



**Fox Village Dressage**



**Equestrian Entries**

# **COMPREHENSIVE MANUAL**

## **How Enter a USEF/USDF**

## **Dressage Show Using**

## **Equestrian Entries**

## **Online Tools**



**Show Secretary Using FVD  
To Manage Show**



**Show Entrant Using EqEntries  
to Submit an Entry**

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***VERY VERY IMPORTANT: Do steps E-F BEFORE you enter the show (step G). This will make the entry process MUCH easier***

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## HOW TO ENTER A USEF LICENSED / USDF REGISTERED SHOW

- [Click here](#) to download a PDF document that gives detailed information on how to enter a USEF Licensed / USDF Registered (USEF/USDF) dressage show.
- This document is not produced by Equestrian Entries nor by Fox Village Dressage and they are not responsible for its content. It was written by the author of this document as a service to the US dressage community.

# What is the Hardest Part of Dressage?

## Entering Shows!

### A Step-by-Step Guide to the Process of Entering USEF Licensed / USDF Recognized Shows



*By Leslie Raulin*

*An updated and expanded version of the original published in USDF Connection May 2013*

# A. WHAT IS EQUESTRIAN ENTRIES?



**NOTE:** Using EE is VERY easy! Do not be concerned about the length of this user manual. It is very complete to hopefully ensure all steps are covered in detail.

*This manual was written by volunteer Leslie Raulin as a contribution to the dressage community.*

## A. WHAT IS EQUESTRIAN ENTRIES?



### Fox Village Dressage



### Equestrian Entries

**Fox Village Dressage (FVD)** is a **show management software program** used by many dressage shows in the United States, Canada and elsewhere. The program has many features that allow the management of dressage show data, including People (Riders, Owners, Trainers, Coaches, etc.) and Horse data, show classes, stabling, entries, financial data, scheduling, scoring, show results, etc. FVD data is easily sent electronically to USEF and USDF for their official show records. It also provides online tools for people to view the status of a show real-time, sorted by Class or Rider, as well as rides available due to scratches.

<https://www.foxvillage.com>

**Equestrian Entries (EE)** consists of **online tools** used by show participants to enter dressage shows that use Fox Village Dressage for show management. The EqEntries online tools are used by People (Riders, Owners, Trainers, Coaches, etc.) to enter their data and their Horse data, including USEF and USDF People and Horses membership numbers. The users also upload documents required by shows such as signed USEF/USDF release forms (signature page), Coggins, proof of vaccination, proof of SafeSport training, and other documents. When notified of a new entry, the Show Secretary downloads the data into FVD.

<https://www.eqentries.com>

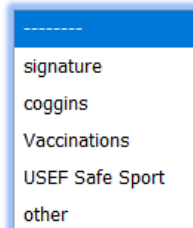
The fact that FVD and EqEntries integrate with each other simplifies data entry while ensuring more accurate data, which is critical for correct USEF and USDF official show records.

### CONVENTIONS OF THIS MANUAL

- This manual explains how to enter a **USEF licensed / USDF recognized (USEF/USDF)** dressage show using EqEntries. Separate manuals are available for the use of FVD.
- Red numbers in **7 text** refer to red numbers in **7 graphics**.
- Notes to users provide additional information about the instructions on the manual page. In this manual, notes have the following appearance:

***NOTE:** This is the appearance of a note to users. Notes to users provide additional information about the information on the manual page.*

- EqEntries uses drop-down menus when specific choices are necessary. In this manual, the results of a drop-down menu have the following appearance:



- EqEntries does not automatically save form entries. Before you exit a form you have edited, click either **Save Changes** or **Ok** to save your data.

**IMPORTANT: EE does not support Internet Explorer or MS Edge. Use of Firefox or Chrome is recommended.**

# B. EQUESTRIAN ENTRIES WEB SITE

The screenshot shows the homepage of the Equestrian Entries website. At the top, there is a navigation bar with a logo on the left and a search bar on the right. Below the navigation bar is a main content area with a large blue banner for "NEW Required USEF Documents". To the right of the banner is a "Member Login" section with input fields for username and password, and a "Login" button. Below the banner are four colored boxes with questions: "How does EE.com work?", "How much does it cost?", "What about signature pages?", and "What shows can I enter?". At the bottom, there is a footer with navigation links, copyright information, and a social media "Like" button.

https://www.eqentries.com/main/

Username:  Password:  Login  
Forgot Username/Password?

GODADDY VERIFIED & SECURED VERIFY SECURITY

JOIN NOW! SHOW MANAGERS

Home Show Calendar Clinics Calendar FAQ COVID-19FAQ Resources Help

## NEW Required USEF Documents

USEF licensed shows now require two new forms. The Entry Agreement 2020 USEF and the Waiver/Release 2020 USEF.

Both can be downloaded from our [Resources](#) page .

Please fill out both forms completely, upload them to your account and attach them to your entries BEFORE submission of entries.

More detailed information can be found on our [FAQ](#) page .

### Easy Online Show and Event Entries

Eventing & Dressage  
Submit Online & Pay Fees by Credit Card  
Print & Mail-in w/ Check  
Memberships & Cards Automatically Verified  
Stringent Entry Checking Process

**Complete, Correct Entries - EVERY TIME!**

So... What are you waiting for!?  
[Try Demo](#) or [Join Now!](#)

#### Member Login:

Username:

Password:

Login

[Forgot Username/Password?](#)

Are you not yet a member of Equestrian Entries? [Click here to JOIN NOW FREE!](#)

How does EE.com work?  
How much does it cost?  
What about signature pages?  
What shows can I enter?

Home | About Us | F.A.Q. | Privacy Statement | Terms of Use

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Like 1.3K people like this. Sign Up to see what your friends like.

GODADDY VERIFIED & SECURED VERIFY SECURITY



# B. EQUESTRIAN ENTRIES WEB SITE

## 1. EE HOME PAGE

- Open the Equestrian Entries (EE) web site: <https://www.eqentries.com/>
- This is the face of the EE web site before you log in.
- Take a look at the EE features.

The screenshot shows the homepage of the Equestrian Entries website. At the top, there is a navigation bar with the EE logo on the left, a login form with fields for 'Username:' and 'Password:' and a 'Login' button, and a 'GODADDY VERIFIED & SECURED' badge on the right. Below the login form are buttons for 'JOIN NOW!' and 'SHOW MANAGERS'. A secondary navigation bar contains links for 'Home', 'Show Calendar', 'Clinics Calendar', 'FAQ', 'COVID-19FAQ', 'Resources', and 'Help'. The main content area features a large blue banner with the heading 'NEW Required USEF Documents' and text explaining that USEF licensed shows now require two new forms: the 'Entry Agreement 2020 USEF' and the 'Waiver/Release 2020 USEF'. It provides instructions on where to download these forms and when to submit them. Below this banner, the 'Easy Online Show and Event Entries' section lists various services like 'Eventing & Dressage', 'Submit Online & Pay Fees by Credit Card', and 'Memberships & Cards Automatically Verified'. A central speech bubble asks 'So... What are you waiting for!?' and encourages users to 'Try Demo or Join Now!'. To the right is a 'Member Login' section with fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot Username/Password?'. Below the login section are four colored boxes with questions: 'How does EE.com work?', 'How much does it cost?', 'What about signature pages?', and 'What shows can I enter?'. A note in a box states 'NOTE: The Try Demo feature has been discontinued.' The footer contains links for 'Home', 'About Us', 'F.A.Q.', 'Privacy Statement', and 'Terms of Use', along with copyright information and a social media 'Like' button.

https://www.eqentries.com/main/

Username:  Password:  Login  
Forgot Username/Password?

GODADDY VERIFIED & SECURED  
VERIFY SECURITY

JOIN NOW! SHOW MANAGERS

Home Show Calendar Clinics Calendar FAQ COVID-19FAQ Resources Help

### NEW Required USEF Documents

USEF licensed shows now require two new forms. The **Entry Agreement 2020 USEF** and the **Waiver/Release 2020 USEF**.

Both can be downloaded from our [Resources](#) page .

Please fill out both forms completely, upload them to your account and attach them to your entries **BEFORE** submission of entries.

More detailed information can be found on our [FAQ](#) page .

### Easy Online Show and Event Entries

Eventing & Dressage  
Submit Online & Pay Fees by Credit Card  
Print & Mail-in w/ Check  
Memberships & Cards Automatically Verified  
Stringent Entry Checking Process

**Complete, Correct Entries - EVERY TIME!**

So... What are you waiting for!?  
[Try Demo](#) or [Join Now!](#)

**Member Login:**  
Username:   
Password:   
Login  
Forgot Username/Password?

Are you not yet a member of Equestrian Entries? [Click here to JOIN NOW FREE!](#)

How does EE.com work?  
How much does it cost?  
What about signature pages?  
What shows can I enter?

**NOTE: The Try Demo feature has been discontinued.**

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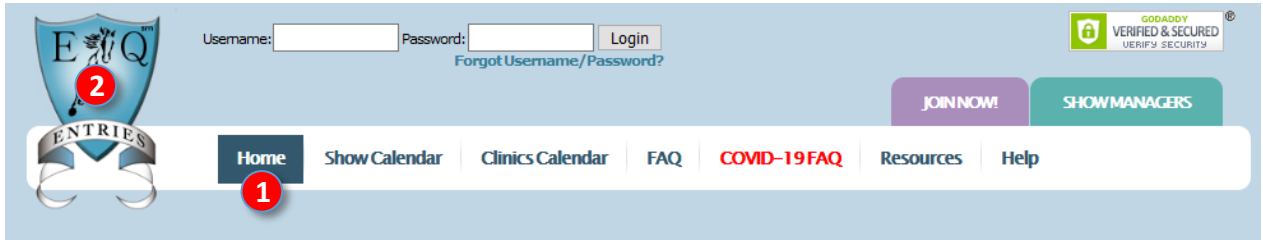
Like 1.3K people like this. Sign Up to see what your friends like.

GODADDY VERIFIED & SECURED  
VERIFY SECURITY

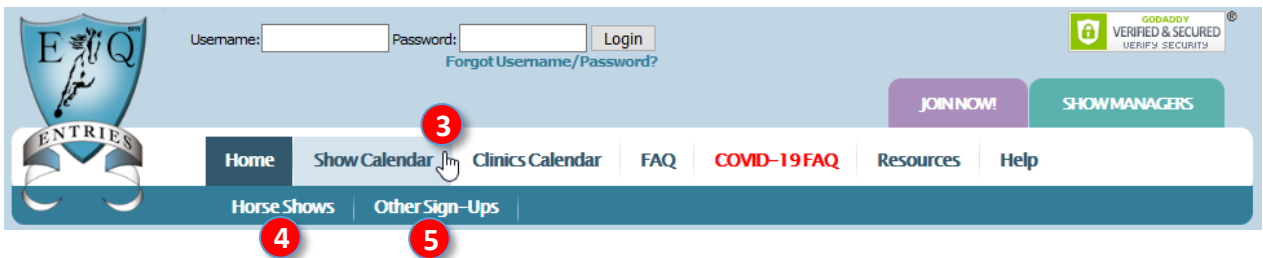
## B. EQUESTRIAN ENTRIES WEB SITE

### 2. SHOW CALENDAR

- Click **1 Home** or the **2 EE** logo to get to the home page.



- Hover your mouse cursor over the **3 Show Calendar**.
  - A submenu opens with **4 Horse Shows** and **5 Other Sign-Ups**.



- When you click **4 Horse Shows**, you see a sortable listing of shows you can enter with EE. Use of this list will be discussed in chapter E. **Select Show To Be Entered**.

You can find all the information for a show or event by clicking on the name in the calendar.

Managers post and manage their own shows/events - if you don't see the item you want, contact the manager for the show/event you're interested in, and ask them to post it.

**Equestrian Entries Events Calendar** Sort by:


Date	Type	Name	Location	Show Premium
<b>July, 2020</b>				
Jul 8	Dressage	<a href="#">Dressage at Thunderhead Farm II</a>	New Tripoli, PA	06/17/20 <a href="#">Download</a> show closed
Jul 10 - 12	Dressage	<a href="#">SVE Summer Dressage I</a>	Elk Grove, CA	07/03/20 <a href="#">Download</a> show closed
Jul 10 - 12	Dressage	<a href="#">Road Runner Dressage Show II</a>	Tucson, AZ	07/06/20 <a href="#">Download</a> show closed
Jul 10 - 11	Dressage	<a href="#">Dressage at Les Bois I 2020</a>	Eagle, ID	07/01/20 show closed
Jul 11 - 12	Dressage	<a href="#">July Jubilee</a>	Temecula, CA	07/02/20 <a href="#">Download</a> show closed

- 5 Other Sign-Ups** is under development.

## B. EQUESTRIAN ENTRIES WEB SITE

### 3. CLINICS CALENDAR

- Click **1 Clinics Calendar** to view a list of clinics that can be entered using EE.
- Clinics are not covered in this manual. They may be covered in future versions.




Username:  Password:    
[Forgot Username/Password?](#)

[Home](#) | [Show Calendar](#) | **[Clinics Calendar](#)** | [FAQ](#) | [COVID-19 FAQ](#) | [Resources](#) | [Help](#)

Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in show calendar.

You can find all the information for a clinic by clicking on the name in the calendar.

Managers post and manage their own clinics - if you don't see the clinic you want, contact the manager for the clinic you're interested in, and ask them to post it.



**Equestrian Entries Clinics Calendar**      Sort by:

Date	Type	Name	Location	Show Premium		
<b>July, 2020</b>						
Jul 12	Clinic	<a href="#">Improve Your Performance Clinic</a>	Ft. Collins, CO	07/01/20		show closed
Jul 17	Clinic	<a href="#">Fran Dearing Kehr</a>	Magnolia, TX	Closes: 07/16/20	<a href="#">Download</a>	
<b>August, 2020</b>						
Aug 23	Clinic	<a href="#">Biomechanics Clinic</a>	Ft. Collins, CO	Closes: 08/12/20	<a href="#">Download</a>	
<b>September, 2020</b>						
Sep 30	Clinic	<a href="#">TEST CLINIC</a>	Reno, NV	Closes: 09/29/20		

# B. EQUESTRIAN ENTRIES WEB SITE

## 4. FAQ

- Next on the menu, click **1** FAQ.

Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in **1** show calendar.

### Frequently Asked Questions

#### Sign Up/Account Management Questions

- I still haven't gotten the activation email and it's not in my spam folder What do I do?
- I can't login even though I know my username and password. What should I do?
- How do I reset my password?
- How do I reset my username?
- How do I add to or update information for a person or a horse?
- How do I update my personal information for my account like email or phone number?
- Why doesn't EqEntries support Internet Explorer or Edge?

#### Entry Questions

- Where do I find the two USEF documents required for 2020 USEF Licensed shows?
- Why can't I attach my USEF Liability agreements to my entries anymore? Why are they marked Expired?
- How do I do an entry for two riders on the same horse for a show??
- How do I handle stabling for a weekend show, that is two separate shows?
- What if I can't find a class I want or if I have a question on stabling?
- Where can I find contact information for show management?
- Why is the system requiring me to have a Trainer? What if I don't have one?
- I am a parent of the rider and/or owner for an entry and am on the entry as the "Trainer". Do I need USEF/USDF memberships? Will I to pay non-member fees?
- Why am I being charged USEF/USDF non-member fees when I have an active membership?
- Can I get a refund for non-member fees if I can show that I am a member?
- How do I change an entry once it's submitted and paid for?

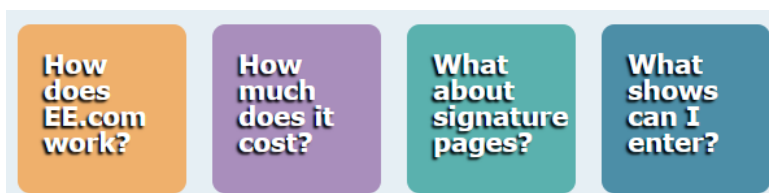
#### Payment/Refund Questions

- What is the EqEntries refund policy?
- How do I arrange a refund?
- I want to cancel my entry - how do I do this, how do I get a refund?
- Where can I find contact information for show management?
- Why am I being charged USEF/USDF non-member fees when I have an active membership?
- Can I get a refund for non-member fees if I can show that I am a member?
- How Much Does Equestrian Entries Cost?
- What types of payments are accepted?

#### Document Questions

- Where do I find the two USEF documents required for 2020 USEF Licensed shows?
- Why can't I attach my USEF Liability agreements to my entries anymore? Why are they marked Expired?
- What is a "signature page"?
- Where do I get a blank "signature page"/USEF Release?
- How do I submit my release/vaccines/Safesport/Coggin, and other documents?/a>
- Do I need to upload my USEF/USDF/USEA or CDS card images to the system?
- Can I add documents to a paid/submitted entry?

- A list of frequently asked questions opens.
  - You can scroll through the list to read each topic.
  - Alternately, you can click on a blue topic to jump to information on that topic.
- You can also click the home page colored boxes to read FAQ information on the following topics:

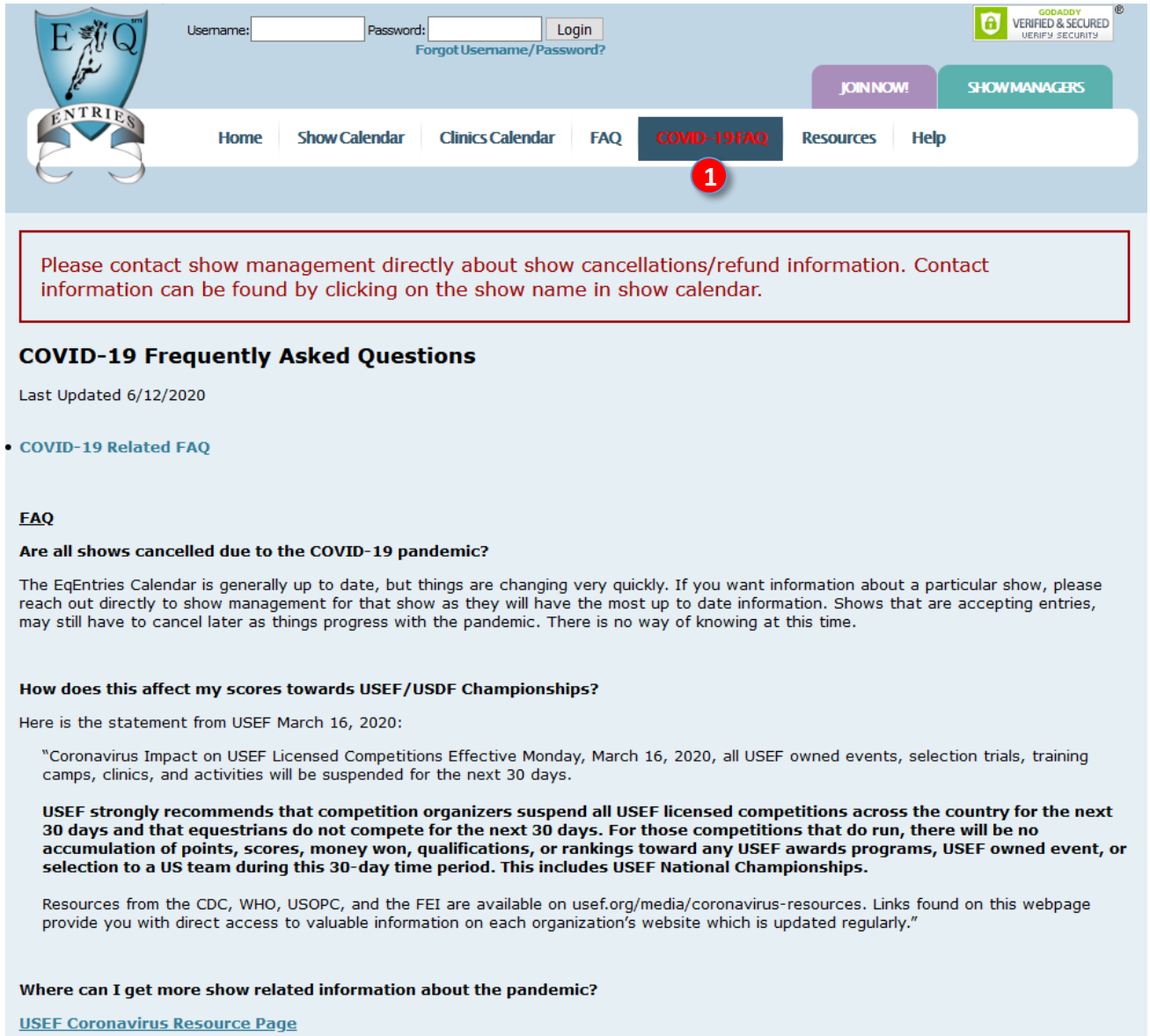


- Read through the FAQs.

