



# Inviting Members to your Club

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User Guide for JustGo

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# Purpose of this Guide

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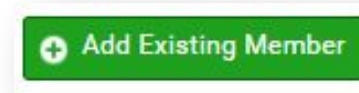
Detailing the process for inviting existing members or new members to your club.

# How to invite existing members?

From the **Club Profile** section, go to the **Club Members** tab and click on **Add Existing Member**.

In the pop-up complete the existing member information. You can use the member email and date of birth/MID or the member MID and date of birth.

The member will receive an email on the registered email address with a link to confirm the interest to join your club. The club, zone and state are automatically connected to that member.



Add Existing Member

**Step 1**  
Enter the email address of member you wish to add

Email Address

Use [Membership Number](#) instead

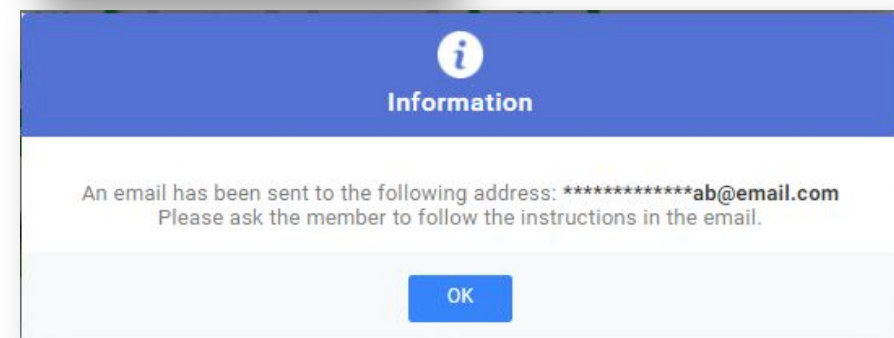
**Step 2**  
Enter the date of birth of the member you wish to add or their member number

Date of Birth  
Day   
Month   
Year

OR

Membership Number

**Send Verification Email**



# How to invite new members?



From the **Club Profile** section, go to the **Club Members** tab and click on **Add New Member**.

In the pop-up complete the new member information. Complete all the mandatory fields and click **Continue**.

The member will receive an email on the registered email address with a link to verify the email address.



**Add member**

First Name:  Last Name:

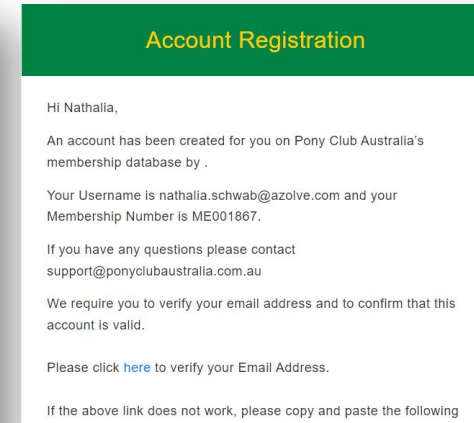
Email Address:

Contact Number:

Date of Birth:

Gender:  Male  Female  Non-Binary

Username:



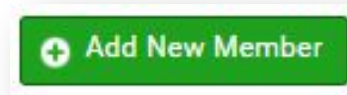
# When the member will become available in my club?



When **adding an existing member**, the member will only appear in your club member list after confirming via the Membership Email email link.

When **adding a new member**, the member will automatically appear in the the club members area.

**Please note:** In both cases you need to approve the member in your club after the adding process.



**Add member**

First Name: Nathalia Last Name: Schwab

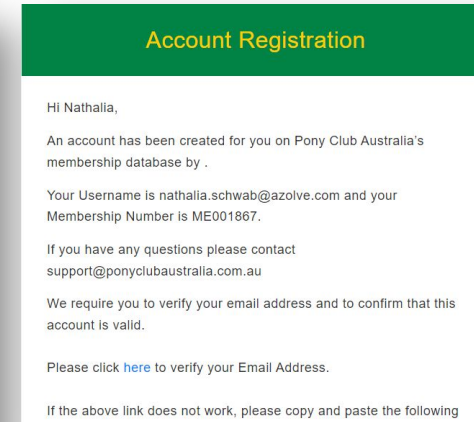
Email Address: nathalia.schwab@justgo.com

Contact Number: 123456789

Date of Birth: 19 03 1987

Gender:  Male  Female  Non-Binary

Username: nathalia.schwab@justgo.com



# Need further assistance?

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If you require further assistance then please contact [support@ponyclubaustralia.com.au](mailto:support@ponyclubaustralia.com.au)