**Member Website – How To:**

To log in to the member website you must know your PFHA membership number and pin. Your PFHA membership number is on your card and your pin number is on the letter sent to you when you renew your membership or when you become a new member. If you are not an active member you will need to renew your membership to be able to get your information. Please contact the office to renew your membership, find your PFHA membership number and/or pin.

Once you logged into MyPasoKey (<https://www.pasotracker.com/MyPasoKey/>)

**View/Print Membership Card:**

* On the left side of the screen click on “My Account”
* Click on “View/Print Membership Card”
* Under “Membership Card” click on “Print Membership” to print your card. This will be needed for all shows in the future so please make sure you have your card. If not, please print it. Or if you are using your phone to view this and do not have a printer, please do a “Screen Shot” of your card.

**Horse Information** -Pulling your horses’ information for your records.

* On the left side of the screen click on “My Horses”
	+ This pulls up “Paso Fino Registry” and “Diagonal Registry”, click on the one that applies to the horses you own. Both registries may apply to you.
* Click on “Print” on the top right of the screen. This will print the listing of horses owned with the basic information.
* For a copy of the Horse Information for each horse listed click on “View Details” located to the right of that horse.
* Once the information is pulled up click on “Print Horse Information”. This is located a the bottom of the screen under Breeder(s). This will print out what looks like the Certificate of Registration. You will need either this or the original Certificate of Registration for any shows going forward.
* For Show Points associated with each horse, on the Top of the page you will see a tab with “Show/Trail Points”, click on that tab and it will pull up all points earned. It automatically pulls up Life Time points. You will need to do a “print screen” (right click on your mouse, then click on “print”). You will then need to change the year to 2024 and do a “print screen” to print out the points for this year.
	+ If there are Youth Points shown for the current 2024 year, you will need to click on the class with the points and do a print screen. Above the class listed is a “Back” click on “back” to go to the previous screen, then click on the next class listed if multiple classes are listed and do a print screen of each class.

**Show Points** – Pulling your points and standings for your records.

* On the left side of the screen click on “My Shows”. It will pull up Show Year 2024 and all shows that you competed in.
* Click on the name of each show. It automatically lists “All Classes” change this to “Class I Participated”. The classes that you participated in, and the class date will pull up.
* Click on the “Class Name” for each one. Do a “print screen” of the information. To go back to the previous screen if you have participated in multiple classes, click on the back arrow at the top left of the screen above our logo. Complete the steps for each class listed.
* To get your previous show points, you can click on “My Shows” on the left again and then change the “Show Year” to the previous year. You will then follow the steps above and do a “print screen” for each class. You will do this until you have all the points that you have ever earned.

**Pasos for Pleasure Hours and Standings** – If you have participated in this program.

* On the left side of the screen click on “Competitions”, then click on “Pasos for Pleasure Hours Standings. This pulls up “Overall Hours” of all participating. Do a “print screen”.

**Trail Points Standings** – If you have participated in this program.

* On the left side of the screen click on “Competitions”, then click on “Trail Points Standings”. This pulls up “All Horses” participating in Trail Points for the 2024 Show Year. Click on “My Horses” at the top of the screen to pull your horses points. This will list all three (3) trail standings: Competitive, Endurance and Pleasure Long Distance. Do a “print screen” of your horses’ information.
* If you wish to print out all your show years, at the top of the screen change the show year to the previous year and then do a “print screen”.

**Sport Horse Points** – If you have participated in this program.

* On the left side of the screen click on “Competitions”, then click on “Sports Horse Points”. This pulls up “All Horses” participating in Sports Horse for the 2024 Show Year in all categories and divisions.
* Click on “My Horses” at the top of the screen to pull your horses points. This will show all points in all categories and divisions. Do a “print screen”.
* If you want to break it down by Category, at the top of the screen by Category click on down arrow and select either “Open” or “Youth”, whichever applies. Do a “print screen”.
* If you want to break it down further by Division, at the top of the screen by Division click on the down arrow and select the Division: Agility, Arena Trail, Dressage, and Driving. Do a “print screen”.

**Trail Horse Test Program** – If you have participated in this program.

* On the left side of the screen click on “Competitions”, then click on “Trail Horse Test Program”. This pulls up “All Horses” participating in Trail Horse Test Program for the 2024 Show Year. This tells if the Horse is a Novice, Junior, Senior and/or Master.
* Click on “My Horses” at the top of the screen to pull your horses points. This will show your horses and what the horse is: Novice, Junior, Senior and/or Master. Do a “print screen”.

For questions please contact PFHA Office: 859-689-3700