



# PELHAM

## NEWSLETTER

Issue 30 – 30/11/2022

Dear all,

Please see below information about recent changes on Pelham.

Main updates this month are:

- Membership Renewal push
- DC and Treasurer Branch emails
- Update on Events Module
- Read-only Access
- System Issues / Support

### **Membership Renewals 2023**

The majority of our renewals still fall in January and February. We are therefore going to send an additional email reminder to the members with an expiry date between 1<sup>st</sup> January and 28<sup>th</sup> February next week, w/c 5<sup>th</sup> December. This is a bulk email in addition to the standard email renewal reminders. It will direct them to the portal if they have used it previously.

2023 Membership forms will be available from the Find a Club page on the website from 5pm 1<sup>st</sup>

December: [Find a Pony Club Branch or Centre \(pcuk.org\)](https://www.pcuk.org)

### **DC and Treasurer Branch emails**

From Monday 5<sup>th</sup> December we will be sending out the new email addresses and passwords for Branch DC and Treasurer, including guidance for how to set this up – see below.

Branch DC/DC2

[dc.branch@pcuk.org](mailto:dc.branch@pcuk.org)

Branch Treasurer

[treasurer.branch@pcuk.org](mailto:treasurer.branch@pcuk.org)

We will be supporting the use of Outlook for these emails - they are Microsoft emails so Gmail cannot be used. In time, this will assist in the sharing of documentation around The Pony Club as a whole and the move is part of our strategic direction.

The reason for providing DC and Treasurer specific email addresses is:

- To ensure we can send emails to GDPR (General Data Protection Regulation) compliant email addresses when we need to correspond with DC's over sensitive matters
  - To maintain GDPR compliance you MUST NOT share your DC email other than with a Joint DC.
  - AR's (Area Representatives), BOD's (Branch Operations Directors) and staff may use the DC address for sensitive information which must not be disclosed to other committee members.
  - Information for DC's and other Branch matters not of a sensitive nature will be sent to both the DC and Branch email as today.
  - Emails with sensitive Finance information will be sent to [treasurer.branch@pcuk.org](mailto:treasurer.branch@pcuk.org)
  - To allow easy transfer of correspondence between a volunteer stepping down and another taking over. Password reset will be required on hand-over.

From 1<sup>st</sup> February, 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.

We will then migrate the current Branch email addresses from Gmail to Outlook and provide guidance once more on how to set them up. All existing emails and contacts will be included in the transition from Gmail to Outlook.

Guidance on setting up new email accounts:

These accounts are best set up for use in Outlook (see below) - you will be asked to update the password when your first set it up. If you have any issues, please contact [database@pcuk.org](mailto:database@pcuk.org) or call the office on 02476698300 and select the option for IT.

We recommend only the following versions of Outlook, other clients are available but will not be supported by The Pony Club staff:

Outlook for windows: <https://apps.microsoft.com/store/detail/outlook-for-windows/9NRX63209R7B>

Outlook for Iphone: <https://apps.apple.com/us/app/microsoft-outlook/id951937596?platform=iphone>

Outlook for Ipad: <https://apps.apple.com/us/app/microsoft-outlook/id951937596?platform=ipad>

Outlook for Android:

[https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en\\_GB&gl=US](https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en_GB&gl=US)

Outlook Web Access (Via a browser) <https://outlook.office.com/mail/>

Outlook for mac: <https://apps.apple.com/us/app/microsoft-outlook/id985367838?mt=12>

Alternatively using a version of Outlook 365 which you have purchased from Microsoft.

To get started, simply download the software for your device above and when asked for your login details, use the email and password provided below.

Although we recommend Outlook for Mac we are purely Windows in the office, so do not have access to apple computers and are therefore unable to assist with any issues relating to apple computers.

Helpful Videos:

How to install Outlook and Office apps on iOS devices - <https://www.youtube.com/watch?v=-fJ6oOJqDTg>

How to install Outlook and Office apps on Android devices -

<https://www.youtube.com/watch?v=Kv7p3lWqP9M>

How to log into your account on Outlook for Windows devices - [https://youtu.be/jgJV\\_GDHhH4?t=46](https://youtu.be/jgJV_GDHhH4?t=46)

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## Update on Events Module

We are still testing with EntryMaster, but have now progressed to a very small pilot with 3 Branches in the Sandbox. There are a number of positive elements to the system, not least templates that can be set up at Branch level for different types of events. However, it is taking longer to test than anticipated and we do not think it wise therefore to go live, ie make it available to all, before Christmas.

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 stopped using Unity.

## Read-only Access

A reminder if you would like to set up read-only account for your Branch this should be requested via the support site:

## Support

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

<https://pelham.pcuk.org/user-guide-list-branches.php>

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

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