## B. EQUESTRIAN ENTRIES WEB SITE

### 5. COVID-19 FAQ

- Next on the menu, click **1 COVID-19 FAQ**.
- This is an ever-changing page during an ever-changing pandemic; therefore, it is recommended that you review this page frequently



The screenshot shows the top navigation bar of the Equestrian Entries website. The 'COVID-19 FAQ' link is highlighted with a red circle containing the number '1'. Below the navigation bar, there is a red-bordered box with the following text: "Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in show calendar." Below this box, the section is titled "COVID-19 Frequently Asked Questions" and "Last Updated 6/12/2020". The first FAQ item is "COVID-19 Related FAQ". Underneath, there is a sub-section titled "FAQ" with the question "Are all shows cancelled due to the COVID-19 pandemic?". The answer states that the calendar is generally up to date but things are changing quickly, and users should contact show management for specific information. Another question asks "How does this affect my scores towards USEF/USDF Championships?", with the answer providing a statement from USEF dated March 16, 2020, regarding the suspension of events and competitions for 30 days. A final question asks "Where can I get more show related information about the pandemic?", with the answer pointing to the "USEF Coronavirus Resource Page".

Username:  Password:    
Forgot Username/Password?

**1**

Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in show calendar.

### COVID-19 Frequently Asked Questions

Last Updated 6/12/2020

- **COVID-19 Related FAQ**

#### FAQ

**Are all shows cancelled due to the COVID-19 pandemic?**

The EqEntries Calendar is generally up to date, but things are changing very quickly. If you want information about a particular show, please reach out directly to show management for that show as they will have the most up to date information. Shows that are accepting entries, may still have to cancel later as things progress with the pandemic. There is no way of knowing at this time.

**How does this affect my scores towards USEF/USDF Championships?**

Here is the statement from USEF March 16, 2020:

"Coronavirus Impact on USEF Licensed Competitions Effective Monday, March 16, 2020, all USEF owned events, selection trials, training camps, clinics, and activities will be suspended for the next 30 days.

**USEF strongly recommends that competition organizers suspend all USEF licensed competitions across the country for the next 30 days and that equestrians do not compete for the next 30 days. For those competitions that do run, there will be no accumulation of points, scores, money won, qualifications, or rankings toward any USEF awards programs, USEF owned event, or selection to a US team during this 30-day time period. This includes USEF National Championships.**

Resources from the CDC, WHO, USOPC, and the FEI are available on [usef.org/media/coronavirus-resources](https://usef.org/media/coronavirus-resources). Links found on this webpage provide you with direct access to valuable information on each organization's website which is updated regularly."

**Where can I get more show related information about the pandemic?**

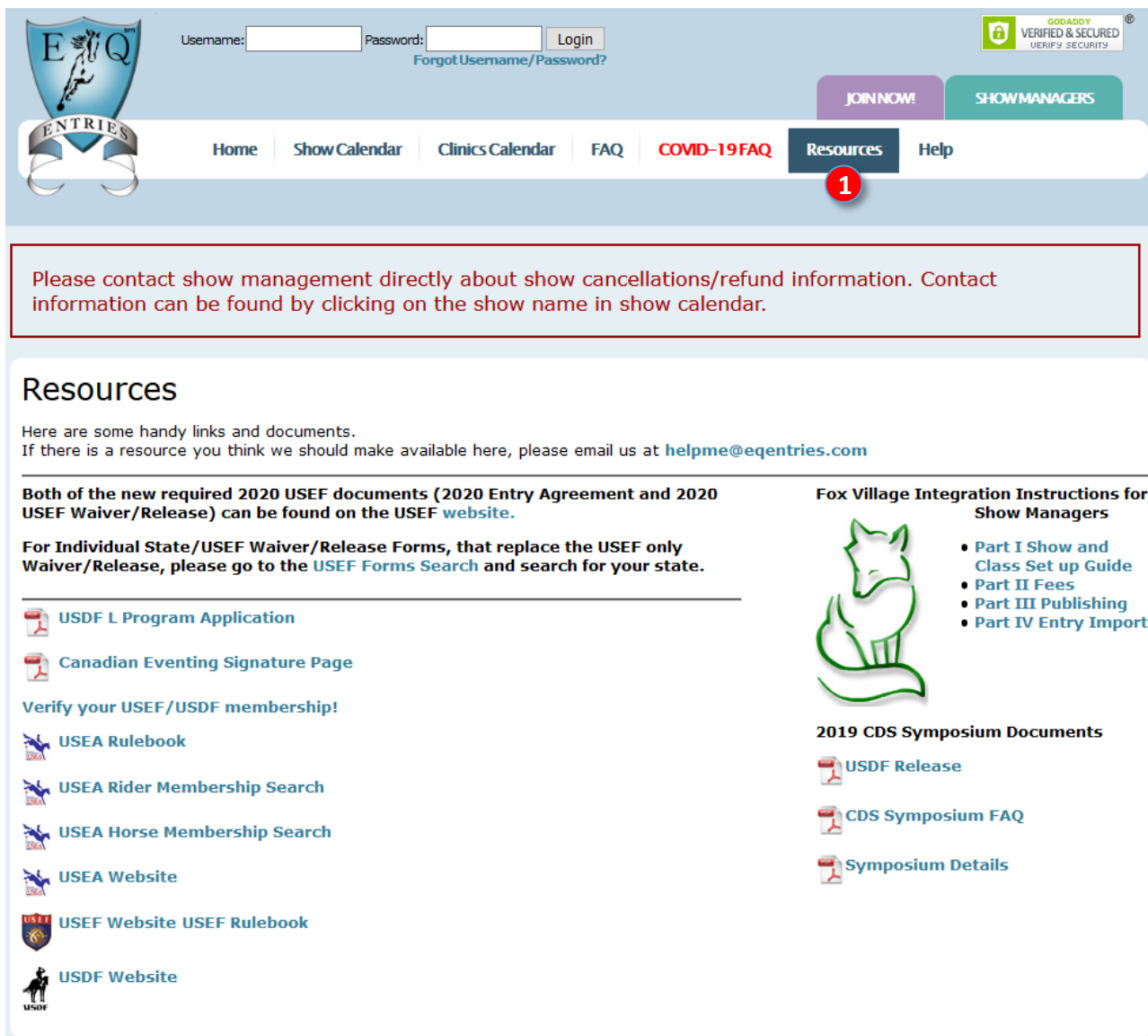
[USEF Coronavirus Resource Page](#)

- Read through the FAQs.

## B. EQUESTRIAN ENTRIES WEB SITE, CONT'D.

### 6. RESOURCES

- Next, click on **1 Resources**:



The screenshot shows the top navigation bar of the Equestrian Entries website. The logo is on the left, followed by login fields for Username and Password, and a Login button. A Forgot Username/Password? link is below. On the right, there are buttons for JOIN NOW! and SHOW MANAGERS. The main navigation menu includes Home, Show Calendar, Clinics Calendar, FAQ, COVID-19 FAQ, Resources (highlighted with a red circle and the number 1), and Help.



Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in show calendar.

## Resources







Here are some handy links and documents.  
If there is a resource you think we should make available here, please email us at [helpme@eqentries.com](mailto:helpme@eqentries.com)

**Both of the new required 2020 USEF documents (2020 Entry Agreement and 2020 USEF Waiver/Release) can be found on the USEF website.**


**For Individual State/USEF Waiver/Release Forms, that replace the USEF only Waiver/Release, please go to the USEF Forms Search and search for your state.**

-  [USDF L Program Application](#)
-  [Canadian Eventing Signature Page](#)

**Verify your USEF/USDF membership!**




-  [USEA Rulebook](#)
-  [USEA Rider Membership Search](#)
-  [USEA Horse Membership Search](#)
-  [USEA Website](#)
-  [USEF Website USEF Rulebook](#)
-  [USDF Website](#)

### Fox Village Integration Instructions for Show Managers



- [Part I Show and Class Set up Guide](#)
- [Part II Fees](#)
- [Part III Publishing](#)
- [Part IV Entry Import](#)

### 2019 CDS Symposium Documents

-  [USDF Release](#)
-  [CDS Symposium FAQ](#)
-  [Symposium Details](#)

- A list of resources opens.
- Look through these resources to see what is available to you.

# B. EQUESTRIAN ENTRIES WEB SITE

## 7. HELP

- Next, click on **1 Help**:
- A page with additional help information opens.
- Scroll through and read this help information.

**Need Help?**

Many common questions are answered on our [FAQ's](#) page. Please check it out.

**For Competitors:**

**Instructions:**

1. IMPORTANT!! YOU HAVE TO DO THIS BEFORE YOU CAN ENTER A SHOW: Click on the tabs in your Home page to register Rider(s), Horse(s), Owner(s), Trainer(s) and Coach(es) on the system.
2. Click on "Signatures/Coggins" tab and upload your Signature page(s), Coggins and any other entry docs you might have (Scores, Local Membership Cards etc) so they can be included in your entries.
3. Click "Enter A Show" Button.
4. Choose a show from the list.
5. Answer a few simple questions.
6. Many shows require a signature page and/or Coggins to be part of your entry for it to be considered complete. So make sure you upload the doc before you complete your entry and then attach it during the entry process.
7. Attach a Signature page, Coggins (if needed for the show) and any other Entry Docs from your saved Entry Docs to the entry.
8. Review your completed entry form.
9. Then either print out your entry and send it in to Show Management with a check or
10. Hit "Proceed to Checkout" and pay your entry fees with your favourite credit card. Once payment is complete, your entry will be submitted to show management for you automatically.
11. You will receive a receipt email with a copy of your entry in it. As well, you will be copied on the email submitting your entry to Show Management so you have that for your records.

**Signature Page/Coggins/Other Entry Docs**

USEF, USDF, USEA and CDS cards are AUTOMATICALLY loaded into the system for you once you enter in your card numbers. You DO NOT need to upload these yourself.

Signature Pages: If you leave the show name on your signature page blank, you can use it for multiple shows. If you fill in the show name you can ONLY use it for that particular show.

Coggins: we suggest you put the date of your Coggins test results in the description for the file when you upload it. That way you'll easily know when the document needs updating.

**Member Login:**

Username:

Password:

[Login](#)

[Forgot Username/Password?](#)

Are you not yet a member of Equestrian Entries? [Click here to JOIN NOW FREE!](#)

- Now it is time to join EE!

# C. JOIN EQUESTRIAN ENTRIES

[JOIN NOW!](#)



# C. JOIN EQUESTRIAN ENTRIES JOIN NOW!

- When you **join EE**, you are creating an **EE account**. You become an **EE Member**.
- As with other online accounts, you need to provide a **username** and a **password**.
- To join EE, click **1 JOIN NOW!** or **2 Join Now!**

Username:  Password:  Login  
Forgot Username/Password?

**1** JOIN NOW! SHOW MANAGERS

Home Show Calendar Clinics Calendar FAQ COVID-19 FAQ Resources Help

### NEW Required USEF Documents

USEF licensed shows now require two new forms. The Entry Agreement 2020 USEF and the Waiver/Release 2020 USEF.

Both can be downloaded from our [Resources](#) page .

Please fill out both forms completely, upload them to your account and attach them to your entries BEFORE submission of entries.

More detailed information can be found on our [FAQ](#) page .

### Easy Online Show and Event Entries

Eventing & Dressage  
Submit Online & Pay Fees by Credit Card  
Print & Mail-in w/ Check  
Memberships & Cards Automatically Verified  
Stringent Entry Checking Process

**Complete, Correct Entries - EVERY TIME!**

So... What are you waiting for!?  
[Try Demo](#) or [Join Now!](#)

**2**

**Member Login:**

Username:

Password:

Login

[Forgot Username/Password?](#)

Are you not yet a member of Equestrian Entries? [Click here to JOIN NOW FREE!](#)

How does EE.com work?  
How much does it cost?  
What about signature pages?  
What shows can I enter?

Home | About Us | F.A.Q. | Privacy Statement | Terms of Use

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Like 1.3K people like this. Sign Up to see what your friends like.

GODADDY VERIFIED & SECURED UERIP9 SECURITY

Continued on next page...

## C. JOIN EQUESTRIAN ENTRIES

### JOIN NOW, CONT'D.

- The **3 User Registration** page opens.
  - Complete the **4 Username**, **5 Password**, **6 Confirm Password**, and **7 Email** boxes. Record the username and password in a safe place so you know them when you log onto EE.
  - For **8 Choose ONE of the following**, click one of the round buttons that corresponds to your role(s) in horse shows:
    - **9** If you are part of **show management** but do not plan to enter shows (as a rider, owner, trainer, etc.), click the first button. This gives you a **"Show Manager"** account.
    - **10** If you are not part of show management but you plan to **enter shows** (as a rider, owner, trainer, etc.), click the second button. This gives you an **"Entrant"** account
    - **11** If you are part of **show management** and you plan to **enter shows**, click the third button. This gives you a **"Combination"** account.
  - Click **12 Register**. Congratulations! You are now an EE Member!!! You will receive an email from EE.
  - Alternately, click **13 Cancel** if you do not want to join EE.

### **3 User Registration**

Welcome to the EquestrianEntries.com Registration Page. This one-time registration will allow you access to enter shows online.

**Username and password must be 6-12 characters and can only contain letters and numbers.**

Username

**4**

Password

**5**

Confirm Password

**6**

Email

**7**

**8 Choose ONE of the following:**

**9**  I am part of Competition Management. **I need a "Show Manager" Account**

**10**  I want to be able to complete show entry forms online. **I need an "Entrant" Account**

**11**  I need an account where I can manage competitions and complete entry forms online. **I need a "Combination" Account**

**12**  **13**

**If you do not receive a confirmation email from Equestrian Entries, with further instructions, within 10 minutes, the email may have been routed to your spam folder. Please check for it there. If you still are unable to find it please contact us at [HelpMe@EqEntries.com](mailto:HelpMe@EqEntries.com)**

- Next you gather information and computer files required to enter a USEF/USDF show.

# D. LOGIN TO EQUESTRIAN ENTRIES

Username:  Password:    
[Forgot Username/Password?](#)

**Member Login:**

Username:

Password:

[Forgot Username/Password?](#)

Are you not yet a member of  
Equestrian Entries? [Click here to  
JOIN NOW FREE!](#)

# E. LOGIN TO EQUESTRIAN ENTRIES

## LOGIN

- Open the EE web site: <https://www.eqentries.com/>
- Enter your **username** and **password** (created in [Section C](#)) at the **1** top of the home page or in the **2** white box on the middle right of the home page.
- Click **3** **Login**.

The screenshot shows the Equestrian Entries website interface. At the top left is the logo. To its right is a login form with fields for 'Username:' and 'Password:', a 'Login' button (circled 3), and a link for 'Forgot Username/Password?' (circled 1). A 'GODADDY VERIFIED & SECURED' badge is in the top right. Below the logo is a navigation menu with 'Home', 'Show Calendar', 'Clinics Calendar', 'FAQ', 'COVID-19 FAQ', 'Resources', and 'Help'. A large blue banner contains information about 'NEW Required USEF Documents'. Below this is a section for 'Easy Online Show and Event Entries' with a list of services and a call to action bubble. On the right is a 'Member Login' box with 'Username:' and 'Password:' fields (circled 2), a 'Login' button (circled 3), and a 'Forgot Username/Password?' link. At the bottom are four question-based buttons: 'How does EE.com work?', 'How much does it cost?', 'What about signature pages?', and 'What shows can I enter?'. The footer contains navigation links, copyright information, and a social media 'Like' button.

Username:  Password:  Login **3**  
Forgot Username/Password? **1**

**JOIN NOW!** **SHOW MANAGERS**

Home Show Calendar Clinics Calendar FAQ **COVID-19 FAQ** Resources Help

### NEW Required USEF Documents

USEF licensed shows now require two new forms. The **Entry Agreement 2020 USEF** and the **Waiver/Release 2020 USEF**.

Both can be downloaded from our [Resources](#) page .

Please fill out both forms completely, upload them to your account and attach them to your entries **BEFORE** submission of entries.

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### Easy Online Show and Event Entries

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Submit Online & Pay Fees by Credit Card  
Print & Mail-in w/ Check  
Memberships & Cards Automatically Verified  
Stringent Entry Checking Process

**Complete, Correct Entries - EVERY TIME!**

So... What are you waiting for!?  
[Try Demo](#) or [Join Now!](#)

#### Member Login:

Username:  **2**  
Password:  **2**

**3** Login  
Forgot Username/Password?

Are you not yet a member of Equestrian Entries? [Click here to JOIN NOW FREE!](#)

How does EE.com work?  
How much does it cost?  
What about signature pages?  
What shows can I enter?

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GODADDY VERIFIED & SECURED







## D. GATHER INFORMATION AND COMPUTER FILES

### 1. INFORMATION > EQVERIFICATION.ORG



**IMPORTANT NOTE:** The key to painlessly entering USEF/USDF shows is having ALL the information and computer files BEFORE you enter the show. This chapter lets you know what you need before you enter a show.

- When you enter a USEF/USDF show, you are required to submit lots of information. EE helps you do this.
- Your best source of USEF and USDF information for people and horses is <http://www.eqverification.org/>.
- An example report is below.
- Unless you want to use this report for proof of SafeSport training for all people in the entry, **DO NOT UPLOAD** this document onto EE! It is mainly a reference for you to help you enter people and horse information into EE.
- When you create an entry in EE, EE creates a report similar to this one (without SafeSport information) that is automatically part of your entry. How nice!

