

## New TAPC Members Registration - Nominate Database Procedure

Go to the NZ Pony Club Association (NZPCA) Nominate database:

<https://nz.nominate.com.au/Clubs/RegistrationInformation.aspx?CID=388>

Read the General Information on the first screen carefully and, if you require grazing, ensure you have an approved grazing application before proceeding.

Complete <Member Registration> screen

### 1. Select <Membership category>

- a) **If you, the Adult Member, are not yet in the database, then set yourself up first.** Select either <Adult Member - Parent (full season)> if joining between 1st October and 31st March OR <Adult Member - Parent (winter)> if joining between 1 April and 30th September. The Riding Member U18 details will be collected later.
- b) **If you, the Adult Member, are already in the database (e.g. have been earlier set up with another sibling), then set your Riding Member U18 up.** Select either:
  - <Riding Member - Under 18 (full season)> if joining between 1st October and the last rally before Christmas, OR
  - <Riding Member - Under 18 (half season)> if joining between the last rally before Christmas and 30th March OR
  - <Riding Member - Under 18 (winter)> if joining between 1 April and 30th September.

### 2. Complete the <Member Details> <Residential Details> and <Other Information> sections.

- a) Leave <Member No> empty, this will be allocated by the system.
- b) Fields with a red asterisk are mandatory.
- c) A current system issue prevents most of the Mailing Address fields from being displayed - that's OK, we don't plan to mail out to you anyway.
- d) Click on <Next> when you've filled everything out

**MEMBER REGISTRATION**

1 Member 2 Family 3 Emergency Contact 4 Other Info. 5 Merchandise 6 Fees 7 Terms / Conditions 8 Process Payment

**Membership Category\***

**MEMBER DETAILS**

<b>Member No</b> <input type="text"/>	<b>First Name*</b> <input type="text" value="Test First Name"/>	<b>Last Name*</b> <input type="text" value="Test Last Name"/>	<b>Date Of Birth*</b> <input type="text" value="27/11/1965"/>
<b>Sex*</b> <input type="text" value="Female"/>	<b>Email*</b> <input type="text" value="a.williams.nz@gmail.com"/>	<b>Alternate Email1</b> <input type="text" value="a.williams.nz@gmail.com"/>	

**RESIDENTIAL ADDRESS** COPY TO MAILING ADDRESS

<b>Address*</b> <input type="text" value="19 Brentwood Avenue"/>	<b>Suburb*</b> <input type="text" value="Mt Eden"/>	<b>Country</b> <input type="text" value="New Zealand"/>	<b>State*</b> <input type="text" value="Auckland"/>
		<b>Post Code*</b> <input type="text" value="1024"/>	<b>Mobile*</b> <input type="text" value="021751220"/>

**MAILING ADDRESS**

Country  
New Zealand

**OTHER INFORMATION**

Are you a Certificate Examiner \*  
 Yes  No

If Yes at What Level  
Not Applicable

**TE ATATU PONY CLUB MEMBERSHIP**

NEXT

**3. If you have been setting up your <Adult Member - Parent> details, the next screen, <Family> is where you enter your Rider under 18 information.**

Make sure you select the correct Riding Member U18 membership category. All the membership categories include levies that we pay to our associated National, Area and District organisations, but the amount of coaching you pay for will vary depending on when in the season you join:

- <Riding Member - Under 18 (full season)> if joining between 1st October and the last rally before Christmas, OR
- <Riding Member - Under 18 (half season)> if joining between the last rally before Christmas and 30th March OR
- <Riding Member - Under 18 (winter)> if joining between 1 April and 30th September.

If you have used the previous screen to set up your Riding Member U18 information you won't see the Family Members screen but will go to the <Emergency Contact> details screen next.

**FAMILY MEMBERS**

Family Membership Category\*  
 Riding Member U18 (full season) @ \$370.00

Title: --Select--  
 First Name\*: Test Child Name  
 Last Name\*: Test Child Surname  
 Email\*: a.williams.nz@gmail.com

Date Of Birth\*: 27/07/2008  
 Sex\*: Male

Phone:   
 Mobile\*: 021751220

**OTHER INFORMATION**

What Certificate Level do you currently have? \*  
 C

ADD FAMILY MEMBER

PREV

NEXT

4. Complete the <Emergency Contact> information.

**MEMBER REGISTRATION**

**EMERGENCY CONTACT**

Contact Name\*: Test Contact Father  
 Home Phone:   
 Work Phone:   
 Mobile Phone\*: 021 751230

Email: kgshackleton@gmail.com  
 Relationship\*: Father

SAVE

If you would like to add multiple emergency contacts, please click on the save button after adding details. Once saved, you can add the next contact's details.

