



PELHAM

NEWSLETTER

Dear All,

As the first Newsletter of 2023, we hope you have all had a happy and successful Christmas and New Year! We are now well into the Membership Renewal season and these are flowing through the Portal on a regular basis. To date, 67% of renewals due in January have been completed. Please see the Membership Renewal update for more information.

Main updates this month are:

- Membership Renewal push
- DC and Treasurer Branch emails – REMINDER and UPDATE
- Change of Committee process – REMINDER and UPDATE
- Update on Events Module
- Recent System Changes
- Plans for 2023
- System Issues / Support

Membership Renewals 2023

Renewal reminder emails are being sent to all your Members and we have seen an upturn in memberships following the 2 week reminder sent last week. In this week's Branch email, you will have a list of all members due to expire within the next two weeks to help you chase them up. There will also be a Facebook post to remind everyone of the benefits of being a Pony Club member during this busy renewal period.

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

DC and Treasurer Branch emails – REMINDER and LAST CALL

We have sent a reminder of the login details to those Branches that have not yet logged in to the new email addresses – DC.Branch@pcuk.org or Treasurer.Branch@pcuk.org

Due to lack of progress in using these email addresses, we will extend the initial deadline from **1st February 2023 to 1st March 2023**. This date will NOT be extended any further. All DC personal or business email addresses will be removed as of this date and will NOT be used for any Member Approval notifications – they will of course still be sent to the Branch email address.

ACTION: If you need help setting these up and would like an Area meeting with the team please let your AR know and these can be arranged.

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.
- 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.

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

Microsoft Office 365

We are currently planning the next stage of email changes which will be to migrate the existing BRANCH EMAIL to the Microsoft 365 platform. The benefits of this are that they will work much better with Pelham, not requiring the extra step to link them to Gmail and crucially, removes the 100 recipient limit experienced by our larger branches.

We are looking to make the change between February half term and Easter to avoid the busier periods. Further information on actual timing and impact to follow.

Change of Committee process – UPDATE and REMINDER

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

DC change – Please see the 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.

We are in the process of developing a Committee function that will allow Branches to add details of their Committee members so that AR's can easily have a complete and updated list of Committee contacts. A further update on this will be provided in the next Newsletter.

Update on Events Module

As I hope you are aware, we ran a very small Pilot of the EntryMaster events module over Christmas which was very successful and we will be ready to move to the next phase of opening it up to other Branches once we complete the contract discussions which we hope to do in the next couple of weeks.

We have also started internal testing with HorseMonkey and Horse-Events, Ellie will be contacting the Pilot group for potential Test Branches who are interested in working with one of these 2 partners.

MyRidingLife have also 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.

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

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