	
(DO NOT CUT) <b>HORSE VERIFICATION</b>	(DO NOT CUT) <b>HORSE VERIFICATION</b>
USEF #: HORSE USEF # Horse: HORSE NAME Type: Life Effective Date: 04/08/2008 Exp. Date: --- Foal Date: 03/27/1995 FEI Status: Not Registered	USDF #: Horse USDF # Horse: Horse Name Type: Life Effective Date: 02/11/2009 Date Printed: 09/09/2019
(DO NOT CUT) <b>OWNER VERIFICATION</b>	(DO NOT CUT) <b>OWNER VERIFICATION</b>
USEF #: OWNER USEF # Owner: OWNER NAME Type: Active Effective Date: 12/01/2018 Exp. Date: 11/30/2019 Safe Sport Training: 09/03/2019 - 09/02/2020	USDF #: Owner USDF # Owner: Owner Name Membership: Group Eff. Date: 12/01/2018 Exp. Date: 11/30/2019 Date Printed: 09/09/2019
	
(DO NOT CUT) <b>RIDER VERIFICATION</b>	(DO NOT CUT) <b>RIDER VERIFICATION</b>
USEF #: RIDER USEF # Name: RIDER NAME Membership: Active Amateur Effective Date: 12/01/2018 Exp. Date: 11/30/2019 USDF Rider Status: Dressage AA Safe Sport Training: 09/03/2019 - 09/02/2020	USDF #: Rider USDF # Rider: Rider Name Membership: Group Effective Date: 12/01/2018 Exp. Date: 11/30/2019 Date Printed: 09/09/2019
Competition Year: 2019 Date Printed: Monday, September 9, 2019	Competition Year: 2019

#### NOTE:

- If a **person membership** (Rider, Owner, Trainer USEF, Coach USEF) is missing or not current, EE will automatically apply USEF and/or USDF non-member fee(s).
- A **Horse** must have, as a minimum, a USDF Horse Identification Number (USDF HID), which can be applied to the USEF requirement.

**NOTE:** The EE report does not include SafeSport training information; therefore, you need to submit a separate proof of SafeSport training document.

**NOTE:** If the entry has a Trainer and/or Coach that is/are different from the rider and/or owner, they are also looked up via EqEntries.org.

## D. GATHER INFORMATION AND COMPUTER FILES

### 1. INFORMATION > PEOPLE



- People = Rider, Owner, Trainer, and Coach (optional).
- This screen shows the basic information you will need for all people in the entry.
- Obtain all this information before you start the show entry process.
  
- Instructions are provided in the next chapter.

### User Info

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	City	<input type="text"/>
Citizenship	<input type="text"/>	State/Province	<input type="text"/>
Phone	<input type="text"/>	Zip Code	<input type="text"/>
Cell Phone	<input type="text"/>	Country	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>
Date of Birth	<input type="text"/>		
JR, YR or SR?	<input type="text"/>		

**Note: Trainers cannot be under 18 years of age**

### Emergency Info

Emergency Contact Name	<input type="text"/>
Emergency Contact Number	<input type="text"/>
Emergency Contact Relationship	<input type="text"/>

### Membership Info

USEF Membership Number	<input type="text"/>
Rider Status	<input type="text"/>
USEA / Equine Canada Membership Number	<input type="text"/>
USDF Membership Number	<input type="text"/>

**NOTE:** Boxes with burgundy text must be completed.

### Local/FEI Dressage Memberships

Select FEI or GMO	Number	<input type="button" value="add new"/>
<input type="text"/>	<input type="text"/>	<input type="button" value="delete"/>



- **1 Horse Info:**
  - **2 Name.** Required. = breed registration name = USEF recording name = USDF registration name = name on Coggins = name on proof of vaccination.
  - **3 Owner.** Required.
- **4 [Horse] Membership Info:**
  - **5 Horse USEF number.** Required, if the horse has a USEF number. USEF will accept a USEF Life or HID.
  - **6 Horse USDF number.** Required. As a minimum, a USDF HID is required for a horse to participate in a USEF/USDF show).
- **7 Local/FEI Dressage Memberships:**
  - May be required for some shows.
- The other information is optional – nice to have but not required in a show entry.
- Instructions are provided in the next chapter.

### 1 Horse Info

<p><b>2</b> Name <input type="text"/></p> <p>Previous Name? <input type="text"/></p> <p>For Sale? <input type="text" value="No"/></p> <p>Name on Coggins <input type="text"/></p> <p><b>3</b> Owner <input type="text" value="-----"/>   <input type="button" value="Create New Owner"/></p> <p>Sire <input type="text"/></p> <p>Dam <input type="text"/></p> <p>Dam's Sire <input type="text"/></p> <p>Grand Dam <input type="text"/></p> <p>Grand Sire <input type="text"/></p> <p>Breeder <input type="text"/></p> <p>Breeder's Address <input type="text"/></p>	<p>Breed <input type="text"/></p> <p>Height <input type="text" value="17.1"/></p> <p>Year of Birth <input type="text" value="2004"/></p> <p>Sex <input type="text" value="Mare"/></p> <p>Color <input type="text"/></p> <p>Groom <input type="text"/></p> <p>Passport Number <input type="text"/></p> <p>Stud Book # <input type="text"/></p> <p>Coggin's Date <input type="text"/></p> <p>Country of Birth <input type="text" value="-----"/></p>
---	--

---

### 4 Membership Info

**5** Horse's USEF Membership Number

Horse's USEA / Equine Canada Membership Number

**6** Horse's USDF Membership Number

---

### 7 Local/FEI Dressage Memberships

Select FEI or GMO	Number	<input type="button" value="add new"/>
<input type="text" value="---"/>	<input type="text"/>	<input type="button" value="delete"/>











## D. GATHER INFORMATION AND COMPUTER FILES

### 2. COMPUTER FILES > INTRODUCTION




**NOTE:** If you are submitting more than one entry for a show, include all the required documents in EACH entry. DO NOT submit documents in the first entry then expect the show secretary to look for them when processing your second entry!!!!

- Your entry will require the following documents that should be uploaded to EE:
  - USEF Federation Entry Agreement:** Must use current form. One or more forms signed by all people in the entry.
  - USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement:** Must use current form. One signed form for each person in the entry.
  - Proof of SafeSport Training:** Proof of current training for each person in the entry. SafeSport expires in one year.
  - Coggins:** Copy of Coggins done within 12 months of the show. Horse name on Coggins must be the same as on the entry, breed papers, etc.
  - Proof of Vaccination:** IAW USEF GR845, proof of flu/rhino vaccination within 6 months of the show. Horse name on the Proof of Vaccination must be the same as on the entry, breed papers, etc.
  - Proof of Q for MFS:** If a MFS test is in the entry, must submit proof that the horse/rider pair qualify to ride the MFS test.
  - Other Documents:** Any other documents that may be required by the show.
- Ensure you have the computer files for the documents discussed in this section.
- They can be in PDF, JPG, JPEG or PNG or computer file format.
- They can be no larger than 2 MB.
- Some of the documents are obtainable as computer files (usually PDF files).
- If you do not have a needed document's **computer file**, you can scan the paper document, ask a friend to scan it for you, or have it scanned at an office supply store. Alternately, you can photograph the document; however, ensure you use a higher resolution so document details can be read.
- Ensure the documents are legible on-screen and when printed.**
- Ensure you save the computer documents in a location where they are easy to retrieve when you want to upload them to EE. You might want to create a **Show Documents** folder on your hard drive, save them in a folder in the **Cloud**, or save them onto a **USB drive**.
- To help you identify each document, it is recommended that you use filenames similar to **YYYY-MM-DD\_Name\_TypeOfDocument**; for example, **2020-06-03\_Smith\_SafeSport**:
  - YYYY-MM-DD** = Date the item was done. Depending upon the type of document, this date will help you determine if a document is expired (SafeSport expires in one year, Coggins expires in one year, Proof of Vaccination expires in six months, etc.)
  - Name** = Person's last name or Horse's name.
  - TypeOfDocument** = The type of document (SafeSport, Coggins, Proof of Vaccination, etc.).
- Examples of filenames for **Rider/Trainer Lname 3, Owner Lname2, and Horse 1** are as follows:

<b>d</b>	 2020-03-15_Horse1_Coggins.pdf
<b>e</b>	 2020-03-15_Horse1_Vac.pdf
<b>a</b>	 2020-03-15_USEF-EntryAg_Lname3_Lname2.pdf
<b>b</b>	 2020-03-15_USEF-Waiver_Lname2.pdf
<b>b</b>	 2020-03-15_USEF-Waiver_Lname3.pdf
<b>c</b>	 2020-06-02_Lname2_SafeSport.pdf
<b>c</b>	 2020-06-02_Lname3_SafeSport.pdf
<b>f</b>	 Lname3_Horse1_MFS3-Q.pdf



- Where to get the form: <https://www.usef.org/compete/resources-forms/competition-management/competition-prize-lists>. Look for the form in the middle of the web page. There are a fillable version (for computer signatures) and a non-fillable version (for printing, signing and scanning).
- This form was revised 26 May 2020 due to COVID-19. Older versions are not accepted. Further revisions are possible; therefore, always obtain the document from the USEF web site.
- An entry may have one document if the Rider, Owner, Trainer and Coach (if applicable) are available to sign one piece of paper. Multiple documents, each from a different person, may be submitted if all the people cannot get together to sign it.
- A Rider or Trainer may sign for the Owner as an agent of the Owner.
- Each section of the document must be completed, even if a person fills more than one role.



**FEDERATION ENTRY AGREEMENT**

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaultler or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of \_\_\_\_\_ (Competition). I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable - casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4.

**BY SIGNING BELOW, I AGREE** to be bound by all applicable Federation Rules and all terms and provisions of this entry blank and all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand.

<p><b>RIDER/DRIVER/HANDLER/VAULTER/LONGEUR</b> (mandatory)</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p><b>OWNER/AGENT</b> (mandatory)</p> <p>Signature: _____</p> <p>Print Name: _____</p>
<p><b>TRAINER</b> (mandatory)</p> <p>Signature: _____</p> <p>Print Name: _____</p>	<p><b>COACH</b> (if applicable)</p> <p>Signature: _____</p> <p>Print Name: _____</p>

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaultler/Longeur is a minor) \_\_\_\_\_

Print Parent//Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

Is Rider/Driver/Vaultler a U.S. Citizen:  Yes  No



## 2. COMPUTER FILES > b. USEF WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNIFICATION

- Where to get the form: <https://www.usef.org/compete/resources-forms/competition-management/competition-prize-lists>. Look for the form in the middle of the web page. There are a fillable version (for computer signatures) and a non-fillable version (for printing, signing and scanning).
- This form was revised 17 June 2020 due to COVID-19. Older versions are not accepted. Further revisions are possible; therefore, always obtain the document from the USEF web site.
- An entry must have ONE DOCUMENT for EACH PERSON in the entry. For example, if the Rider = Owner = Trainer, there will be one document. If the Rider = Owner but the Trainer is a different person, there will be two documents. Etc.
- A Rider, Trainer or Coach **MAY NOT** sign for the Owner as an agent of the Owner.



### WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and ("USEF Event" or "USEF Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree to be bound and abide by the rules, regulations, and policies of USEF as published in the USEF Rule Book and on the website at [www.usef.org](http://www.usef.org), as amended from time to time.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

**EQUINE ACTIVITY LIABILITY ACT WARNING:**

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK. Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers, the promoters, sponsors, or advertisers of any USEF Event, any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (Individually and Collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

RIDER/DRIVER/HANDLER/VAULTER/LONGEUR  OWNER  TRAINER  OFFICIAL  STAFF  VOLUNTEER  COACH (IF APPLICABLE)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

6.17.20

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

**NOTES: VERY IMPORTANT** – The waiver is a legal document. All areas on the form must be signed, even if the rider, owner, trainer, and/or coach are the same person.




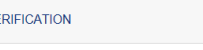




## 2. COMPUTER FILES > c. PROOF OF CURRENT SAFESPORT TRAINING



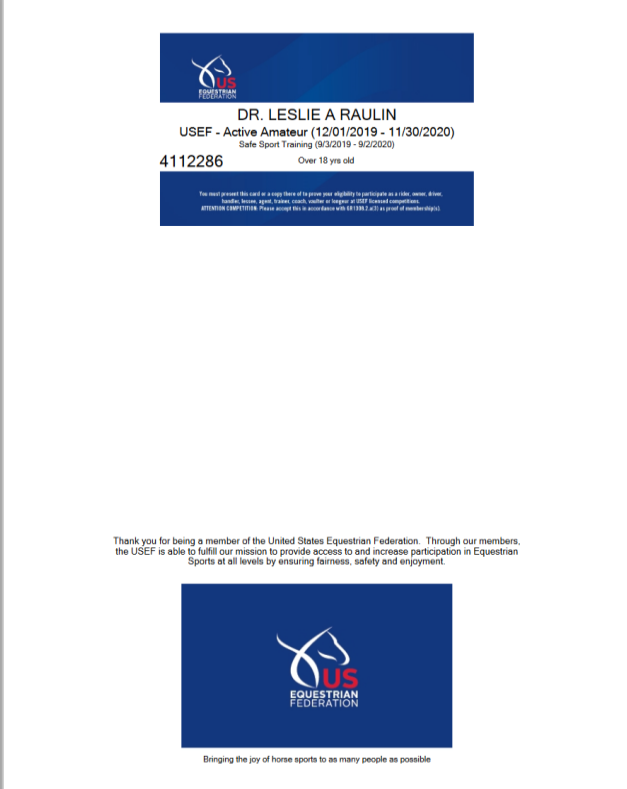
- Where to get the document:
  - Use <http://www.eqverification.org>, as discussed above. This is a good method when you have more than one person in the entry as proof is obtained for all people on one document.
  - Use <https://www.usef.org/search/people>. This is an easier method when there is only one person in the entry. (1) Click this link. (2) Enter the person's name or USEF number and click SEARCH. (3) Click the small red icon. (4) Click the download icon (down arrow) at the top right of the screen. (5) The document is downloaded as a PDF file.
- [Click here](#) for the USEF SafeSport web page.
- SafeSport training must be completed by all adult (18 years or older) USEF competing member every year.
- Proof of SafeSport training MUST be provided for ALL people in an entry.
- Use of the SafeSport training certificate is not recommended as it does not have an expiration date.

<http://www.eqverification.org>

 <p>(DO NOT CUT) <b>HORSE VERIFICATION</b></p> <p>USEF #: 5021935 Horse: AVIANI Type: Life Effective Date: 04/08/2008 Exp. Date: --- Foal Date: 03/27/1995 USHJA Status: USHJA Registered</p>	 <p>(DO NOT CUT) <b>HORSE VERIFICATION</b></p> <p>USDF #: 1076680 Horse: Aviani Type: Life Effective Date: 02/11/2009 Date Printed: 03/05/2019</p>
 <p>(DO NOT CUT) <b>OWNER VERIFICATION</b></p> <p>USEF #: 4112286 Owner: RAULIN, LESLIE Type: Active Effective Date: 12/01/2018 Exp. Date: 11/30/2019 Safe Sport Training: 09/05/2018 - 09/04/2019</p>	 <p>(DO NOT CUT) <b>OWNER VERIFICATION</b></p> <p>USDF #: 62024 Owner: Leslie A Raulin Membership: Group Efr. Date: 12/01/2018 Exp. Date: 11/30/2019 Date Printed: 03/05/2019</p>
 <p>(DO NOT CUT) <b>RIDER VERIFICATION</b></p> <p>USEF #: 4112286 Name: LESLIE A RAULIN Membership: Active Amateur Effective Date: 12/01/2018 Exp. Date: 11/30/2019 USDF Rider Status: Dressage AA Safe Sport Training: 09/05/2018 - 09/04/2019</p>	 <p>(DO NOT CUT) <b>RIDER VERIFICATION</b></p> <p>USDF #: 62024 Rider: Leslie A Raulin Membership: Group Effective Date: 12/01/2018 Exp. Date: 11/30/2019 Date Printed: 03/05/2019</p>

Competition Year: 2019  
Date Printed: Tuesday, March 5, 2019


<https://www.usef.org/search/people>



**DR. LESLIE A RAULIN**  
USEF - Active Amateur (12/01/2019 - 11/30/2020)  
Safe Sport Training (9/3/2019 - 9/2/2020)  
4112286 Over 18 yrs old

You must present this card at a copy here of to prove your eligibility to participate in a club, event, show, trade show, horse show, open house, or other USEF sanctioned event.  
ATTENTION COMPETITOR: Please bring this in accordance with USEF 139.2.4.7 as proof of membership.

Thank you for being a member of the United States Equestrian Federation. Through our members, the USEF is able to fulfill our mission to provide access to and increase participation in Equestrian Sports at all levels by ensuring fairness, safety and enjoyment.



Bringing the joy of horse sports to as many people as possible



## 2. COMPUTER FILES > d. COGGINS



- Where to get the document:
  - Some veterinarians send the Coggins report as a PDF file that can be uploaded to EE.
  - Other veterinarians mail a paper copy of the Coggins report that must be scanned or photographed, then can be uploaded to EE.
- The Coggins test is a blood test that tests for infection by Equine Infectious Anemia, a fatal disease for horses. The test must be performed annually. [Click here](#) for more information.
- The start date for a Coggins report is the date the blood is drawn; it expires one year later. For example, a Coggins with a blood draw on 15 March 2020 expires after 14 March 2021 (this is the last day it can be used).
- A Coggins report that is submitted to a USEF/USDF show must be current on the show date(s).
- **VERY IMPORTANT:** The horse's name on the Coggins must be the same as the name on the entry, the USEF recodation certificate, the USDF registration certificate, the breed papers, and the proof of vaccination.

### Emailed PDF Coggins

US Department of Agriculture Animal and Plant Health Inspection Service EQUINE INFECTIOUS ANEMIA LABORATORY TEST VS Memorandum 555.16		Serial No. <b>216812</b>	1. Accession Number F1226587	2. Date Blood Drawn 04/15/2012
Forms Without Adequate Descriptions of the Horse and Complete Addresses Including Zip Codes, Counties, and Telephone Numbers Will Not Be Processed.				
3. Reason for Testing <input type="checkbox"/> Market <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relact <input type="checkbox"/> Export		7. Name and Address or Stable/Market (Please print or type) Tyler and Kathy Garrison		
4. Geographic Information Systems (GIS) Lat: -- Long: --		8. Test Type <input type="checkbox"/> ELISA <input checked="" type="checkbox"/> AGID		
5. Veterinary License or Accreditation No. 7076		9. Name and Address of Veterinarian (Please print or type) Kathy S. Garrison		
6. Name and Address of Owner (Please print or type) Tyler and Kathy Garrison 909 WCR 66 E Fort Collins, CO Tel No. (970) 568-3549		10. Name and Address of Veterinarian (Please print or type) Kathy S. Garrison 909 W. County Road 66 E Fort Collins, CO Tel No. (970) 568-3549		
Certification of Federally Accredited Veterinarian I certify the specimen submitted with this Form was drawn by me from the horse described below on the date indicated above.				
10. Signature of Federally Accredited Veterinarian		11. Type or Print Signature Name Kathy S. Garrison		12. Signature Date 04/17/2012
Certification of Owner or Owner's Agent I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete.				
13. Signature of Owner or Owner's Agent		14. Type or Print Signature Name		15. Signature Date
16. Table No. 2	17. Official Tag No. --	18. Saddle/Brand --	19. Name of Horse Popoys Cruel Girl	20. Color Gray
21. Breed Quarter	22. Electronic I.D. No. --	23. Age or DOB 04/15/2000	24. Sex M - Male F - Female G - Gelding N - Neuter	25. M - Male F - Female G - Gelding N - Neuter
SHOW ALL SIGNIFICANT MARKINGS, WHORLS, BRANDS, AND SCARS				
Narrative Description and Remarks				
26. Head	27. Left Forelimb	28. Left Hindlimb	29. Other Marks and Brands 2 dark spots on muzzle, white on lower lip, freckles	30. Right Forelimb
31. Laboratory Name/City/State Fort Collins, CO	32. Date Received 04/17/2012	33. Date Reported Out 04/18/2012	34. Test Results <input type="checkbox"/> Negative <input checked="" type="checkbox"/> Positive <input type="checkbox"/> AGID <input type="checkbox"/> ELISA	35. Signature of Technician Anita Schliebel
For Laboratory Use Only 34. Test Results 35. Remarks 36. Remarks				
Falsification of this form or knowingly using a falsified form is a criminal offense and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (U.S.C. Section 1001).				