PREV

NEXT

## 5. Add any additional <Merchandise> you want to purchase from Te Atatu branch.

All Riding members must wear an Te Atatu PC t-shirt on rally nights. Long sleeves are required for any cross country jumping but most riders find these quite hot to ride in over summer. To keep costs down, especially for riders that are still growing, most start with a short sleeved t-shirt, and on rallies when they do cross country they put a light, long sleeved shirt of any kind under their PC t-shirt. After a season or two they might go on to purchase the long sleeved t-shirt.

**MEMBER REGISTRATION**

1 Member2 Family3 Emergency Contact4 Other Info.5 Merchandise6 Fees7 Terms / Conditions8 Process Payment

**MERCHANDISE**

Item	Price	Size	Quantity
Te Atatu Pony Club T Shirt - Short Sleeved	\$65.00	<input type="text" value="Youth 12"/>	<input type="text" value="1"/>
Te Atatu Pony Club T Shirt - Long Sleeve	\$65.00	<input type="text"/>	<input type="text" value="0"/>
West Auckland District Badge	\$15.00	<input type="text"/>	<input type="text" value="1"/>

PREVNEXT

## 6. Complete the <Fees> screen.

If you are new to Te Atatu Pony Club you will need a key to open the club rooms and the equipment containers. You need to pay a \$50 security deposit for the key which will be refunded when you leave if you return it.

**MEMBER REGISTRATION**

1 Member2 Family3 Emergency Contact4 Other Info.5 Merchandise6 Fees7 Terms / Conditions8 Process Payment

**FEEES**

Select Fees	Fees Description	Amount
<input checked="" type="checkbox"/>	Gate Key	\$15.00
<input checked="" type="checkbox"/>	Gate Key Security Deposit (refundable on return of key)	\$50.00


PREVNEXT

## 7. Read and accept the NZPCA Terms and Conditions information.

**MEMBER REGISTRATION**

1 Member2 Family3 Emergency Contact4 Other Info.5 Merchandise6 Fees7 Terms / Conditions8 Process Payment

**DISCLAIMER STATEMENT**

  
**MEMBERSHIP DECLARATION**

**Accuracy:** The details set out in this Membership Form are true and correct. If they change I acknowledge that I am required to notify the Branch, Club or Area of the changes in writing as soon as possible after they occur. If the details provided are not true or are misleading I acknowledge my membership may be terminated at the discretion of the Branch, Club, Area or NZPCA

**Bound by Rules:** I will be bound by the constitutions, regulations, policies, manuals, and reasonable directions of the Branch, Club, Area and NZPCA.

**Accept Risk of Pony Club Events and Activities:** I have voluntarily accepted and assumed the inherent risk of danger and injury in Pony Club Events and Activities.

**No liability:** I will not hold the Branch, Club, Area or NZPCA or their respective officers responsible for any claims, losses and expenses and costs (including legal costs) which may arise from or in connection with my membership and/or participation in any activity authorised or recognised by the Branch, Club, Area or NZPCA except in the case of gross negligence or a willful act or omission on the part of the Branch, Club, Area or NZPCA.

**Indemnity:** I indemnify the Branch, Club, Area and NZPCA from all claims, losses and expenses (including legal costs) suffered or incurred at any time as a result of, or resulting directly or indirectly from, my failure to observe the constitutions, regulations, policies, manuals, guidelines and reasonable directions of the Branch, Club, Area and NZPCA respectively.

