to 10.
- It is recommended to complete the sections in ascending order, starting with: **Facility Information – Section 1 through to Pony Club Capability – Section 10.**

Pony Club Australia Profile

A screenshot of the survey form's navigation bar, which is a teal-colored horizontal strip. It contains ten circular icons with a white 'i' inside, each representing a section of the survey. The sections are: INFO, FACILITY INFORMATION - 1, FACILITY CAPABILITY - 2, RIDING SPACES (ARENAS OR COURSES) - 3, HORSE FACILITIES - 4, ANCILLARY AND PUBLIC, PARKING AND CAMPING - 6, and MORE. A dropdown menu is open from the 'MORE' section, listing: EQUIPMENT - 7, OTHER INFORMATION - 8, NAME - 9, and PONY CLUB CAPABILITY - 10. Below the navigation bar, the text 'Mailing address' and 'Address Line 1' is visible, indicating the current section of the form.

INFO FACILITY INFORMATION - 1 FACILITY CAPABILITY - 2 RIDING SPACES (ARENAS OR COURSES) - 3 HORSE FACILITIES - 4 ANCILLARY AND PUBLIC PARKING AND CAMPING - 6 MORE ▾

Mailing address

Address Line 1

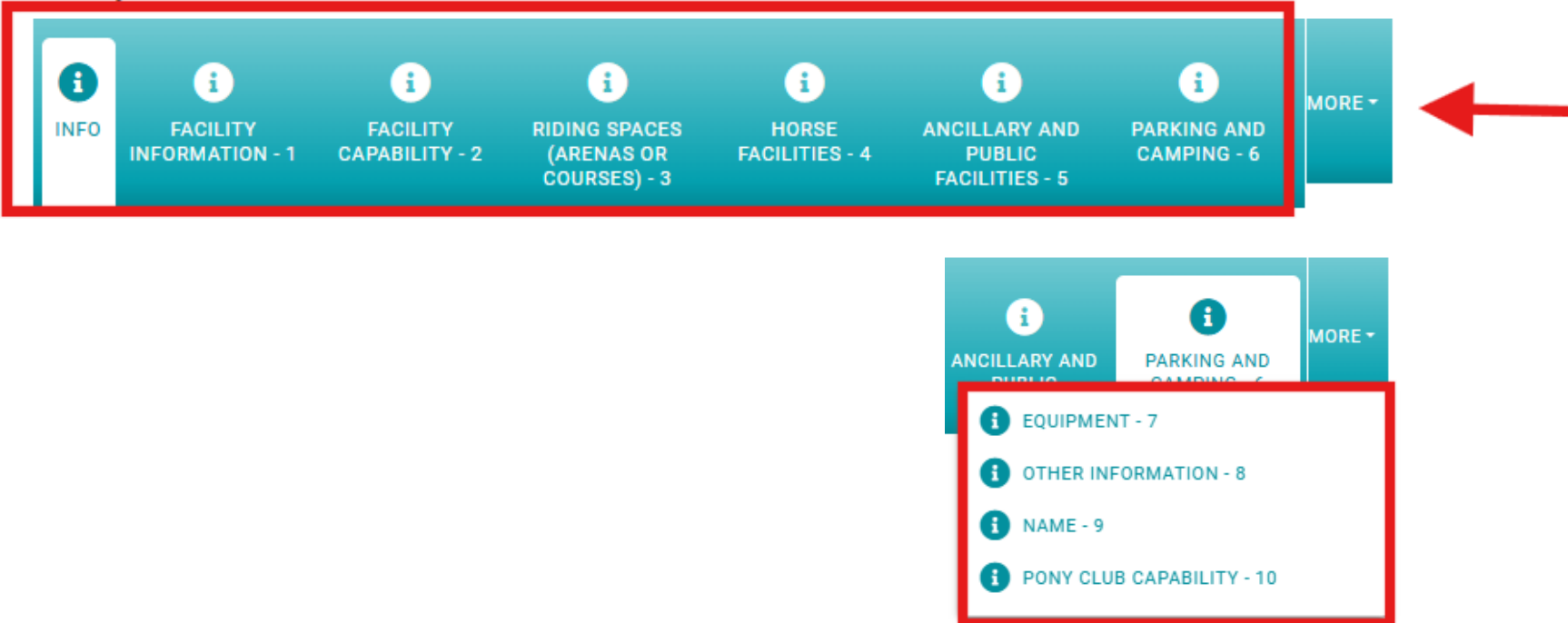
EQUIPMENT - 7
OTHER INFORMATION - 8
NAME - 9
PONY CLUB CAPABILITY - 10

National Facility Plan – Data Survey

Important Information about the survey form:

- The first **6 sections** are displayed in the top ribbon.
- **Sections 7, 8, 9, and 10** can be accessed by clicking the “**More**” dropdown on the ribbon.

Pony Club Australia Profile



The image shows a horizontal ribbon with seven sections, each with an information icon (i) and a label. The sections are: INFO, FACILITY INFORMATION - 1, FACILITY CAPABILITY - 2, RIDING SPACES (ARENAS OR COURSES) - 3, HORSE FACILITIES - 4, ANCILLARY AND PUBLIC FACILITIES - 5, and PARKING AND CAMPING - 6. A 'MORE' dropdown menu is located to the right of the sixth section. A red arrow points to the 'MORE' dropdown. Below the ribbon, a dropdown menu is shown, containing four items: EQUIPMENT - 7, OTHER INFORMATION - 8, NAME - 9, and PONY CLUB CAPABILITY - 10. A red box highlights the dropdown menu.

Section	Label
1	INFO
2	FACILITY INFORMATION - 1
3	FACILITY CAPABILITY - 2
4	RIDING SPACES (ARENAS OR COURSES) - 3
5	HORSE FACILITIES - 4
6	ANCILLARY AND PUBLIC FACILITIES - 5
7	EQUIPMENT - 7
8	OTHER INFORMATION - 8
9	NAME - 9
10	PONY CLUB CAPABILITY - 10

National Facility Plan – Data Survey



Important Information about the survey form:

- Certain questions are compulsory and must be completed before the system allows you to save the information. The form does not have a “Save & Continue” option, so each section must be fully completed before it can be saved.
- Certain questions include conditional logic, which may display additional questions based on your answers.
- Completing all 10 sections of the survey will take around 20 minutes.
- A YouTube tutorial video is included in the survey to guide users in measuring areas using Google Maps:
https://youtu.be/Ldf-Ro5_4To
This video tutorial is available before all measurement questions.
- A JotForm link is included in the survey—only use this link if your Pony Club uses a secondary facility. Primary facility details should be recorded in JustGo.
This link is also used to collect data from external facility organizations not affiliated with Pony Club Australia.

National Facility Plan – Data Survey



How to update Facility Data

If any facility information has been recorded incorrectly in JustGo or needs updating in the future, admins can easily make changes without completing the entire survey again:

- Select the section you want to update.
- Edit the answers to the relevant questions.
- Click **Save** to update the information.

The dynamic nature of the form ensures that any updates are automatically reflected in the reports.

For any questions or assistance, please contact at: Support@ponyclubaustralia.com.au