### Mailed Paper Coggins

See reverse for more OMB information		FORM APPROVED - OMB NUMBER 0379-1927	
US DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE EQUINE INFECTIOUS ANEMIA LABORATORY TEST VS Memorandum 555.16		Serial No. B	1. ACCESSION NUMBER
Forms Without Adequate Descriptions of the Horse and Complete Addresses Including Zip Codes, Counties, and Telephone Numbers Will Not Be Processed.		2. DATE BLOOD DRAWN	
3. REASON FOR TESTING <input type="checkbox"/> Market <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Relact <input type="checkbox"/> Export		7. NAME AND ADDRESS OR STABLE/MARKET (Please print or type)	
4. GEOGRAPHIC INFORMATION SYSTEMS (GIS) (lat/long)		8. TEST TYPE <input type="checkbox"/> ELISA <input type="checkbox"/> AGID	
5. VETERINARY LICENSE OR ACCREDITATION NO.		9. NAME AND ADDRESS OF VETERINARIAN (Please print or type)	
6. NAME AND ADDRESS OF OWNER (Please print or type)		10. NAME AND ADDRESS OF VETERINARIAN (Please print or type)	
Certification of Federally Accredited Veterinarian I certify the specimen submitted with this Form was drawn by me from the horse described below on the date indicated above.			
10. SIGNATURE OF FEDERALLY ACCREDITED VETERINARIAN		11. TYPE OR PRINT SIGNATURE NAME	
11. SIGNATURE OF OWNER OR OWNER'S AGENT		12. SIGNATURE DATE	
Certification of Owner or Owner's Agent I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete.			
13. SIGNATURE OF OWNER OR OWNER'S AGENT		14. TYPE OR PRINT SIGNATURE NAME	
16. Table No. 2	17. Official Tag No. --	18. Saddle/Brand --	19. Name of Horse Popoys Cruel Girl
20. Color Gray	21. Breed Quarter	22. Electronic I.D. No. --	23. Age or DOB 04/15/2000
24. Sex M - Male F - Female G - Gelding N - Neuter	25. M - Male F - Female G - Gelding N - Neuter	SHOW ALL SIGNIFICANT MARKINGS, WHORLS, BRANDS, AND SCARS	
Narrative Description and Remarks			
26. HEAD	27. LEFT FORELIMB	28. LEFT HINDLIMB	29. OTHER MARKS AND BRANDS
30. RIGHT FORELIMB	31. RIGHT HINDLIMB	32. REMARKS	
FOR LABORATORY USE ONLY			
33. LABORATORY NAME/CITY/STATE	34. DATE RECEIVED	35. DATE REPORTED OUT	36. TEST RESULTS
37. SIGNATURE OF TECHNICIAN	38. REMARKS	39. NEGATIVE <input type="checkbox"/> POSITIVE <input checked="" type="checkbox"/> AGID <input type="checkbox"/> ELISA	40. REMARKS
Falsification of this form or knowingly using a falsified form is a criminal offense and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (U.S.C. Section 1001).			





## 2. COMPUTER FILES > f. PROOF OF QUALIFICATION FOR MFS

- Where to get the document:
  - Dressage test sheet – page with judge name, signature, score, and name of show.
  - USDF Scores ([click here](#)): Print the report, take a screen capture and save, or photograph the report.
- If the rider/horse pair will be entered to ride a musical freestyle (MFS), they must have met the following qualification requirement:

**USEF Rules, DR 129.9:** Except for USEF/USDF Championship classes and for FEI Pony Riders, FEI Junior and Young Rider Freestyles, in order to enter a freestyle class at any level, **a horse/rider combination must have received a minimum score of 63% for Training through Fourth levels and 60% for FEI levels in the highest test of the declared freestyle level or any test of a higher level at a Federation Licensed or FEI recognized Dressage Competition or “open” Dressage class (i.e. open to all breeds) at a Federation Licensed Competition held prior to the competition where the horse/rider combination is entered to ride a freestyle class (effective 4/1/2013).** A photocopy of the test verifying eligibility or copy of the USDF score verification must be submitted with the entry for a freestyle class. For verification, access <http://www.usdf.org/usdfscores>.

- [Click here](#) for MFS information on the USDF web site.

United States Equestrian Federation, Inc.  
**2011 First Level Test 3**

NAME of USEF Licensed / USDF Recognized Show  
 Sunday, July 20, 2014  
 Class: 20 Test: 1-3 Entry # 14

Horse: Horse Name  
 Rider: Rider Name Adult Amateur  
 Time: 2:58:00 PM  
 Ring: 1  
 Judge at C: Hilary Moore Hebert (L) C

Name of Rider  
**Final Score**  
 208 Points 67.096 Percent  
 Annemari Ferguson  
 Name of Judge  
 Signature of Judge

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USDF Scores

USDFScores.com

Search

USDF Competition Calendar

USDF members must log in to access free score reports.

The official USDF source for the most accurate and complete dressage scores, featuring:

- Expanded search functionality
- Access to USDF qualifications and standings

Search

Rider  
 Enter rider's first and last name or USDF number

Horse  
 Enter horse's name or USDF number

Horse by Owner  
 Enter owner's first and last name or USDF number

Need Help?

Please note, there is a \$20 fee per report for non-members and USDF Education members. If you are a current USDF Participating, Group or Business member, please Log In to access free score reports.

Additional Score-Related Information  
 Choose a link

# D. GATHER INFORMATION AND COMPUTER FILES

## 2. COMPUTER FILES > g. OTHER DOCUMENTS



- Some shows may require additional documents, such as:
  - Breed papers
  - Health certificate (expires)
  - Horse passport
  - Local club membership (expires)
  - Etc.
- Scan or photograph these documents and upload to EE.
- If a show does not require any of these documents, do not include them in an entry!!

NAME: REG NAME HERE		BIRTHDATE: 01-01-1000	
REG #: 1234	SEX: GENDER		<b>KWPN</b> Royal Dutch Sport Horse
PREDICATE: TITLE		GENOTYPE: GENOTYPE	
COLOR: COLOR			
MARKINGS: HEAD: HEAD MARKINGS HERE			
LF:			
RF:			
LH:			
RH:			
SIRE'S REG NAME CLR. GENOTYPE	SIRE'S REG NAME CLR. GENOTYPE		
	DAM'S REG NAME CLR. GENOTYPE		
DAM'S REG NAME CLR. GENOTYPE	SIRE'S REG NAME CLR. GENOTYPE		
	DAM'S REG NAME CLR. GENOTYPE		

**CERTIFICATE OF VETERINARY INSPECTION**

Client name of  
owner/possessor  
Address  
City  
State  
Zip

Animal name  
Age  
Sex  
Color

Inspected by  
Date

Inspected at  
Address  
City  
State  
Zip

Inspected for  
1. Infectious diseases  
2. Parasitic infestations  
3. Contagious diseases  
4. Contagious epizootics  
5. Contagious diseases of man  
6. Contagious diseases of animals  
7. Contagious diseases of plants  
8. Contagious diseases of aquatic animals  
9. Contagious diseases of birds  
10. Contagious diseases of insects  
11. Contagious diseases of arachnids  
12. Contagious diseases of molluscs  
13. Contagious diseases of nematodes  
14. Contagious diseases of helminths  
15. Contagious diseases of protozoa  
16. Contagious diseases of fungi  
17. Contagious diseases of bacteria  
18. Contagious diseases of viruses  
19. Contagious diseases of prions  
20. Contagious diseases of other organisms

Remarks

Signature of Veterinarian  
Date

**PFERDEPASS**  
REGISTRATION CERTIFICATE  
CERTIFICAT O ENREGISTREMENT

Inklusive Zuchtbescheinigung (Inclusive breeding certificate)

ASBEXARBY TUKALACBEBE26

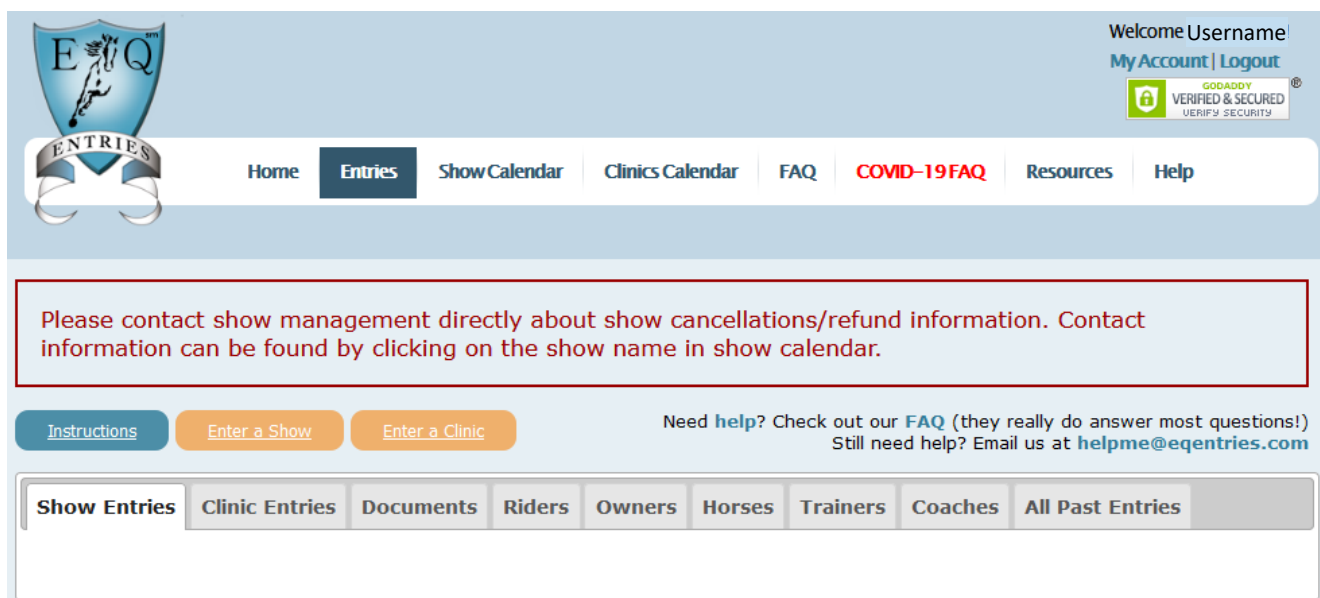
Member Name  
Member ID  
Category  
Expiration

**POTOMAC VALLEY DRESSAGE ASSOCIATION, INC**

Name: Member Name  
Member ID: 1200567  
Category: Life (Adult)  
Expiration: 12/31/9999



# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS



The screenshot shows the top navigation bar of the Equestrian Entries website. On the left is the logo, a shield with 'EQ' and a horse silhouette, with 'ENTRIES' on a banner below. On the right, it says 'Welcome Username' with links for 'My Account' and 'Logout', and a Godaddy security badge. The main navigation menu includes 'Home', 'Entries' (highlighted), 'Show Calendar', 'Clinics Calendar', 'FAQ', 'COVID-19 FAQ', 'Resources', and 'Help'. Below the menu is a red-bordered box with a message: 'Please contact show management directly about show cancellations/refund information. Contact information can be found by clicking on the show name in show calendar.' Underneath are buttons for 'Instructions', 'Enter a Show', and 'Enter a Clinic'. To the right of these buttons is a help message: 'Need help? Check out our FAQ (they really do answer most questions!) Still need help? Email us at helpme@eqentries.com'. At the bottom is a horizontal menu with buttons for 'Show Entries' (selected), 'Clinic Entries', 'Documents', 'Riders', 'Owners', 'Horses', 'Trainers', 'Coaches', and 'All Past Entries'.

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

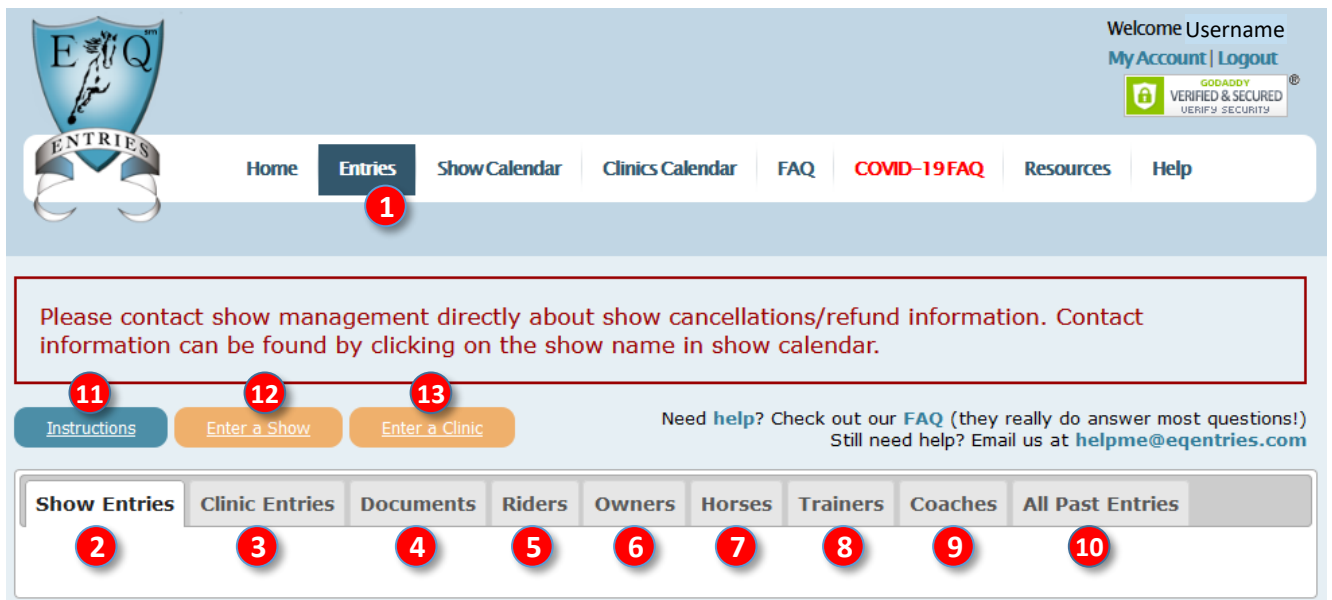
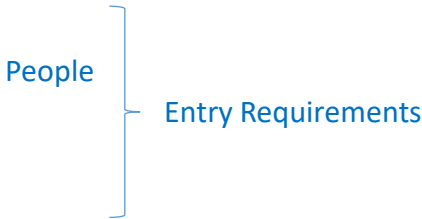
## OVERVIEW

- After you log onto EE, click **1** **Entries > Entrants**.
- A menu is seen, with the following tabs:
  - **2** **Show Entries**
  - **3** **Clinic Entries**
  - **4** **Documents**
  - **5** **Riders**
  - **6** **Owners**
  - **7** **Horses**
  - **8** **Trainers**
  - **9** **Coaches**
  - **10** **All Past Entries**

*NOTE: Clinic entries are not covered in this version of the manual.*

**IMPORTANT NOTE:** If you follow the sequence of (1) entering all **people** information, (2) entering all **horses** information, then (3) uploading of all **documents**, EE set up and EE entries are very easy. If you are missing information, you can add it later, but the process is much more difficult.

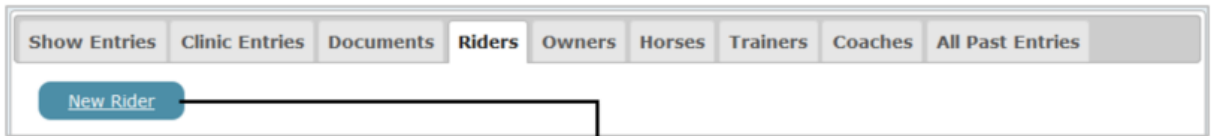
- In the following pages we will discuss each of the tabs, in this order:
  - 1. Riders
  - 2. Owners
  - 3. Trainers
  - 4. Coaches
  - 5. Horses
  - 6. Documents
  - 7. Show Entries
  - 8. All Past Entries



- Click **11** **Instructions** for a summary of these steps.
- You will use **12** **Enter a Show** or **13** **Enter a Clinic** after you provide **People** and **Horse** information (**5** - **9**) and upload **4** **Documents**.

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 1. RIDERS TAB > OVERVIEW



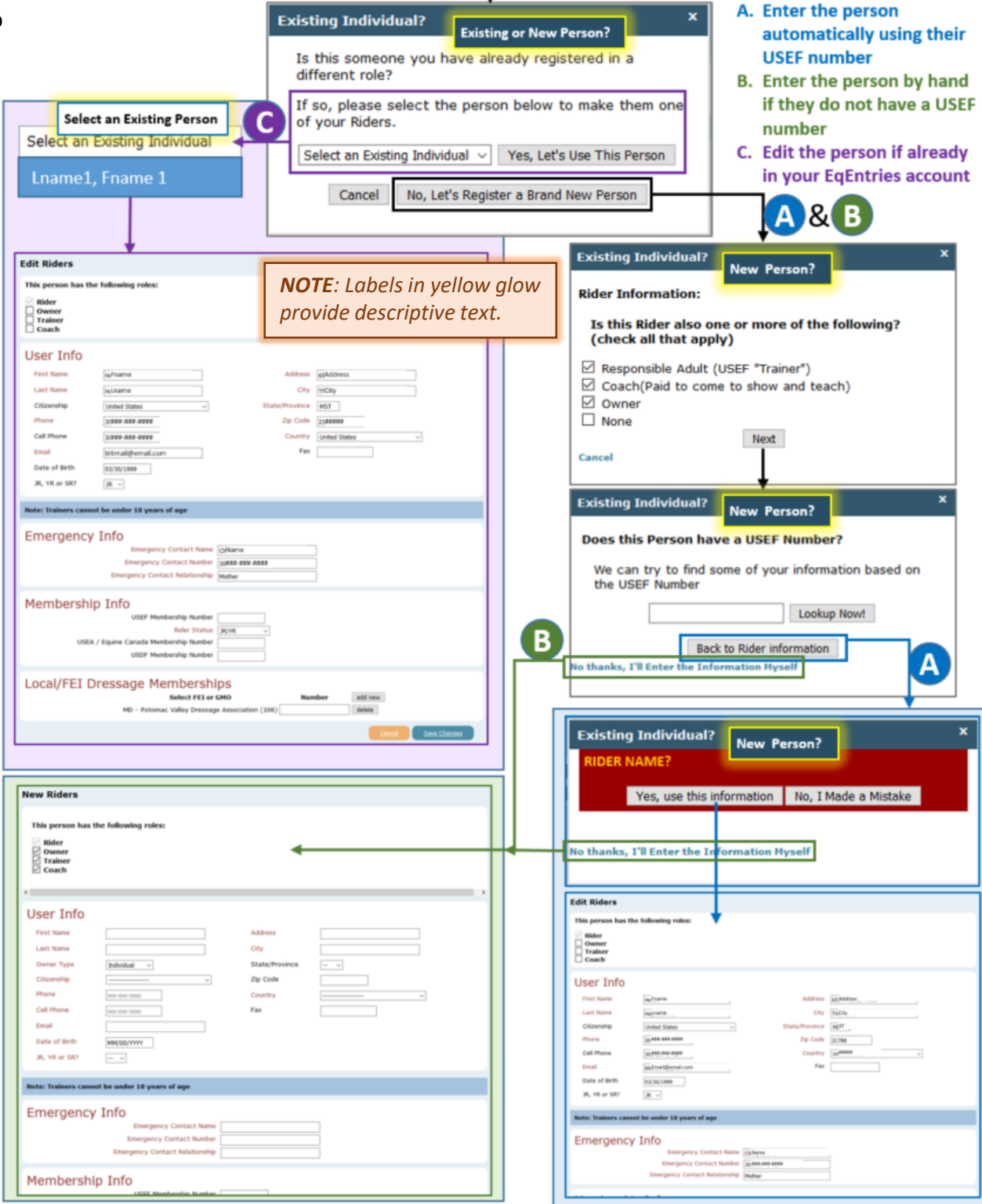
There are three main methods to enter a Rider (Person):