**Medical Declaration:** I am medically and physically fit and do not suffer from any injury, disease or condition (either physical or mental) that would affect my ability to safely participate in any authorised or recognised activities of the Branch, Club, Area or NZPCA. If I am unsure about this declaration, or suffer from such a condition I have either listed it on this form or I am aware that I must bring it to the attention of the Branch, Club, Area and NZPCA

**Privacy:** I agree that the Branch, Club, Area and NZPCA can collect, hold, use and disclose my personal information as provided on this Form (and any updated or additional personal information the Branch, Club, Area or NZPCA obtains from me (including any photo or other record of my image) for the purposes of:

- a) processing my application for membership including notifying the Branch, Club, Area and NZPCA of the information on this form for the purposes of the Branch, Club, Area and NZPCA compiling a register of members, compiling a national database of members (accessible only in accordance with the Constitution and Regulations of NZPCA), and for requesting me to renew if my membership lapses;
- b) putting my name and contact information on the Branch, Club and Area's membership list for use by other members of the Branch, Club and Area;
- c) publishing any of the Pony Club Events and Activities results in the Branch, Club, Area and/or NZPCA's newsletters and on their websites;
- d) selecting and publicly naming competitors and teams to represent the Branch, Club, Area and NZPCA in Pony Club Events and Activities;
- e) providing me with information and activities relating to the Branch, Club, Area and NZPCA and other Pony Club Event and Activity matters;
- f) including my photograph or other imagery on the Branch, Club, Area and/or NZPCA website, in newsletters, annual reports, or similar official publications;
- k) any other purpose I agree to in writing

**Use, Security and Access:** I understand that my personal information will only be used for the purposes listed in paragraph 7 above and in accordance with the NZPCA Constitution and Regulations, and that:

- a) my personal information will be held securely;
- b) I will have access to my personal information under the Privacy Act; and
- c) my personal information will be corrected upon request.

**Continued Membership:** I understand that upon payment of my membership fee(s), if I am accepted to membership, I will become a member of the Branch (if applicable), Club, Area, and NZPCA and that by paying such fee(s) by the due date(s), I will continue to be a member of the Branch (if applicable), Club, Area and NZPCA for the duration of my membership as specified in accordance with the NZPCA Constitution, unless I resign or my membership is terminated.

**Interpretation:** Every reference to "I" and "my" in this document includes the applicant and the parent/guardian/caregiver of the applicant (if applicable).

*Copies of constitutions, regulations, policies and manuals of the Branch, Club, Area and NZPCA can be obtained by contacting your Branch, Club, Area or NZPCA via <http://www.nzpca.org/>*

<http://www.nzpca.org/asset/downloadasset?id=bb0f505c-4756-426c-9ba1-04fac0cae82>

I Accept the Terms & Conditions

PREV

NEXT

## 8. Review the <Process Payment> screen and then make your payments

You are required to pay the NZPCA national body levies online, using a credit card or paypal, at the time you join. For Adults this is \$15 and for members U18 and 18-25 these are both \$40 NZPCA. There are no fees added to this payment.

You must also decide whether to pay the rest of your membership the same way (online with credit card or paypal) OR you can pay Te Atatu Pony Club directly.

**We recommend you proceed to <Pay the Club Directly> as you won't be charged any admin or credit card fees.**

If you prefer to pay the rest of your membership online now, click on either <Make a Payment> or <Check out with Paypal>. You will be charged the following additional fees:

- There is a 3.5% Nominate Admin Fee charged on the Branch/Club portion of fees being paid online
- Payments by Amex there is an additional 3% Bank Fee
- Payments by Pay Pal there is an additional 1% Bank Fee
- Payment by Visa or Mastercard there is no additional Bank Fees applied.

Your membership application then sits as "pending" until reviewed and approved by the branch

**MEMBER REGISTRATION**

1 Member
2 Family
3 Emergency Contact
4 Other Info.
5 Merchandise
6 Fees
7 Terms / Conditions

3 Process Payment

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**MEMBERSHIP DETAILS**

Member No.	Email	Alternate Email1	Alternate Email2
Member Name Test First Name Test Last Name	Date Joined 30/05/2020 7:16:36 AM	a.williams.nz@gmail.com	
Residential Address 19 Greenwood Avenue	MI Eden, Auckland, 1024	021751220	
Working Address 19 Greenwood Avenue	MI Eden, Auckland, 1024	Ext.	

