



PELHAM

NEWSLETTER

Issue 31 - 21/12/2022

Dear all,

As this will be the final Newsletter of 2022, the Membership & Technology team at The Pony Club would like to wish you all a very Happy Christmas and we are looking forwards to some really exciting developments in 2023.

We would also like to thank all of you for the hard work you do in support of our Members, fellow Volunteers and promoting the use of the core database, PELHAM.

Main updates this month are:

- Membership Renewal push
- DC and Treasurer Branch emails – REMINDER and UPDATE
- Change of Committee process
- Relaunch of Pelham support site - <https://pelham.pcuk.org/>
- Update on Events Module
- Recent System Changes
- Plans for 2023
- System Issues / Support

Membership Renewals 2023

Members with an expiry date between 1 January and 28 February 2023 have now received their additional email to remind them to renew. This is a bulk email in addition to the standard email renewal reminders and so is not visible from within Pelham. It will direct them to the portal if they have used it previously.

2023 Membership forms are now available from the Find a Club page on the website: [Find a Pony Club Branch or Centre \(pcuk.org\)](#)

The office is closed between Christmas and the New Year however the Membership team will be providing a skeleton support service. Please email queries to membership@pcuk.org in the first instance rather than call the office

DC and Treasurer Branch emails

These have now been sent to all Branches. Please note, there was an ERROR in wording on the Treasurer email, where the 'Details for the xxx Branch DC login are as follows:' wording was not updated.

PLEASE NOTE: All emails sent to the Treasurer will be copied to the DC so that they are also updated; there should be no need to share access to these emails.

PLEASE NOTE: these are for EMAIL use only and CANNOT be used for Pelham login, that continues to be the Branch email address and/or your read-only account.

From **1st February 2023**, these emails will be updated in Pelham; all Branch DC approval emails will then go to these email addresses. Any personal / other Branch email addresses held against the DC and Treasurer **roles** will be replaced but will remain on your personal contact records. We hope this gives enough time for you to set up and make any organisational changes you may need to do at Branch level.

Please contact us on database@pcuk.org if you have any issues with setting them up.

Change of Committee process

Changes of DC, Secretary and Treasurer must be handled by the office. Please do not try to make these changes at the Branch.

DC change – follow Change of DC instructions here: [Branch Official Roles | The Pony Club \(pcuk.org\)](https://www.pcuk.org/branch-official-roles)

Secretary – please email Volunteering@pcuk.org with the required change

Treasurer – please email Finance@pcuk.org with the required change; the form should also be available on Branch Official Roles page shortly.

Relaunch of Pelham Support Site

We are very pleased to announce that we have relaunched the Project site, with more information and links to the training documents, newsletter and, from January, new Events update page. We are now able to keep this site updated more easily and frequently. For now, we have kept the original structure so you can find things easily but over time we will streamline it so that it's easier to search for information.

The Support option to submit tickets is not changed.

Update on Events Module

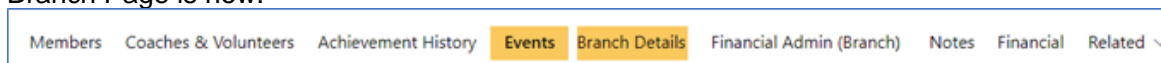
We are very pleased to report that we have completed our Sandbox testing of EntryMaster and are moving to a small live Pilot. Subject to this being successful, we will open EntryMaster to other Branches who are either already using it or have expressed an interest to use it from early January.

The 3 other systems, Horse-Events, HorseMonkey and MyRidingLife have all now started their development so I will share timelines with you as soon as they become available. Please note we will NOT be turning Unity off until **all 4 systems are available** and Branches have had sufficient time to use an alternative system.

Recent System Changes

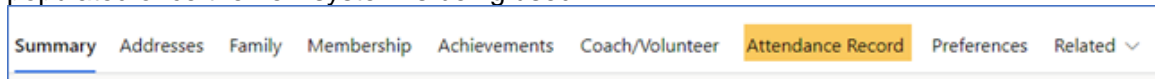
Changes to the Branch and Contact pages have been made ready for the Events Module.

Branch Page is now:



The Events tab will take you to any of your events once you start using the new system (not Unity) and the General tab has been renamed Branch Details.

The individual contact page now has a tab for rally/event attendance, again this will be populated once the new system is being used.



Priorities for 2023

High level objectives for 2023 include:

- Complete roll-out of Events module across the UK and remove Unity from use
- Complete implementation of Branch emails in Microsoft
- Update of Branch website (with Marketing team)
- Improve document management systems, to share policies and critical documents more widely and reduce the reliance on the pcuk.org website
- Complete Coaching update by adding Assessor roles and external qualifications

Support

Please remember to use the project site with all the user-guides and updated videos:

<https://pelham.pcuk.org/branches>

Please report any issues or questions via the Pelham support hub:

<https://pelham.pcuk.org/support>

NB when reporting issues, please do provide as much information as possible, including branch name, name/number of the contact/member with whom the issues is associated.



The Pony Club

The Pony Club, Lowlands Equestrian Centre, Old Warwick Road, Warwick, CV35 7AX

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