**A.** Enter the person automatically using their USEF number

**B.** Enter the person by hand if they do not have a USEF number

**C.** Edit the person if already in your EE account

- A.** Enter the person automatically using their USEF number
- B.** Enter the person by hand if they do not have a USEF number
- C.** Edit the person if already in your EqEntries account



*NOTE: Labels in yellow glow provide descriptive text.*

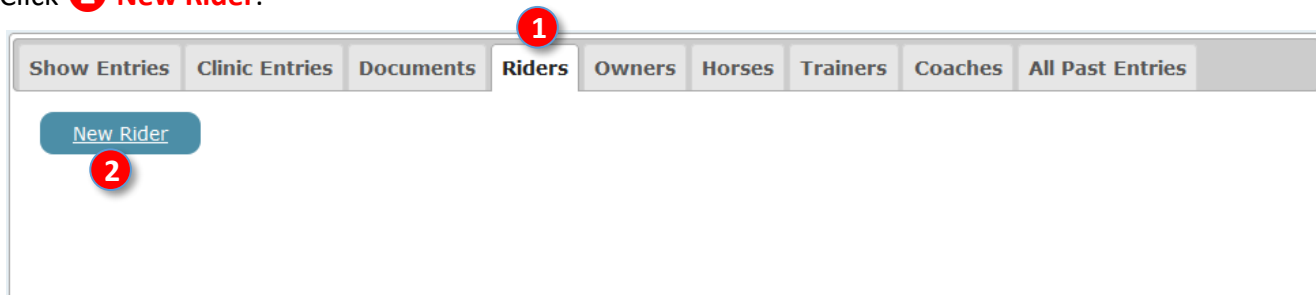
# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 1. RIDERS TAB > GETTING STARTED

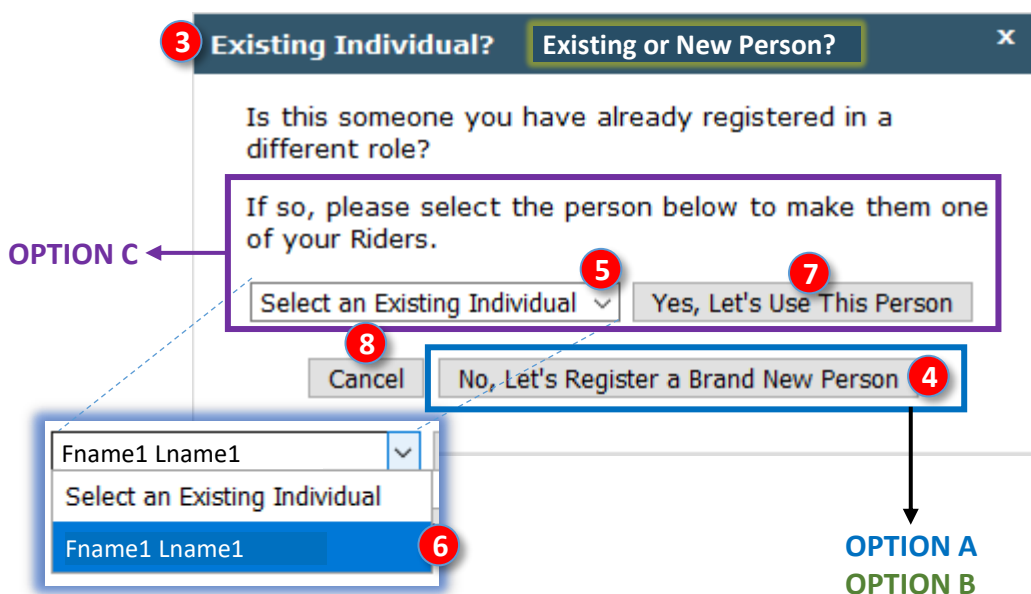
**NOTE:** Even though this tab is designed for entering **Riders**, I recommend you enter **all people** that could be involved in your entries in any role (Rider, Owner, Trainer or Coach) and select **all roles** for each person.

### GETTING STARTED:

- Click the **1 Riders** tab.
- Click **2 New Rider**.



- The following window opens: **3 Existing Individual? [Existing or New Person?] Is this someone you have already registered in a different role?**
  - If the person has NOT already been entered into your EE account, click **4 No, Let's Register a Brand New Person**. This will let you **A. Enter the person automatically using their USEF number** or **B. Enter the person by hand if they do not have a USEF number**.
  - If the person has already been entered in your EE account, using the **5 Select an Existing Individual** drop down arrow, **6** select the person's name. Then click **7 Yes, Let's Use This Person**. This will let you **C. Edit a person that has already been entered into your EE account**.
  - If you do not want to enter a Rider, click **8 Cancel**.



- We will use **4 No, Let's Register a Brand New Person** (Options A & B). EE helps you: **A. Automatically enter Rider information using the person's USEF #** or **B. Lets you hand enter the information yourself if the person does not have a USEF #**.

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 1. RIDERS TAB > OPTION A: ADD RIDER WITH USEF #

- From **Riders Tab** > **New Rider** > **Existing Individual?** [Existing or New Person?]
- Click **1 No, Let's Register a Brand New Person:**

**Existing Individual?** Existing or New

Is this someone you have already registered in a different role?

If so, please select the person below to make them one of your Riders.

Select an Existing Individual

1

**NOTE:** Even though this tab is designed for entering Riders, I recommend you enter all people that could be involved in your entries in any role (Rider, Owner, Trainer or Coach) and select all roles for each person.

- The following window opens: **2 Existing Individual? [New Person?] Rider Information: Is this Rider also one or more of the following? (check all that apply).**
- Click the boxes that pertain to the person for this entry or for any possible entry:
  - Rider is automatically checked.
  - 3 Responsible Adult (USEF "Trainer"):** This is the adult person responsible for the horse while the horse is on the show grounds. It may or may not be the usual trainer of the horse. If the Rider may be the Responsible Adult for any entry, click the box.
  - 4 Coach (Paid to come to show and teach):** This is the person who is paid to coach the Rider while on the show grounds. It may or may not be the usual Coach of the Rider. If the Rider may be a Coach for any entry, click the box.
  - 5 Owner:** The person or business recognized by USEF and USDF on the day of the show as the official owner of the horse. If the Rider may be an Owner for any entry, click the box.
  - 6 None:** Click only this box if the Rider will not be a Responsible Adult, Coach, or Owner for any entry.
- Click **7 Next.**

**NOTE:** Designating the correct person as the Rider, Owner, and Responsible Adult (USEF Trainer) are required by USEF and USDF as they (1) establish legal responsibility for the entry and (2) ensure each person receives "credit" for participation in the show and therefore is eligible for awards, etc.

**NOTE:** I find it easier to give all people all roles as this avoids a back-and-forth to update roles for entries.

**Existing Individual?** New Person?

**Rider Information:**

**Is this Rider also one or more of the following? (check all that apply)**

**3**  Responsible Adult (USEF "Trainer")

**4**  Coach (Paid to come to show and teach)

**5**  Owner

**6**  None

7

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 1. RIDERS TAB > OPTION A: ADD RIDER WITH USEF #, CONT'D.

- The following window opens: **8** **New Individual? [New Person?] Does this Person have a USEF Number? We can try to find some of your information based on the USEF Number.**
- You have three options:
  - If you first want to change Rider roles, click **9** **Back to Rider Information.**
  - **Option B:** If the rider does not have a USEF membership number or if you want to hand type the Rider's information, click **10** **No thanks, I'll Enter the Information Myself** (details later).
  - **Option A:** If the Rider has a USEF number (even if it is not an active USEF membership), type the Rider's USEF number in the **11** **box** then click **12** **Lookup Now!** Do this for these instructions.

**8** Existing Individual? New Person? ×

**Does this Person have a USEF Number?**

We can try to find some of your information based on the USEF Number

**11**  **Lookup Now!** **12** **Option A**

**9** Back to Rider information

**Option B** **10** No thanks, I'll Enter the Information Myself

- The following window opens: **13** **New Individual? [New Person?] FNAME LNAME?**
- If this is NOT the correct person, click **14** **No, I Made a Mistake.** You will be returned to a previous screen for corrections.
- If this is NOT the correct person or you want to hand enter the Rider's information, click **15** **No thanks, I'll Enter the Information Myself.** You will be sent to a screen to hand enter the data.
- If this is the correct person, click **16** **Yes, use this information.** Do this for these instructions.

**13** Existing Individual? New Person? ×

**FNAME LNAME?**

**16** Yes, use this information **No, I Made a Mistake** **14**

**15** No thanks, I'll Enter the Information Myself

Continued on next page...

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 1. RIDERS TAB > OPTION A: ADD RIDER WITH USEF #, CONT'D.

- The following screen opens with the Rider's information populated (how nice!!! – thank you EE!).
- Review the information and make any corrections and/or additions, as may be needed.
- See **Option B** ([click here](#)) for details on completing the form.
- Click **1 Ok** to save your changes.



### New Riders

This person has the following roles:

- Rider
- Owner
- Trainer
- Coach

*NOTE: In this example, the **Rider** may also be the **Owner, Responsible Adult (Trainer)**, and/or the **Coach** for any entry. These are my recommended settings.*

---

### User Info

First Name	<input type="text" value="FNAME"/>	Address	<input type="text" value="ADDRESS"/>
Last Name	<input type="text" value="LNAME"/>	City	<input type="text" value="CITY"/>
Owner Type	<input type="text" value="Individual"/>	State/Province	<input type="text" value="ST"/>
Citizenship	<input type="text" value="United States"/>	Zip Code	<input type="text" value="#####"/>
Phone	<input type="text" value="###-###-####"/>	Country	<input type="text" value="United States"/>
Cell Phone	<input type="text" value="###-###-####"/>	Fax	<input type="text"/>
Email	<input type="text"/>		
Date of Birth	<input type="text" value="DD/MMYYYY"/>		
JR, YR or SR?	<input type="text" value="SR"/>		

**Note: Trainers cannot be under 18 years of age**

### Emergency Info

Emergency Contact Name	<input type="text"/>
Emergency Contact Number	<input type="text"/>
Emergency Contact Relationship	<input type="text"/>

### Membership Info

USEF Membership Number	<input type="text" value="#####"/>
Rider Status	<input type="text" value="Professional"/>
USEA / Equine Canada Membership Number	<input type="text"/>
USDF Membership Number	<input type="text" value="#####"/>

### Local/FEI Dressage Memberships

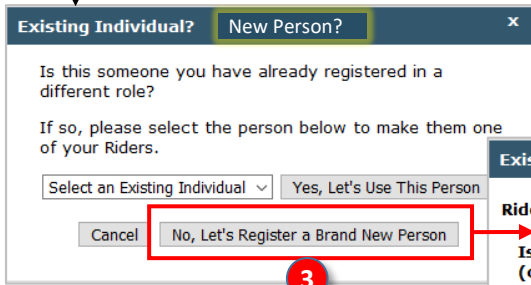
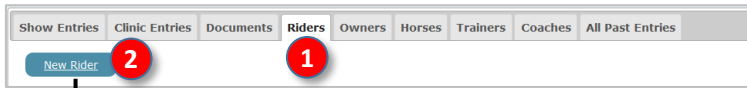
Select FEI or GMO	Number	
<input type="text" value="---"/>	<input type="text"/>	<input type="button" value="add new"/>
		<input type="button" value="delete"/>

Continued on next page...

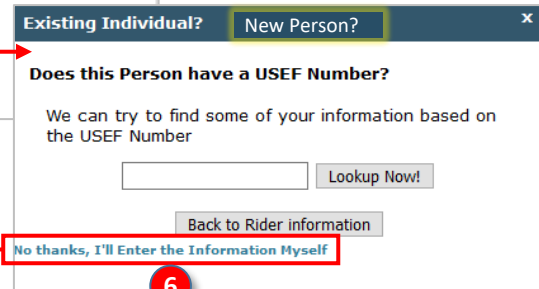
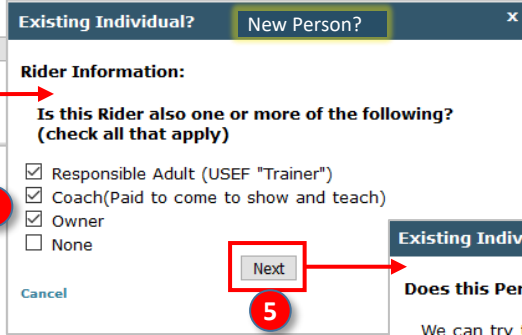
# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 1. RIDERS TAB > OPTION B: ADD RIDER WITHOUT USEF #

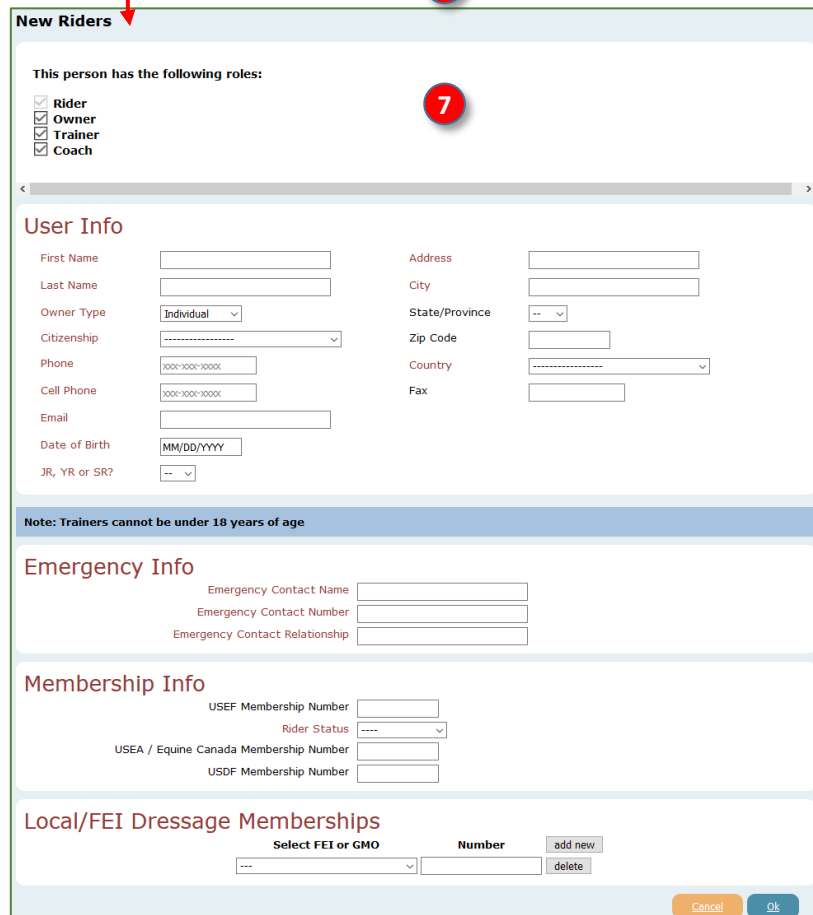
- Click **1** Riders Tab > **2** New Rider, then perform the following:



- 4** Click Responsible Adult (Trainer), Coach, and Owner. Do not click None.



- A **7** blank form opens with all roles selected.
- See the next pages for instructions to enter the person's information.



**New Riders**

This person has the following roles:

- Rider
- Owner
- Trainer
- Coach

**User Info**

First Name:  Address:   
Last Name:  City:   
Owner Type: Individual  State/Province: --   
Citizenship:  Zip Code:   
Phone:  Country:   
Cell Phone:  Fax:   
Email:   
Date of Birth: MM/DD/YYYY   
JR, YR or SR?: --

**Note: Trainers cannot be under 18 years of age**

**Emergency Info**

Emergency Contact Name:   
Emergency Contact Number:   
Emergency Contact Relationship:

**Membership Info**

USEF Membership Number:   
Rider Status: ----   
USEA / Equine Canada Membership Number:   
USDF Membership Number:

**Local/FEI Dressage Memberships**

Select FEI or GMO:  Number:    
----

Continued on next page...



## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 1. RIDERS TAB > OPTION B: ADD RIDER WITHOUT USEF # > USER INFO

- Next, complete the **1 User Info** (Rider's information):
  - 2 First Name:** Enter the person's first name
  - 3 Last Name:** Enter the person's last name
  - 4 Owner Type:** Using the dropdown arrow, make the appropriate selection:
    - Individual:** Horse is owned by a person.
    - Farm:** Horse is owned by a farm business.
    - Business:** Horse is owned by a business that is not a farm.
  - 5 Citizenship:** Using the drop-down arrow, select the person's citizenship.
  - 6 Phone:** Enter the person's phone number.
  - 7 Cell Phone:** Enter the person's cell phone number.
  - 8 Email:** Enter the person's email address.
  - 9 Date of Birth:** Enter the person's date of birth as MM/DD/YYYY.
  - 10 JR, YR or SR?:** Enter the person's rider status based on age.
    - SR = Senior Rider = Age 22 and older.**
    - JR = Junior Rider = Age ≤ 18.**
    - YR = Young Rider = Age 16-21.**
  - 11 Address:** Enter the person's street address.
  - 12 City:** Enter the person's city.
  - 13 State/Province:** Enter the person's state (US) or province (CAN).
  - 14 Zip Code:** Enter the person's zip code.
  - 15 Country:** Use the drop-down arrow and select the country of the person's residence.
  - 16 Fax:** Enter the person's FAX number, if any.

**NOTE:** Boxes with burgundy labels must be completed.

**User Info 1**

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	City	<input type="text"/>
Owner Type	<input type="text" value="Individual"/>	State/Province	<input type="text" value="--"/>
Citizenship	<input type="text" value="-----"/>	Zip Code	<input type="text"/>
Phone	<input type="text" value="xxx-xxx-xxxx"/>	Country	<input type="text" value="-----"/>
Cell Phone	<input type="text" value="xxx-xxx-xxxx"/>	Fax	<input type="text"/>
Email	<input type="text"/>		
Date of Birth	<input type="text" value="MM/DD/YYYY"/>		
JR, YR or SR?	<input type="text" value="--"/>		

**4** Individual  
Farm  
Organization

**10** SR  
JR  
YR

**5** United States  
Canada  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Antigua and Barbuda

**13** AK  
AL  
AS  
AZ  
AR  
CA  
CO  
CT

**15** United States  
Canada  
Afghanistan  
Albania  
Algeria  
American Samoa  
Andorra  
Angola  
Antigua and Barbuda

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 1. RIDERS TAB > OPTION B: ADD RIDER WITHOUT USEF # > EMERGENCY INFO, MEMBERSHIP INFO

#### EMERGENCY INFO:

- Complete the **1 Emergency Info** (the person to be contacted by the show or emergency personnel if the person suffers an emergency).