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**FAMILY DETAILS**

#	Title	First Name	Last Name	Family Membership Category
1		Test Child Name	Test Child Surname	Pending Member U18 (Full season)

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**MEMBERSHIP TYPE**

Membership	Amount
Adult Member - Parent (full season)	\$30.00
Additional family members	\$370.00
Gate Key	\$15.00
Gate Key Security Deposit (refundable on return of key)	\$50.00
<b>Total cost</b>	<b>\$485.00</b>

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**YOUR ORDER**

Merchandise Item	Price	Size	Qty	Amount
Te Atatu Pony Club T Shirt - Short Sleeved	\$65.00	Youth 12	1	\$65.00
Wear Auckland District Badge	\$15.00		1	\$15.00
<b>Total cost</b>				<b>\$80.00</b>

Club Processing Fee \$17.15

**Total cost** **\$582.15**

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**PAYMENT INFORMATION**

Select Card Type\*  
--Select--

Expiry Date\*  
/ / month/year(MMYY)

Card Number\*

Verification Code\*  
[allow me where to find?](#)

The following surcharges apply

Amex 3%

PayPal 1%

PREV
MAKE A PAYMENT
CHECK OUT WITH
PayPal
PAY THE CLUB DIRECTLY

9. If you have selected to <Pay the Club Directly> then pay the NZPCA National Body Fee

Complete the screen. No additional admin, credit card or paypal charges will be incurred.

NOMINATE NZ CLUBS

Join a Club Login Menu

WESTAUCKLANDDISTRICT-TEATATU

NATIONAL BODY FEE

You must pay the National Body Fee by credit card or PayPal

**PAYMENT INFORMATION**

Total Cost  
\$55.00

Select Card Type\*  
--Select--

Card Number\*

Expiry Date\*  
/ month/year(MM'YY)

Verification Code\*  
[show me where to find?](#)

VISA MasterCard AMERICAN EXPRESS

The following surcharges apply:

AMEX	3%
PayPal	1%

MAKE A PAYMENT Check out with PayPal

10. Receipt generated.

The screen will advise that you have been emailed a receipt. The following details are also presented on the receipt.

NOMINATE NZ CLUBS

Join a Club Login Menu

WESTAUCKLANDDISTRICT-TEATATU

CLUB MEMBERSHIP RECEIPT

You will be emailed a membership application receipt. You will need to pay the club directly before your membership is processed.

**MEMBERSHIP DETAILS**

Invoice No. 48891	Invoice Date 30/05/2020	Receipt No.	Payment Type
Member No. 102014	Email tony@hseconnect.co.nz	Member Name Tony Hutchinson	Date Joined 30/05/2020
Residential Address 13 Mita Road TITIANGA, Auckland, 0904	Home Phone	Postal Address	Work Phone Ext.
Mobile Phone 022843832	Date Of Birth 10/11/1988		

Amount \$55.55 paid online as National Body Fee.

You can log in to your club membership account at [www.nominate.com.au/clubs](http://www.nominate.com.au/clubs)

Your member ID is: 104952  
Your password is: C1EC6E

You can use the member portal to buy merchandise, update your personal details and renew or upgrade your membership.

**EMERGENCY CONTACT**

#	Contact Name	Home Phone	Work Phone	Mobile Phone	Email	Relationship
1	Megan Findlay	0276232625	0800473111	0276232625	meg.hutch@tra.co.nz	Mother

**FAMILY DETAILS**

#	Title	First Name	Last Name	Date Of Birth
1	Ms	Sophie	Hutchinson	02/09/2009

**MEMBERSHIP TYPE**

Membership	Amount
Adult Member - Parent (winter)	\$27.00
Additional family members	\$82.00
Gate Key	\$15.00
Gate Key Security Deposit (refundable on return of key)	\$50.00
<b>Total:</b>	<b>\$154.00</b>

**YOUR ORDER**

Merchandise Item	Price	Size	Qty	Amount
Te Atatu Pony Club T Shirt - Short Sleeved	\$65.00	Youth 12	1	\$65.00
West Auckland District Badge	\$15.00		1	\$15.00
<b>Total:</b>				<b>\$80.00</b>

<b>Grand Total:</b>	<b>\$234.00</b>
National Body Fee:	-\$55.55
<b>Final Amount:</b>	<b>\$178.45</b>

You need to pay this amount to the club directly.

**CLUB BANK ACCOUNT DETAILS**

Account Name :	Te Atatu Pony Club
BSB :	12-3038
Account Number :	0024306-000

**PRINT INVOICE**

**FINISH**