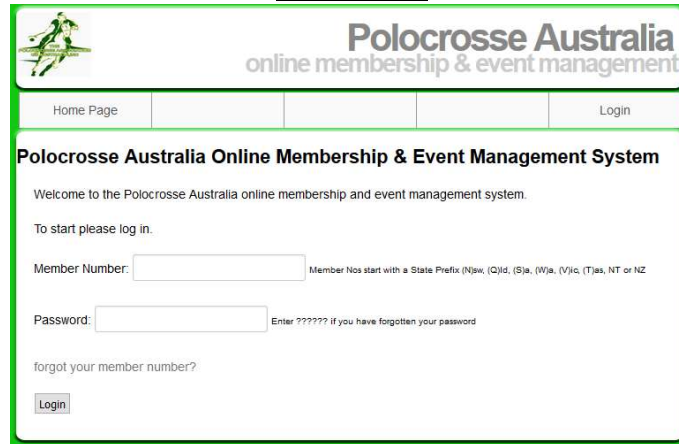


**POLOCROSSE AUSTRALIA**  
**NATIONAL DATABASE MANUAL**  
**MEMBERS**



The screenshot shows the login page for the Polocrosse Australia online membership & event management system. At the top left is a logo of a person on a horse. To the right of the logo is the text "Polocrosse Australia" in a large font, with "online membership & event management" in a smaller font below it. Below the header is a navigation bar with "Home Page" and "Login" links. The main content area is titled "Polocrosse Australia Online Membership & Event Management System". It contains a welcome message: "Welcome to the Polocrosse Australia online membership and event management system." followed by "To start please log in." There are two input fields: "Member Number:" and "Password:". The "Member Number" field has a small note: "Member Nos start with a State Prefix (Nsw, Qld, (S)a, (W)a, (V)ic, (T)as, NT or NZ". The "Password" field has a note: "Enter ?????? if you have forgotten your password". Below the password field is a link: "forgot your member number?". At the bottom left of the form is a "Login" button.

Website Address: [www.nswpolocrosse.org.au](http://www.nswpolocrosse.org.au)

Or through your State Website link


- Log into the Database using your Member Number and Password
- Member numbers start with the state's first letter followed by a six digit number (e.g.: Q, S, NT, W, T or N).
- New member's passwords are automatically set as the postcode of their registered address; the system will request that this is changed at the point of initial login.
- Do not use the following: . # / \ \* when inputting any information eg: Ph No, Address.
- Date of Birth (DOB) must be entered in the following format 01/01/1998.
- DOB is important for playing members as it determines their correct playing category i.e. sub junior, junior, intermediate, open player or masters.
- If a DOB is entered into the database incorrectly please contact the State Administrator to rectify, this is the only position able to change this.

**Index – How to use**

- Part 1 Members database – Members Functions
  - View/Change Contact Details
  - Manage Horses Information
  - Nominate for State/National Events
  - Renew & Pay Membership
  - Upgrade Your Membership
  - Lodge an Interstate Transfer Application
  - Change Password

## PART 1

### Members Database use - Personal Functions



QLD Polocrosse  
online membership & event management

<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**Logged In!**

You are now logged in, Jenny!

[Continue To My Home](#)

[Logout](#)



QLD Polocrosse  
online membership & event management

<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**QLDPA Online Membership System**


You are now logged in to the QLD. Polocrosse online membership system, Jenny!

You are currently logged in as a "Member" and you can use the following functions on the buttons above:

[Personal Functions](#)

[Logout](#)

**CLICK PERSONAL FUNCTIONS TO CONTINUE:**



QLD Polocrosse  
online membership & event management

<a href="#">My Home</a>	<a href="#">Personal Functions</a>	<a href="#">Logout</a>
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**Personal Functions**

You can:

- [View/Change your details.](#)
- [Manage Horses.](#)
- [Renew your membership.](#)
- [Upgrade Your Membership.](#)
- [Lodge An Interstate Transfer Application.](#)
- [Enquire On My Interstate Transfer Application.](#)
- [Change your password.](#)
- [Nominate for a State or National Event.](#)

[Logout](#)

### View/Change Details

- Personal Details – View or Change your personal contact and address information under this tab.
- Membership Details – All your current club/state membership information.
- Grades & History – Player, Coach and Umpire grade and information.
- Pool Player Details – Update your pool player information. (e.g.: Preferred Position, Play Open, Play Juniors Only)
- Profile – Edit your picture here and interesting information.

### Manage Horses

- Enter information for your 1<sup>st</sup> and 2<sup>nd</sup> horses that you wish to play at State/National competitions this season. (Please enter your 1<sup>st</sup> choice horse as No 1 horse.)
- This will include horses name, age and ASH information.

### Renew your Membership

- **CLUB FEES MUST BE PAID AND YOU NEED TO BE MARKED OFF AS A CLUB MEMBER BY YOUR CLUB SECRETARY BEFORE YOU CAN RENEW YOUR MEMBERSHIP.**
- Renew a member – Please check all your contact details and date of birth are correct before completing this page to renew your membership.
- Check that the **membership category** is correct or change it to the right one.
- Tick the box to accept the Above Renewal Details Are correct.
- Tick the Rick Management Box.
- Authorise/ not authorise use of photos but the PAA for videos and promotion of the sport.
- State playing fees are listed on this page.
- Click on Pay Now and then click renew membership
- Pay through the Bendigo bank by credit or debit card
- Print off a copy of your invoice for your records.
- Your Membership Status will show as Financial immediately.

### Upgrade Your Membership

- Trial/Limited and One Carnival Player will upgrade and pay here to become a financial player for the whole year.
- Change the Membership Category to the one you want then click on Upgrade membership.
- Pay with your credit / debit card.

### Lodge an Interstate Transfer Application **for Financial members ONLY**

- When you wish to transfer Interstate you need to choice which state you are going to and then click select state.
- Then complete the Membership Details section at the bottom of the page with the Zone and Club you wish to transfer to. Click on submit.
- Your transfer will now go to the club you are going to and from, the two state Directors of Umpiring that you are leaving and going to and also the PAA director of Umpiring for approval before the transfer takes place.
- **Unfinancial members contact your state secretary to change playing states.**

### Enquiry on my Interstate Transfer Application

- You can see here which club and states have approved your transfer.

### Change Your Password

- Change your Password here.

### Nominate for a State or National Event

- When the State Association calls for nominations for State or National teams you will nominate here.
- Tick the nominate box against the event you are nominating for and then click submit page.
- The date nominated will show up and this is **confirmation** that your nomination has been processed to the state office.
- You will be automatically nominated on your 1<sup>st</sup> and 2<sup>nd</sup> horses listed on your Manage Horses page.

### Logout

- To exit the database.