**Emergency Info** **1**  
Emergency Contact Name   
Emergency Contact Number   
Emergency Contact Relationship

#### MEMBERSHIP INFO:

- Complete the **2 Membership Info** (this information MUST BE CORRECT as it determines eligibility to participate in the show, if USEF and/or USDF non-member fees are charged to an entry, etc.).
- Using the EqVerification.org printout (see [Section D](#)) or other source document:
  - 3 USEF Membership Number:** Check for typos!!!
    - Enter the person's USEF number.
    - Enter this number even if the person is an inactive USEF member. If the person is an inactive USEF Competing member, the entry will automatically be charged a USEF Show Pass (Non-Member) fee.
    - If the person has never been a USEF member, leave this box blank.
  - 4 Rider Status:**
    - Using the drop-down arrow, select the person's rider status. This information will be on the USEF card.
      - Adult Amateur:** Age 22 and older without equine income.
      - JR/YR: JR (Junior Rider):** Age ≤ 18; **YR (Young Rider):** Age 16-21.
      - Professional:** Age 22 and older with equine income.
      - See USEF rules DR119.3 and GR1306 for details.
    - If the person is an inactive USEF member or a USEF non-member, leave this blank.
  - 5 USEA (US Eventing Association) and/or Equine Canada Membership Number:** If appropriate for the show, enter the person's USEA or EC numbers.
  - 6 USDF Membership Number:** Check for typos!!!
    - Enter the person's USDF number if s/he is an active USDF Participating or Group Member.
    - Enter this number if the person is an inactive USDF member (USDF non-member), or a USDF fan member.
    - If the person has never been a USDF member, leave this box blank.
    - If the person is a USDF inactive or non-member, the entry will automatically be charged a USDF Non-Member fee.

**Membership Info** **2**  
USEF Membership Number  **3**  
Rider Status  **4**  
USEA / Equine Canada Membership Number  **5**  
USDF Membership Number  **6**

**4**  
Adult Amateur  
JR/YR  
Professional

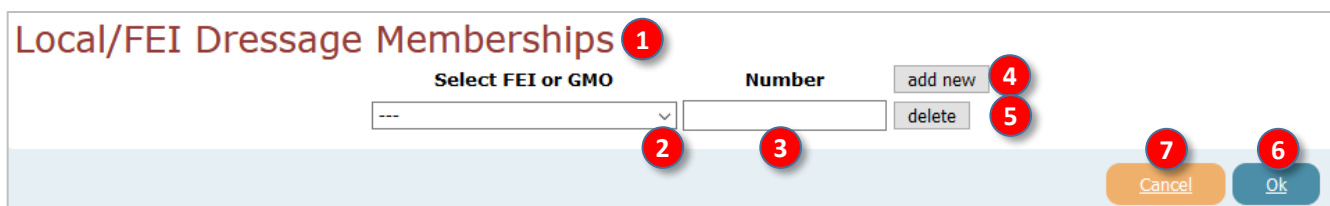
Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 1. RIDERS TAB > OPTION B: ADD RIDER WITHOUT USEF # > LOCAL/FEI DRESSAGE MEMBERSHIPS, RETURN TO RIDERS TAB

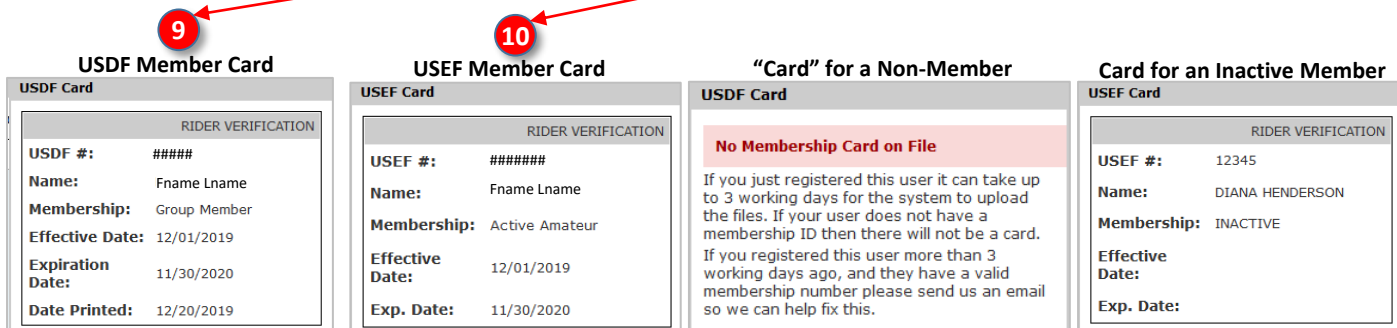
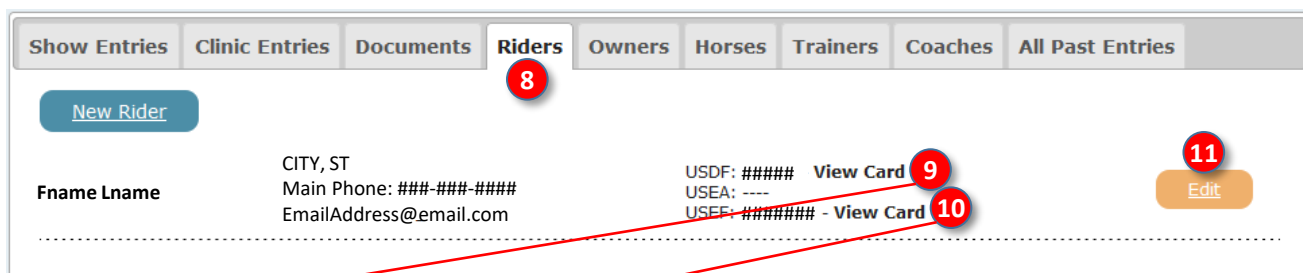
#### LOCAL/FEI DRESSAGE MEMBERSHIPS :

- 1 **Local/FEI Dressage Memberships:** Finally, if required for the show, complete the information.
  - 2 **Select FEI or GMO:** Use the drop-down arrow and make a selection (EE provides a long list).
  - 3 **Number:** Type in the person's membership number.
  - 4 **Add New:** Click to add a new membership line.
  - 5 **Delete:** Click to delete a membership line.
- When you are finished, click 6 **Ok** at the bottom right of the page to save your changes (or click 7 **Cancel** to cancel your work).



#### RETURN TO RIDER'S TAB:

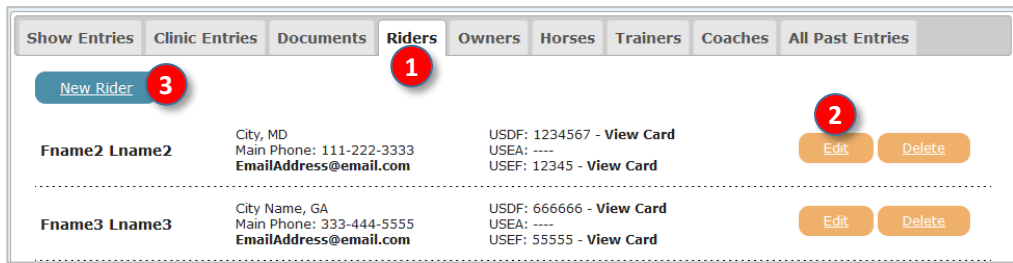
- You are returned to the 8 **Rider** tab.
- The **Riders** tab now has a person listed, as seen in the graphic.
- Hover the cursor over 9 **USDF View Card** to view the USDF membership card.
- If desired, hover the cursor over 10 **USEF View Card** to view the USEF membership card. If you see any errors, go back and make corrections.
- If desired, click 11 **Edit** to edit the **Rider's** information.



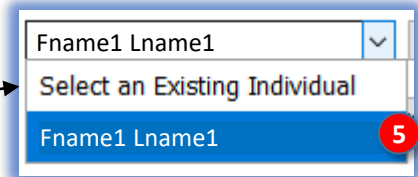
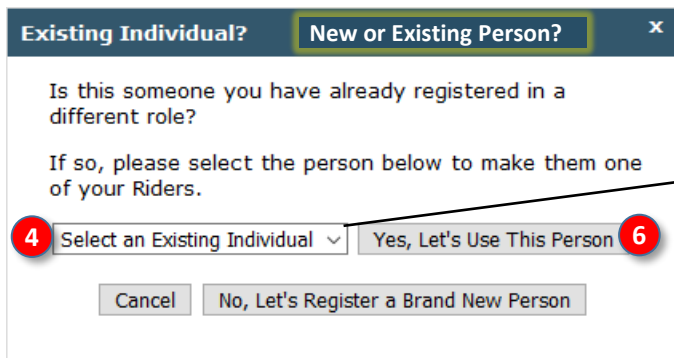
# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 1. RIDERS TAB > OPTION C: EDIT EXISTING RIDER

- There are two methods to edit an existing rider:
  - From the **1 Riders** tab, click the **2 Edit** associated with the rider you want to edit.



- From the **1 Riders** tab:
  - Click **3 New Rider**.
  - Click the **4 Select an Existing Individual** drop-down arrow.
  - Select the **5 name** from the list.
  - Click **6 Yes, Let's Use This Person**.



- For both methods, the person's information screen opens.
- Edit this screen as needed.
- Click **7 Save Changes** to save your changes.

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 2. OWNERS TAB

**NOTE:** If, for the Riders tab, you checked all role boxes (Owner, Trainer, Coach), the person who is the Owner will already be listed as an Owner, so you do not need to perform this step.

- Click on the **1 Owners** tab.
- Any listed person was previously assigned an **Owner** role.
- If a person needed as an **Owner** is listed, you do not need to do anything.
- If a person needed as an **Owner** is **NOT** listed, you need to do the following that apply:
  - If the person was previously entered as a **Rider** but the **Owners** role box was not checked, click the **2 Riders** tab and update the person's roles to include **Owner**.
  - If the person has never been entered in your EE account, do one of the following:
    - If the person may also be a **Rider**, click the **2 Riders** tab and enter the person as a **Rider**, ensuring you click the **Owners** role box.
    - If the person will only be an **Owner**, click **3 New Owner** and enter the person as in the **Riders** chapter, but do not check any of the role boxes (**4 Owner** is checked by default). Complete the person's form and save.

A horizontal navigation menu with tabs: Show Entries, Clinic Entries, Documents, Riders, Owners, Horses, Trainers, Coaches, All Past Entries. The 'Owners' tab is highlighted and has a red circle with the number '1' next to it. Below the 'Riders' tab is a red circle with the number '2'. Below the 'New Owner' button is a red circle with the number '3'.

This person has the following roles:

- Rider
- Owner** **4**
- Trainer
- Coach

- The **5 New Owner** is now listed on the **1 Owners** tab.
- If desired, click **6 Edit** to edit the **Owner's** information.
- If the person was entered in error, click **7 Delete** to delete the person.

A horizontal navigation menu with tabs: Show Entries, Clinic Entries, Documents, Riders, Owners, Horses, Trainers, Coaches, All Past Entries. The 'Owners' tab is highlighted and has a red circle with the number '1' next to it. Below the 'New Owner' button is a red circle with the number '5'. Below the 'Edit' button is a red circle with the number '6'. Below the 'Delete' button is a red circle with the number '7'. The person's details are displayed below the navigation menu: Fname2 Lname2, City, MD, Main Phone: 111-222-3333, EmailAddress@email.com, USDF: 1234567 - View Card, USEA: ----, USEF: 12345 - View Card, CDS: ----.

**NOTE 1:** Ensure the correct same owner is on record with both USEF and USDF and is a member of both organizations. Owner non-member fees are based on the owner of record with each organization at the time of the show. If a horse was recently purchased and the old owner is still recorded with either or both organizations, the old owner must be declared for the show. For example, a horse owned by Sue is purchased by Mary. Sue is not a USEF or USDF member; Mary is a USEF and USDF member. Mary updates the horse ownership with USEF but not USDF. Mary must pay the owner USDF non-member fee.

**NOTE 2:** Businesses/Farms that are horse owners must be recorded with both USEF and USDF or the business/farm must pay non-members fees.

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 3. TRAINERS [RESPONSIBLE ADULT] TAB

**NOTE:** If, for the Riders tab, you checked all role boxes (Owner, Trainer, Coach), the person who is the Trainer (Responsible Adult) will already be listed as a Trainer (Responsible Adult), so you do not need to perform this step.

- Click on the **1 Trainers** tab. Read the red text.
- Any listed person was previously assigned a **Trainer (Responsible Adult)** role.
- If a person needed as a **Trainer** is listed, you do not need to do anything.
- If a person needed as a **Trainer** is NOT listed, you need to do the following that apply:
  - If the person was previously entered as a **Rider** but the **Trainers** role box was not checked, click the **2 Riders** tab and update the particular person's roles to include **Trainer**. When you add a role, you may need to add more data to the Rider screen.
  - If the person has never been entered in your EE account, do one of the following to enter this new person:
    - If the person may also be a **Rider**, click the **2 Riders** tab and add the new person as in the Riders section, ensuring you click the **Trainer** role check box. The person will then show on the **1 Trainers** tab.
    - If the person will only be a **Trainer**, click **3 New Trainer** and enter the person as in the Riders section, but do not check any of the role boxes (**4 Trainer** is checked by default). The person will then show on the **1 Trainers** tab.
- For any of the trainers, if desired, click **5 Edit** to edit their information.
- **IMPORTANT** – For show purposes, these are key features of a **Trainer**:
  - The **Trainer** is an adult person (age 18 or over).
  - The **Trainer** is responsible for the horse while the horse is on the show grounds.
  - The **Trainer** MUST be on the show grounds when the horse is on the show grounds.
  - If there is an incident involving the horse (injury to another horse or person, failed drug test, etc.) the **Trainer** is the person who could be charged.
  - The **Trainer** is not necessarily the person who trains the horse at home. The **Trainer** can be the at home **Trainer**, the **Owner**, the **Rider**, a **Parent** of a Rider who is less than 18 years old, or another person.
  - Each entry MUST have a **Trainer**.
  - If a **Rider** is also an **Owner**, it is usually best to also be declared the **Trainer** unless the **Rider/Owner** is less than 18 years of age.
  - The **Trainer** must have USEF membership or pay USEF non-member fee. USDF membership is not required.

Show Entries	Clinic Entries	Documents	Riders	Owners	Horses	<b>Trainers</b>	Coaches	All Past Entries
--------------	----------------	-----------	--------	--------	--------	-----------------	---------	------------------

**3** New Trainer

**2** **1**

**A Trainer is the adult responsible for the horse while it's on the show grounds. Coach is the person paid to teach/help/coach you at the show. You must have a "Trainer" for each entry, you don't have to have a Coach. You can be Rider/Owner and Trainer on each entry.**

<b>Fname Lname</b>	City, ST ###-###-#### EmailAddress@email.com	USDF: ##### - View Card USEA: --- USEF: ##### - View Card	<b>5</b> Edit
--------------------	--	---	---------------

**This person has the following roles:**

<input type="checkbox"/>	Rider
<input type="checkbox"/>	Owner
<input checked="" type="checkbox"/>	<b>Trainer</b>
<input type="checkbox"/>	Coach

**4**

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 4. COACHES TAB

**NOTE:** If, for the Riders tab, you checked all role boxes (Owner, Trainer, Coach), the person who is the Coach will already be listed as a Coach, so you do not need to perform this step.

- Click on the **1 Coaches** tab. Read the blue text.
- Any listed person was previously assigned a **Coach** role.
- If a person needed as a **Coach** is listed, you do not need to do anything.
- If a person needed as a **Coach** is **NOT** listed, you need to do the following that apply:
  - If the person was previously entered as a **Rider** but the **Coach** role box was not checked, click the **2 Riders** tab and update the person's roles to include **Coach**. When you add a role, you may need to add more data to the **Rider** screen.
  - If the person has never been entered in your EE account, do one of the following:
    - If the person may also be a **Rider**, click the **2 Riders** tab and add the person as a **Rider**, ensuring you click the **Coach** role box. The person will then show on the **1 Coaches** tab.
    - If the person will only be a **Coach**, click **3 New Coach** and enter the person as in the **Riders** section, but do not check any of the role boxes (**4 Coach** is checked by default). The person will then show on the **1 Coaches** tab.
- For any of the coaches, if desired, click **5 Edit** to edit their information.
- **IMPORTANT** – For show purposes, these are key features of a **Coach**:
  - The **Coach** is **OPTIONAL** – **Coach** information is not required in an entry.
  - The **Coach** must be an adult (age 18 or older).
  - The **Coach** is the person who is PAID to coach the **Rider** WHILE ON THE SHOW GROUNDS.
  - The **Coach** may or may not be the person who coaches the **Rider** at home.
  - The **Coach** must have USEF membership or pay USEF non-member fee.
  - The **Coach** and the **Rider** CANNOT BE THE SAME PERSON! (Unless you pay yourself to coach yourself at a show!)

Show Entries Clinic Entries Documents **Riders** Owners Horses Trainers **Coaches** All Past Entries

**3** New Coach

Per the USEF: A coach is any adult(s) who receives remuneration (GETS PAID) for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills WHILE ON SHOW GROUNDS!!!

