WSCA CLUB INFORMATION & ONLINE MEMBERSHIP LIST

Western Saddle Clubs Association, Inc.

The first step for a club to join or renew their membership with WSCA is to complete the 2026 WSCA Application For Membership form and, with that, send their WSCA dues. These forms may be found on and printed from the 'Forms' page of the WSCA website or in the Spotlight. They must be postmarked not later than January 1st to avoid a late fee. The late fee schedule is listed on the Application For Membership form. After **MAY 15th**, no club may renew or join WSCA for the current year. **The absolute deadline is MAY 15, 2026.**

****IMPORTANT****: The club 'Membership List' forms are not available to submit in paper form. ALL saddle club membership lists MUST be submitted on the WSCA Online Membership page. The membership lists are due **not later than MAY 31, 2026**. For additional assistance, you will find the information and directions below:

WSCA Club Information and Membership List Online Submission

Information

*If your saddle club has sent in the 2026 Application For Membership and 2026 dues, your saddle club secretary or membership coordinator will have editing ability over his/her own saddle club list until MAY 31, 2026. After that date, the editing option will be removed and they will have only the ability to view his/her own club membership list. Any additional members needed to be added to the club membership list after that time, must follow the late membership procedures. Contact the WSCA Secretary for information on late membership procedures.

*Saddle club secretaries will have access to their own saddle club information and will not have access to any other saddle club information. The WSCA Secretary will be the administrator of the Online Club Information and Membership List Program. The WSCA Secretary will have access to all saddle clubs' information and have the capability to edit club information year round.

*The WSCA Championship Show Entry Coordinator and the MN State Fair Office will have limited access to the WSCA club membership information in order to verify memberships as part of the entry process.

Instructions

*To get started, contact the WSCA Secretary, by sending an email to request your own personal assigned login information. You must access the login page by clicking on the 'WSCA Club Information and Membership List Entry' link on the home page of the WSCA website. This will bring you to the 'Welcome' page where you may click on the 'Click Here To Login' link. This takes you to the login page.

*Login into the Online Membership List using your personal login information. The User ID's are not case sensitive and passwords ARE case sensitive. If this is the first time your club is logging into the Online Membership List, you will then be directed to a page where you may choose a new User ID and Password (you can also choose to keep the same information as assigned by the WSCA Secretary). You will also have the ability to change your own User ID and password at any time using the 'Change Password' link. If you run into any trouble with the sign-in process, contact the WSCA Secretary at secretary@wsca.org with your specific issue.

*Once you are logged into your club information and membership page, you will be able to view your club information, club officers and club members. By clicking on 'Club Information', it will bring you to the club information and club officers. By clicking on the 'Club Members', it will bring you to your club membership information. There is a drop down menu by the 'I want to' box. There you may choose to 'Edit Club Information' or 'Edit Club Officers'.

*If a club is renewing their WSCA members for 2026, the membership list information from 2025 will carry over to the new year. The members listed will need to be renewed for 2026 by checking the members' names or the 'renew all' red check box at the top of the list. Any members needing to be removed or added may be done at that time. To add a member, simply click on the 'Add New Member' link and it will bring you to a mask for information on the new member. New clubs will need to add their club members for 2026 and, after entering them for 2026, the names will carry over to 2027.

*The 'Club Members' area is where you can not only renew your members for 2026, but you will also be able to edit their personal information by clicking on the 'Edit' link next to a member's name. We now ask that you provide a full address for each member. It is especially important to complete the information and keep it accurate for your officers and delegates to ensure that the WSCA mailings go to the correct addresses. There is an option to remove a member on each individual member's information page. To remove a member from your club, simple select the member to be removed, click on 'Remove'. However, if you do not renew a particular member, that member will drop off your list after May 31, 206.

***PLEASE BE SURE TO TRIPLE CHECK TO ENSURE THAT: 1) ALL YOUR MEMBERS ARE LISTED ON THE MEMBERSHIP LIST 2) THAT ALL OF YOUR MEMBERS ARE, NOT ONLY LISTED, BUT RENEWED FOR 2026) THAT YOUR OFFICERS' AND DELEGATES' ADDRESSES ARE ACCURATE.**

As well as being fast and easy way for clubs to submit their membership lists, it is also a very important part of streamlining the Championship Show and State Fair entry process. The WSCA Championship Show entry program is tied to the online membership list program to ensure an even more accurate and smooth entry processing.

VERY IMPORTANT REMINDER: It is mandatory that you enter your club members through the online membership list. **The saddle club membership lists are due by May 31, 2026.** After that date, the online membership lists will be at a 'view only' status and no edits will be able to be made.

If you have any questions or need to report any problems, you may contact the WSCA Secretary at email: secretary@WSCA.org or telephone: (507)602-0760.