



President: Ann Olsen

# Pony Club Association South Australia

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PATRON: Caroline Schaefer

# MEMO

## My Pony Club Data Base

PCASA have someone who is willing to help train members in using My Pony Club Data Base. We will be looking to run training in zones, where clubs send a member or two to a central point.

Before attending a training session you need the following:

- (1) To be put as admin for the club and have logged in - and had bit of look around on the site prior to get-together. (on either the live site or the training site)
- (2) Have a device (laptop/tablet) that they can connect to the internet
- (3) Prefer to use Chrome or Explorer as browser (these are ones I am familiar with but someone capable should be able to manage with different browser it is just that things show slightly differently in different browsers)
- (4) Know what the amount of the fees the club retains (if using live site)
- (5) Know details of 2 or 3 people who are current members so all their details can be entered into database.

PCASA need to ensure that **all** database admins have received appropriate training prior to accessing the database in accordance with the PCA Database Policy.

So if you are an **admin** for your club, zone or state for the My Pony Club Data Base you may be in breach of said policy if you have not had appropriate training in how to use the My Pony Club Data Base before you use it. So please do not use it as an **admin** until you have received appropriate training. By all means have a look around the site prior to training as requested by Margaret.

Ann Olsen  
State President

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