Fname Lname USDF: ##### - View Card  
USEA: ----  
USEF: ##### - View Card

Edit

This person has the following roles:

- Rider
- Owner
- Trainer
- Coach** **4**

**NOTE:** Since declaring a coach is **OPTIONAL**, I find it easier to **NOT** declare a coach.

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 5. HORSES TAB > OVERVIEW

**NOTE:** If you already entered people data, entering a horse is very easy.



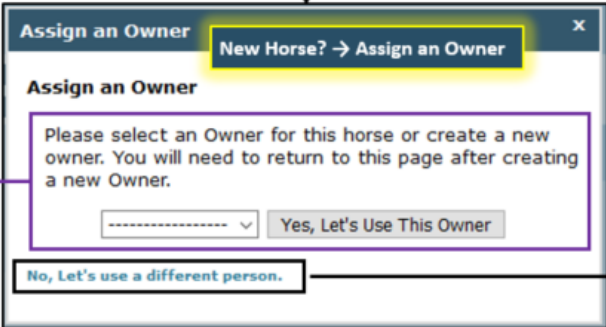
There are four main methods to enter a new Horse:

**A. Horse w USEF # -** enter the horse information automatically.

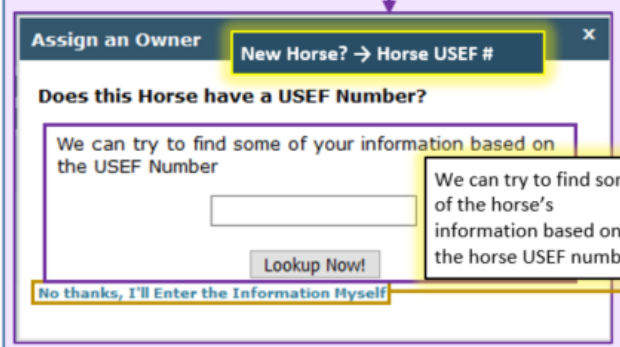
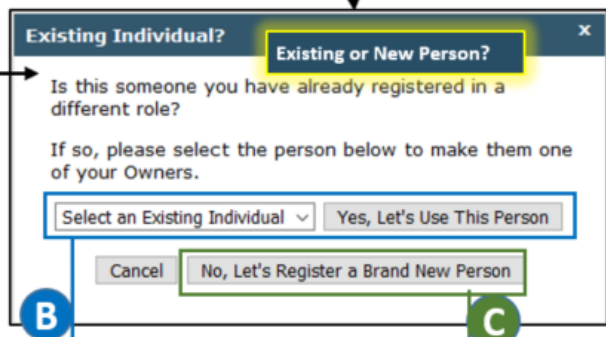
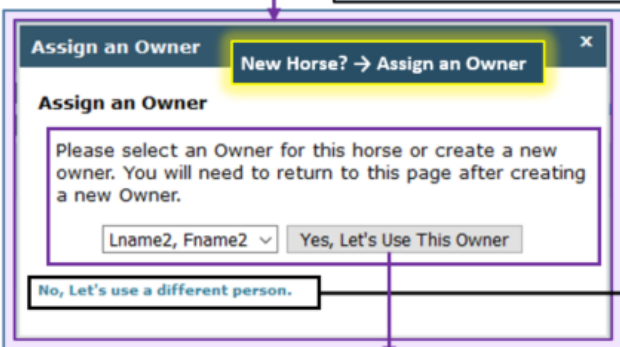
**B. Edit an existing person to make them an owner, then enter horse.**

**C. Enter the owner as a new person, then enter the horse.**

**D. Horse wo USEF # -** enter the horse information by hand.

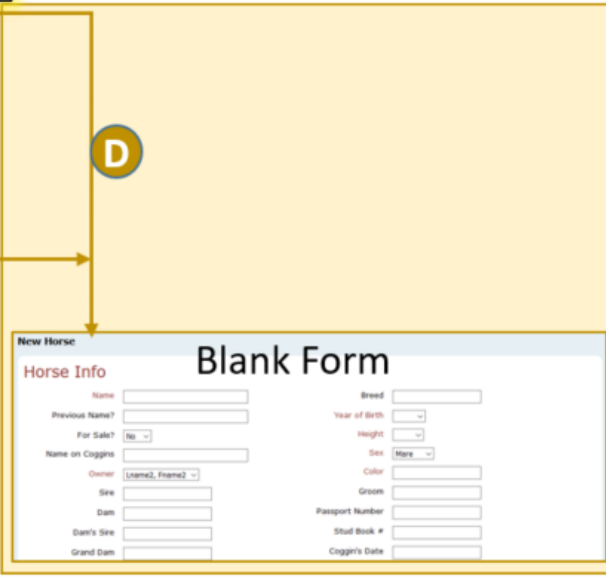


**NOTE:** Labels in yellow glow provide descriptive text.



**B** Select a person already in your EqEntries account, assign them an owner role, then return to New Horse.

**C** Proceed as for a New Owner, then return to New Horse.



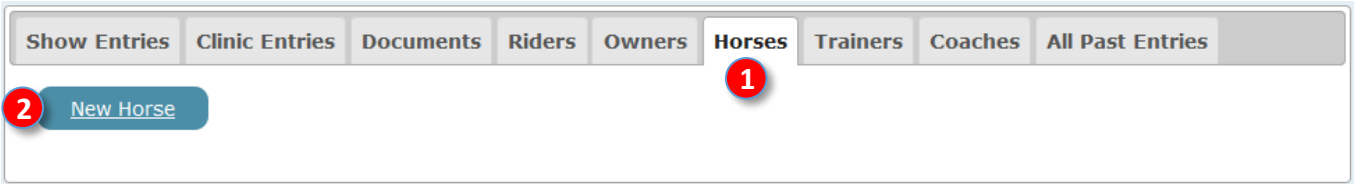


# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 5. HORSES TAB > OPTION A: ENTER HORSE WITH USEF #

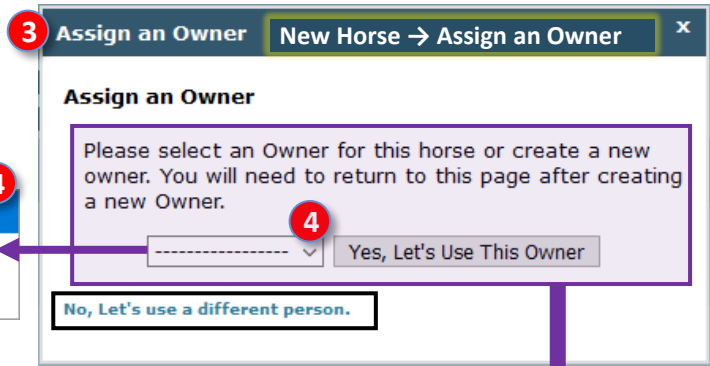
- Click on the **1 Horses** tab.
- Click on **2 New Horse**.

**NOTE:** As a minimum a horse must have a USDF Horse Identification Number (HID) to be in a USEF/USDF show.



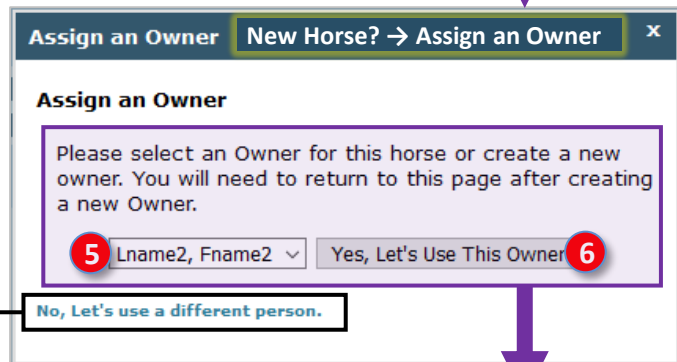
- An **3 Assign an Owner [New Horse → Assign an Owner]** window opens.
- To select the horse's **Owner**, click the **4** drop-down arrow.
- Click the **5** name of the horse's **Owner**.

**NOTE:** Only the names of people previously given an **Owner** role will be listed. It is easiest, for the **Rider** tab, to give all people this role so you do not have to go back-and-forth to set up the **Owner**.



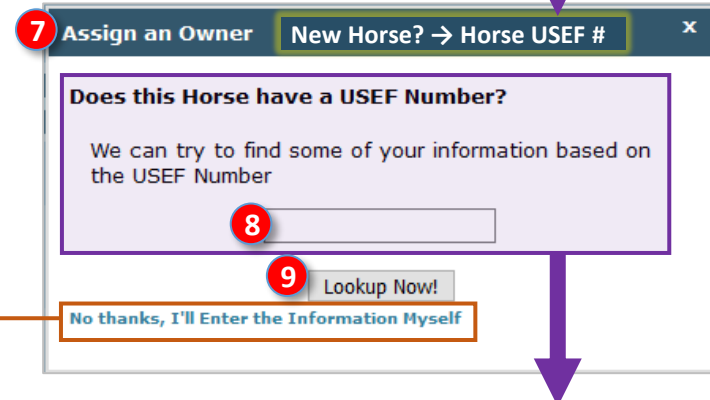
If the person is not listed, use **OPTION B** or **OPTION C**.

- The selected **5** name is now in the box.
- Click **6 Yes, Let's Use This Owner**.



- An **7 Assign an Owner [New Horse? → Horse USEF #]** window opens.
- Type the **8** horse's USEF Number into the box.
- Click **9 Lookup Now!**

If the horse does not have a USEF number, use **OPTION D**.



Continued on next page...

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 5. HORSES TAB > OPTION A: ENTER HORSE WITH USEF #, CONT'D.

9



- After step 9, the 10 Assign an Owner [New Horse → Horse Name] window opens.
- If this is the correct horse, click 11 Yes, use this information.

If the correct horse name does not appear (you may have the wrong USEF #), use **OPTION D**.

- The 12 New Horse information screen opens.
- Look at the automatically entered information. Make any additions/corrections that may be needed.
- Click 13 Ok to save the data into your EE account.
- If there are any omissions, you will receive an error message. Make corrections and click Ok again.

### New Horse 12

#### Horse Info

**NOTE:** This data is from the USEF database. If there are any errors, you may want to contact USEF.

Name	<input type="text" value="HORSE NAME"/>	Breed	<input type="text" value="DUTCH WARMBLOOD"/>
Previous Name?	<input type="text"/>	Year of Birth	<input type="text" value="2004"/>
For Sale?	<input type="text" value="No"/>	Height	<input type="text" value="17.1"/>
Name on Coggins	<input type="text"/>	Sex	<input type="text" value="Mare"/>
Owner	<input type="text" value="Lname2, Fname2"/>	Color	<input type="text" value="BAY"/>
Sire	<input type="text" value="SIRE NAME"/>	Groom	<input type="text"/>
Dam	<input type="text" value="UNKNOWN"/>	Passport Number	<input type="text"/>
Dam's Sire	<input type="text"/>	Stud Book #	<input type="text"/>
Grand Dam	<input type="text" value="DAM NAME"/>	Coggin's Date	<input type="text"/>
Grand Sire	<input type="text"/>	Country of Birth	<input type="text" value="-----"/>
Breeder	<input type="text"/>		
Breeder's Address	<input type="text"/>		

**NOTE:** All boxes corresponding to burgundy labels must be completed.

#### Membership Info

Horse's USEF Membership Number	<input type="text" value="5174839"/>
Horse's USEA / Equine Canada Membership Number	<input type="text"/>
Horse's USDF Membership Number	<input type="text"/>

**NOTE:** The horse must have at least a USDF Horse Identification # (HID).

#### Local/FEI Dressage Memberships

Select FEI or GMO	Number	<input type="button" value="add new"/>
<input type="text" value="---"/>	<input type="text"/>	<input type="button" value="delete"/>

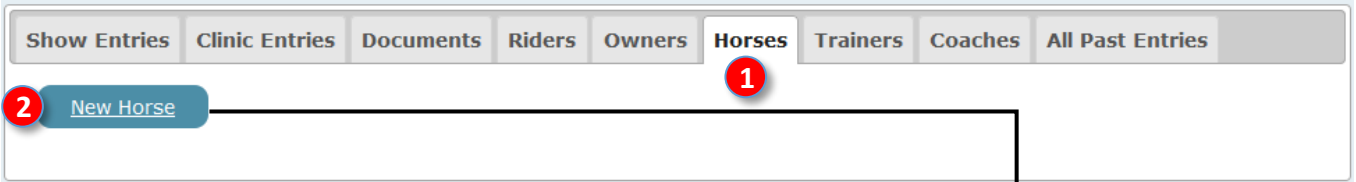
13

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 5. HORSES TAB > OPTION B: EDIT EXISTING PERSON TO BE AN OWNER

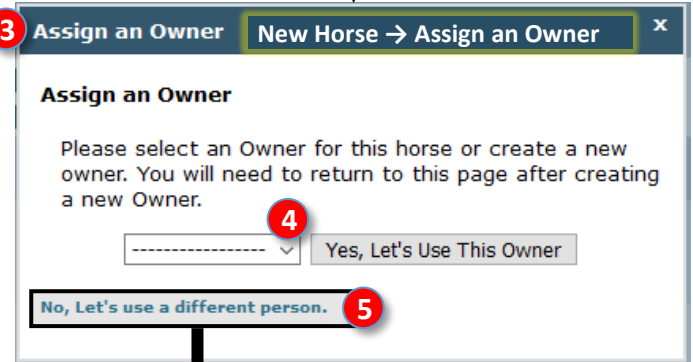
**NOTE:** If, for the Riders tab, you entered all people who could be involved in your entries and you checked all role boxes (Owner, Trainer, Coach), the person who is the Owner will already be listed as an Owner, so you do not need to perform this step.

- Click on the **1 Horses** tab.
- Click on **2 New Horse**.

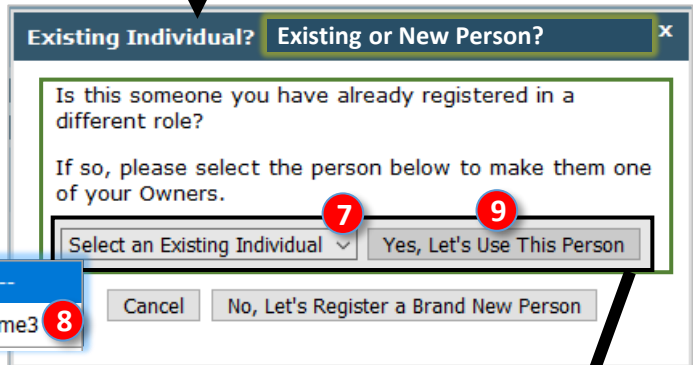


- An **3 Assign an Owner [New Horse → Assign an Owner]** window opens.
- To select the horse's **Owner**, click the **4** drop-down arrow.
- If the name of the owner is not listed, click **5 No, Let's use a different person**.

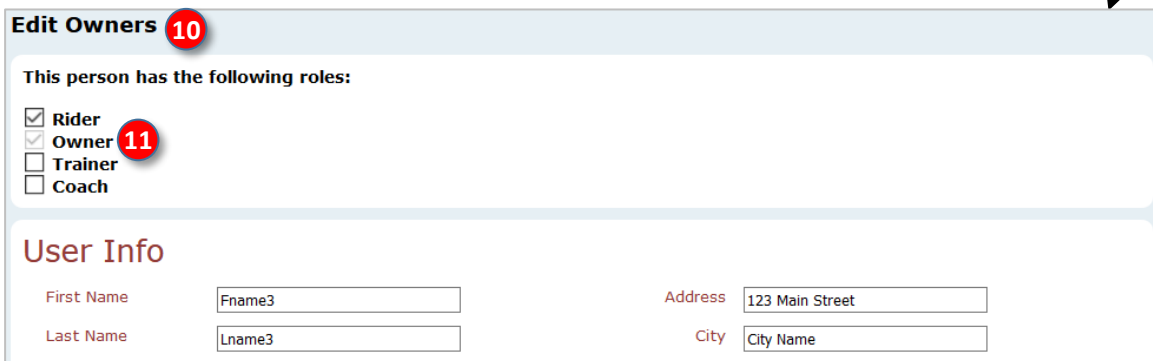
**NOTE:** Only the names of people previously given an **Owner** role will be listed.



- An **6 Existing Individual [Existing or New Person?]** window opens.
- Click the **7 Select an Existing Individual** drop-down arrow.
- This gives you a list of people in your EE account that are NOT assigned the **Owner** role.
- Select the **8** person's name.
- Click **9 Yes, Let's Use This Person**.



- The person's **10 Edit Owners** screen opens and the person is now listed as an **11 Owner**.
- Review the screen and add/correct information, as needed. Click **Save Changes**.
- Return to **2 New Horse** to make this person the horse owner.



Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 5. HORSES TAB > OPTION C: ADD OWNER AS NEW PERSON

**NOTE:** If, for the Riders tab, you entered all people who could be involved in your entries and you checked all role boxes (Owner, Trainer, Coach), the person who is the Owner will already be listed as an Owner, so you do not need to perform this step.

- The easiest way to enter the owner as a new person is to follow the procedures for a **New Rider** ([click here](#)) or **New Owner** ([click here](#)).
- If you are already in the process of creating a new horse then realize the person is not in your EE account, you may find yourself following the following procedures:
- Click on the **1 Horses** tab.
- Click on **2 New Horse**.

The screenshot shows a navigation bar with tabs: Show Entries, Clinic Entries, Documents, Riders, Owners, Horses, Trainers, Coaches, All Past Entries. The 'Horses' tab is highlighted with a red circle '1'. Below it, a 'New Horse' button is highlighted with a red circle '2'.

- An **3 Assign an Owner [New Horse? → Assign an Owner]** window opens.
- To select the horse's **Owner**, click the **4** drop-down arrow.
- If the name of the owner is not listed, click **5** **No, Let's use a different person.**

**NOTE:** Only the names of people previously given an **Owner** role will be listed.

The dialog box has a title bar 'Assign an Owner' and a subtitle 'New Horse → Assign an Owner'. The main text says: 'Please select an Owner for this horse or create a new owner. You will need to return to this page after creating a new Owner.' Below this is a drop-down menu with a red circle '4' and a 'Yes, Let's Use This Owner' button. At the bottom, there is a button labeled 'No, Let's use a different person.' with a red circle '5'.

- An **6 Existing Individual? [Existing or New Person?]** window opens.
- Since the owner you desire is not listed, click the **7** **No, Let's Register a Brand New Person.**

The dialog box has a title bar 'Existing Individual?' and a subtitle 'Existing or New Person?'. The main text asks: 'Is this someone you have already registered in a different role?' and 'If so, please select the person below to make them one of your Owners.' Below this is a drop-down menu labeled 'Select an Existing Individual' and a 'Yes, Let's Use This Person' button. At the bottom, there are 'Cancel' and 'No, Let's Register a Brand New Person' buttons, with the latter having a red circle '7'.

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 5. HORSES TAB > OPTION C: ADD OWNER AS NEW PERSON, CONT'D.

- After clicking **7** **No, Let's Register a Brand New Person**, an **8** **Existing Individual? [New Person?]** window opens.
- The person is automatically assigned the **Owner** role.
- Click the additional **9** role boxes that could apply to this person (I recommend you check Rider, Trainer and Coach).
- Click **10** **Next**.

- An **11** **Existing Individual [New Owner]** window opens.
- Proceed as for a **New Owner** ([click here](#)).

Continued on next page...

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 5. HORSES TAB > OPTION D: ENTER HORSE WITHOUT USEF #

- After assigning the **Owner** with the previous procedures, return to **New Horse**.

- If the horse does not have a USEF #, click **1 No thanks, I'll Enter the Information Myself**.

Or

- If the wrong horse name came up when you entered the horse's USEF # (check with USEF to determine the error), click **2 No thanks, I'll Enter the Information Myself**.

- A blank **3 New Horse** form opens that contains the **4 Owner** name.
- Complete the form (see next pages). Boxes with burgundy labels must be completed.
- Click **5 Ok** to save the form data.

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 5. HORSES TAB > COMPLETING THE HORSE FORM > HORSE INFO

- **1 Name:** Required. Type in the horse's show name. This must be the same name as on the USEF recording, USDF registration, breed registration papers, Coggins, and proof of vaccination.
- **2 Previous Name?:** Type in any previous name with USEF, USDF, or breed organization.
- **3 For Sale?:** Use the drop-down arrow to select **No** (the horse is not for sale) or **Yes** (the horse is for sale). Horses that are for sale may be annotated in the show program.
- **4 Name on Coggins:** Type in the horse's name on the Coggins. Must be the same as **Name** and on the USEF recording, USDF registration, breed registration papers, Coggins, and proof of vaccination.
- **5 Owner:** Required. This should already be completed since you previously selected the **Owner**. Use the drop-down arrow if the Owner needs to be changed.
- **6 Sire:** Type in the name of the sire.
- **7 Dam:** Type in the name of the dam.
- **8 Dam's Sire:** Type in the name of the dam's sire.
- **9 Grand Dam:** Type in the name of the ?????.
- **10 Grand Sire:** Type in the name of the dam's sire.
- **11 Breeder:** Type in the name of the breeder.
- **12 Breeder's Address:** Type in the address – city and country are ok.
- **13 Breed:** Type in the horse's breed. Recognized abbreviations are ok.
- **14 Year of Birth:** Use the drop-down arrow to select horse's year of birth.
- **15 Height:** Use the drop-down arrow to select the horse's height.
- **16 Sex:** Use the drop-down arrow to select the horse's gender.
- **17 Color:** Type in the horse's coat color.
- **18 Groom:** Type in the name of the groom.
- **19 Passport Number:** Type in the number, if the horse has one.
- **20 Stud Book #:** Type in the number, if the horse has one.
- **21 Coggins Date:** Type in the date. Must be within one year of the show dates.
- **22 Country of Birth:** Using the drop-down arrow, select the country where the horse was born.

**NOTE:** *Blue items do not upload to the Fox Village Dressage (FVD) show software; therefore, they may be left blank if your show is using FVD.*

#### New Horse

#### Horse Info

<b>1</b> Name	<input type="text"/>	<b>13</b> Breed	<input type="text"/>
<b>2</b> Previous Name?	<input type="text"/>	<b>14</b> Year of Birth	<input type="text"/>
<b>3</b> For Sale?	<input type="text" value="No"/>	<b>15</b> Height	<input type="text"/>
<b>4</b> Name on Coggins	<input type="text"/>	<b>16</b> Sex	<input type="text" value="Mare"/>
<b>5</b> Owner	<input type="text" value="Lname3, Fname3"/>	<b>17</b> Color	<input type="text"/>
<b>6</b> Sire	<input type="text"/>	<b>18</b> Groom	<input type="text"/>
<b>7</b> Dam	<input type="text"/>	<b>19</b> Passport Number	<input type="text"/>
<b>8</b> Dam's Sire	<input type="text"/>	<b>20</b> Stud Book #	<input type="text"/>
<b>9</b> Grand Dam	<input type="text"/>	<b>21</b> Coggin's Date	<input type="text"/>
<b>10</b> Grand Sire	<input type="text"/>	<b>22</b> Country of Birth	<input type="text"/>
<b>11</b> Breeder	<input type="text"/>		
<b>12</b> Breeder's Address	<input type="text"/>		

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 5. HORSES TAB > COMPLETING HORSE FORM > MEMBERSHIPS, BACK TO HORSES TAB

#### [HORSE] MEMBERSHIP INFO:

- The **Horse's 1 Membership Info** section is next. (USEF Recordation and USDF Registration.)
  - Verify that the **2 Horse's USEF Membership Number** is correct.
  - If applicable, verify that the **3 Horse's USEA (US Eventing Association) / Canada Membership Number** is correct. Leave the box blank if there is no USEA number.
  - Verify that the **4 Horse's USDF Membership Number** is correct.

#### Membership Info 1

Horse's USEF Membership Number

##### 2

Horse's USEA / Equine Canada Membership Number

3

Horse's USDF Membership Number

##### 4

**NOTE:** For USEF/USDF shows, as a minimum a horse must have a USDF Horse Identification # (HID). USDF will accept the USEF #.

#### [HORSE] LOCAL/FEI DRESSAGE MEMBERSHIPS:

- The **Horse's 5 Local/FEI Dressage Memberships** section is next.
- IF the **Horse's Local/FEI Dressage Memberships** information is required for the show:
  - Use the **6** drop-down arrow to select the organization. EE provides a long list.
  - Enter the horse's membership **7 Number**.
  - Use **8 add new** to add another organization.
  - Use **9 delete** to delete an organization.
- Finally, click **10 Ok** to save the information for this horse.
- (Click **11 Cancel** if you do not want to save this horse's information.)

#### Local/FEI Dressage Memberships 5

Select FEI or GMO

Number

add new 8

delete 9

11

10

Cancel

Ok

#### BACK TO THE HORSES TAB:

- The horse is now listed on the **12 Horses** tab.
- Hover the cursor over **13 View [USDF] Card** to view that card.
- Hover the cursor over **14 View [USEF] Card** to view that card.
- If desired, click **15 Edit** to edit the **Horse's** information.
- If desired, click **16 Delete** to delete the **Horse** from EE (do this when you no longer have this horse).

Show Entries	Clinic Entries	Documents	Riders	Owners	Horses 12	Trainers	Coaches	All Past Entries
<a href="#">New Horse</a>								
Horse Name	2004 Bay KWPN		USDF: 22222 - View Card 13	USEA: ----	USEF: 11111 - View Card 14	15 Edit 16 Delete		

USDF Card 13

HORSE VERIFICATION	
USDF #:	Horse #####
Horse:	Horse Name
Owner:	Owner Name
Membership:	Life
Effective Date:	11/08/2016
Date Printed:	07/09/2020

USEF Card 14

HORSE VERIFICATION	
USEF #:	Horse #####
Horse:	Horse Name
Owner:	Owner Name
Membership:	Life
Foal Date:	01/01/2004

USDF Card

No Membership Card on File	
If you just registered this user it can take up to 3 working days for the system to upload the files. If your user does not have a membership ID then there will not be a card. If you registered this user more than 3 working days ago, and they have a valid membership number please send us an email so we can help fix this.	



# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

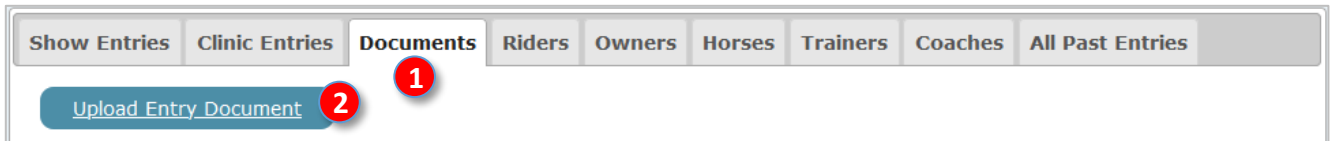
## 6. DOCUMENTS TAB > OVERVIEW, DOCUMENT UPLOAD PROCEDURE

### OVERVIEW:

- Now that the people (**Riders, Owners, Trainers**, and optional **Coaches**) and the **Horses** information is in EE, it is time to upload **Documents** pertaining to the people and horses (see [Chapter D Documents](#)).
- Ensure the documents are current.
- Upload the documents for each person and horse **BEFORE** you enter the show.
- Unless required by the show (see prize list), **DO NOT** upload USEF/USDF/Local membership cards for people, horse USEF recording card/certificate, horse USDF registration/certificate, breed registration, etc. Also do not upload local club hold harmless forms, etc.

### DOCUMENT UPLOAD PROCEDURE:

- Click on the **1 Documents** tab.
- Click **2 Upload Entry Document**.



- The **3 Upload Entry Document** form opens.
- Read the yellow background comments on the page.
- Note that only JPG, JPEG, PNG or PDF files can be uploaded. If you have another file format, look at the manual for that software program to determine if the file can be converted.
- Note that the maximum files size is 2MB. If your file is larger, there are software program that let you compress the file size.

All fields required.

### Upload Entry Document **3**

**IMPORTANT!**

- Upload Signature and Coggins documents separately.
- Check file size **BEFORE** uploading! If your file is bigger than 2MB it will not load.

Document Type:

Description:

Your File:  No file selected.  
Files up to 2 MB  
JPG, JPEG, PNG or PDF

**IMPORTANT NOTE:** The entry, Coggins, proof of vaccination, and breed papers (if required by the show) must have the same horse name on them. If there are different names, get a new document or get a letter from the veterinarian declaring that Horse A is the same horse as Horse B. USEF GR907.4.

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 6. DOCUMENTS TAB > DOCUMENT UPLOAD PROCEDURE, CONT'D.

- Click the **4** Document Type drop-down arrow. A list drops down.
- Click **5** USEF Safe Sport.

All fields required.

### Upload Entry Document

**IMPORTANT!**

- Upload Signature and Coggins documents separately.
- Check file size BEFORE uploading! If your file is bigger than 2MB it will not load.

Document Type:  **4**

Description:

Your File:  No file selected.  
Files up to 2 MB  
JPG, JPEG, PNG or PDF

signature  
coggins  
Vaccinations  
**USEF Safe Sport** **5**  
other

- **5** USEF Safe Sport is now in the box.

All fields required.

### Upload Entry Document

**IMPORTANT!**

- Upload Signature and Coggins documents separately.
- Check file size BEFORE uploading! If your file is bigger than 2MB it will not load.

Document Type:  **5**

Description:

Your File:  No file selected.  
Files up to 2 MB  
JPG, JPEG, PNG or PDF

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 6. DOCUMENTS TAB > DOCUMENT UPLOAD PROCEDURE, CONT'D.

- In the **6 Description** box, type in text that will let you identify the file when you use it for an entry. I use the same text as the filename. In this example, a Proof of SafeSport Training will be uploaded.
  - On **2020-06-03** the person **Lname3** took the **SafeSport** training; therefore, it expires on **2021-06-02**.
  - The description (and filename) could therefore be **7 2020-06-02\_Lname3\_SafeSport** (DateDone\_PersonName\_DocumentType).
  - By using this description (and filename), you know the date done, the person for whom the document applies, and the type of document.
  - When you do an entry, it is easy to identify the document on your hard drive and on EE.
  - It is also easy to determine if the document is expired (SafeSport expires in one year, Coggins expires in one year, proof of vaccination expires in six months, etc.).
- Click **8 Browse**.

All fields required.

### Upload Entry Document

**IMPORTANT!**

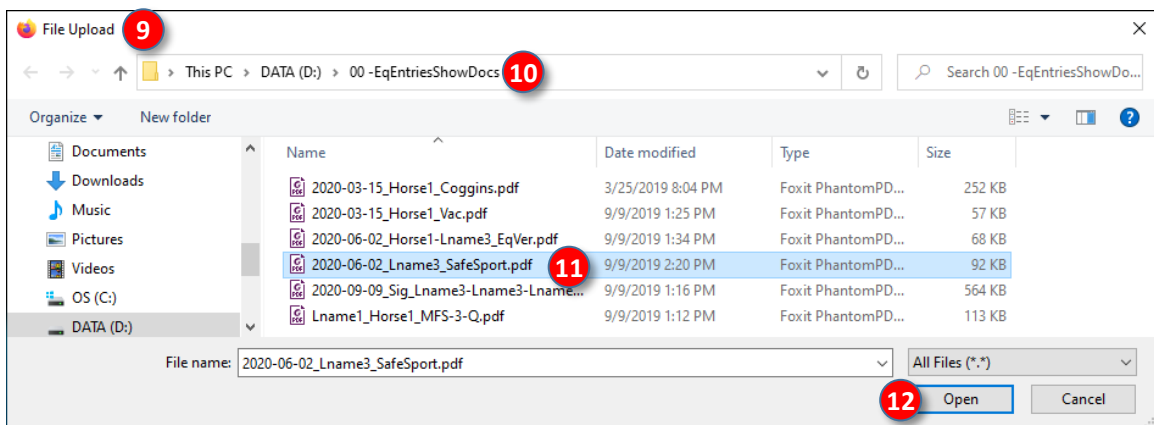
- Upload Signature and Coggins documents separately.
- Check file size BEFORE uploading! If your file is bigger than 2MB it will not load.

Document Type: USEF Safe Sport

**6** Description: **7** 2020-06-02\_Lname3\_SafeSport

Your File: **8** Browse... No file selected.  
Files up to 2 MB  
JPG, JPEG, PNG or PDF

- The **9 File Upload** window opens.
- Navigate your computer's file system to the file you want to upload. On this computer, the file is located at **10 This PC > DATA (D:) > 00-EqEntriesShowDocs**.
- Click the **11** filename so it has a blue background.
- Click **12 Open**.



Continued on next page...

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 6. DOCUMENTS TAB > DOCUMENT UPLOAD PROCEDURE, CONT'D.

- The **13** filename is now seen.
- Click **14 Start Upload**.
- EE gives you a window and a galloping horse to let you know the file is being uploaded to their server.

All fields required.

### Upload Entry Document

**IMPORTANT!**

- Upload Signature and Coggins documents separately.
- Check file size BEFORE uploading! If your file is bigger than 2MB it will not load.

Document Type:

Description:

Your File:  2020-06-02\_Lname3\_SafeSport.pdf **13**  
 Files up to 2 MB  
 JPG, JPEG, PNG or PDF

Hold on, while we upload your documents!

**14**

- When the upload is finished, you will see the **15** document listed on the Documents tab.

Show Entries		Clinic Entries		Documents		Riders		Owners		Horses		Trainers		Coaches		All Past Entries	
<a href="#">Upload Entry Document</a>																	
Type	Description	Filename															
Coggins	2019-03-21 Horse1 Coggins	2019-03-21_Horse1_Coggins.pdf	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="View/Edit"/>												
Vaccinations	2019-03-15 Horse1 Vac	2019-03-15_Horse1_Vac.pdf	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="View/Edit"/>												
USEF Safe Sport	2019-09-13 Lname3 SafeSport	2019-09-03_Lname3_SafeSport.pdf	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="View/Edit"/>												
<b>15</b> USEF Safe Sport	2020-06-02-Lname3_SafeSport	2020-06-02_Lname3_SafeSport.pdf	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="View/Edit"/>												
Other	Lev3_MFS_Lname3_Horse1	Lev3_MFS_Lname1_Horse1.pdf	<input type="button" value="Delete"/>	<input type="button" value="Print"/>	<input type="button" value="View/Edit"/>												

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 6. DOCUMENTS TAB > UPLOAD ADDITIONAL ENTRY DOCUMENTS; DELETE, PRINT, VIEW/EDIT DOCUMENTS

#### UPLOAD ADDITIONAL ENTRY DOCUMENTS:

- Repeat for the other documents you need to upload for all people and all horses in your entries.
- Ensure you have uploaded **CURRENT**:
  - **USEF Federation Entry Agreement** (at least one form for all people in the entry).
  - **USEF Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement** (one form for EACH PERSON in the entry).
  - **Proof of SafeSport Training** for all people in the entry.
  - **Coggins** with same horse name as the entry.
  - **Proof of Vaccination** with same horse name as the entry, if required by the show.
  - **Proof of qualification to ride a musical freestyle test**, if part of the entry.
  - **Other Documents** that may be required by the show.

#### DELETE, PRINT, VIEW/EDIT DOCUMENTS:

- Delete documents:
  - Note that some of the files are expired (2019 Coggins, 2019 vaccinations, 2019 SafeSport).
  - Now is a good time to delete the expired files so you do not accidentally upload an expired file.
  - For each expired file, click the corresponding **1 Delete** button.
  - The expired files will be deleted.
- Click **2 Print** if you want to print the document.
- Click **3 View/Edit** to view or edit the document.

Show Entries	Clinic Entries	Documents	Riders	Owners	Horses	Trainers	Coaches	All Past Entries
<a href="#">Upload Entry Document</a>								
Type	Description	Filename						
Coggins	2019-03-21 Horse1 Coggins	2019-03-21_Horse1_Coggins.pdf	<b>1</b> Delete	Print	View/Edit			
Vaccinations	2019-03-15 Horse1 Vac	2019-03-15_Horse1_Vac.pdf	Delete	Print	View/Edit			
USEF Safe Sport	2019-09-13 Lname3 SafeSport	2019-09-03_Lname3_SafeSport.pdf	Delete	<b>2</b> Print	<b>3</b> View/Edit			
USEF Safe Sport	2020-06-02-Lname3_SafeSport	2020-06-02_Lname3_SafeSport.pdf	Delete	Print	View/Edit			
Other	Lev3_MFS_Lname3_Horse1	Lev3_MFS_Lname1_Horse1.pdf	Delete	Print	View/Edit			

Continued on next page...

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 6. DOCUMENTS TAB > VIEW/EDIT DOCUMENTS, CONT'D.

- On the previous page, you clicked **View/Edit** to view or edit the document.
  - The **1 Edit USEF SafeSport Document** page opens (or the type of document you clicked).
  - You can change the **2 Document Type** or edit the **3 Description**.
  - Click **4 Replace the current file** to replace this file with another file.
  - Click **5 View full document**. It is recommended that you do this to ensure you have the correct document.

The screenshot shows a web form titled "Edit USEF Safe Sport Document" with the following elements:

- 1** Title: "Edit USEF Safe Sport Document"
- 2** "Document Type:" dropdown menu with "USEF Safe Sport" selected.
- 3** "Description:" text input field containing "2020-06-02-Lname3\_SafeSport".
- 5** A preview of a PDF document titled "2020-06-02\_Lname3\_SafeSport.pdf" with a "View full document" link below it.
- 4** "Replace the current file?" checkbox with "Yes" selected.
- 6** "Cancel" button.
- 7** "Save Document" button.

- Click **6 Cancel** if you do not want to make any changes.
- Click **7 Save Document** if you want to save your changes.

## F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

### 7. SHOW ENTRIES TAB

- The **1 Show Entries** tab provides a list of shows for which you started an entry but have not finished or not paid for it.
- If you no longer want to enter this show, click **2 Delete**. The entry will be deleted but the People data, Horses data, and Documents will NOT be deleted.
- If you want to finish an entry that you started, click **3 Finish Entry**. The entry opens at **Step 2: Entry Info**. Complete the entry as desired.
- If you want to look at the documents you used for this entry, click **4 Entry Docs**. You will see a list of the documents you used for this entry.

**Show Entries** | Clinic Entries | Documents | Riders | Owners | Horses | Trainers | Coaches | All Past Entries

**1**

This entry has not been submitted or paid for yet

Show Name  
Show Location  
Rider: Lname2, Lname2  
Horse: Horse1

Show Dates:  
10/26/2019 - 10/27/2019  
Entry Dates:  
08/16/2019 - 10/12/2019

**2** Delete   **3** Finish Entry   **4** Entry Docs

# F. SET UP EQUESTRIAN ENTRIES WITH INFORMATION & DOCUMENTS

## 8. ALL PAST ENTRIES TAB

- The **1 All Past Entries** tab provides a list of shows that you completed, paid and submitted.
- Click **2 View Entry** if you want to view the entry data.

The screenshot shows a navigation bar with tabs: Show Entries, Clinic Entries, Documents, Riders, Owners, Horses, Trainers, Coaches, and All Past Entries. The 'All Past Entries' tab is selected and marked with a red circle '1'. Below the tabs, there are three rows of show information. Each row contains the following text: 'Show Name', 'Show Location', and 'Rider: Lname2, Lname2'. To the right of each row, it says 'Show has occurred' and there is a 'View Entry' button. The first 'View Entry' button is highlighted with a red circle '2'.



# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

[Enter a Show](#)

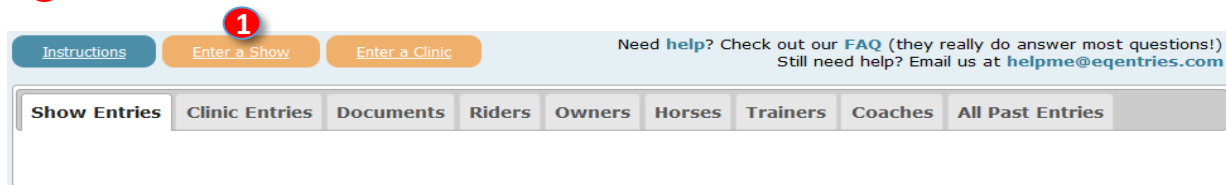
# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 1. CHOOSE A SHOW > a. SORT CRITERIA

- Now that you have:
  - Entered information for people (**Riders, Owners, Trainers, Coaches**).
  - Entered information on **Horses**.
  - Uploaded **Documents** pertaining to all the people and all the horses
- It is time to enter a show!
- Ensure you have the prize list beside you (printed or on your computer) so you can refer to it during the entry process.

### a. SORT CRITERIA:

- Click **1** Enter a Show.



- The **2** Equestrian Entries Events Calendar opens.
- In this example, a show in **July**, located in **Maryland**, that is a **Recognized Show** will be entered.
- Click the **3** Month drop-down arrow and select the month (**January** in this example).
- Click the **4** States drop-down arrow and select the state (**Florida** in this example).
- Click the **5** Type drop-down arrow and select the show type (**Dressage – Recognized** in this example).

**Equestrian Entries Events Calendar** Sort by: Month States Type

Date	Type	Name	Location	Show Premium
July, 2020				
Jul 10 - 12	Dressage	<a href="#">SVE Summer Dressage I</a>	Elk Grove, CA	07/03/20 <a href="#">Download</a> show closed
Jul 10 - 12	Dressage	<a href="#">Road Runner Dressage Show II</a>	Tucson, AZ	07/06/20 <a href="#">Download</a> show closed

Month: January, February, March, April, May, June, **July**, August, September, October, November, December

States: AZ, CA, CO, FL, GA, ID, IL, IN, **MD**, MI, MO, MS, NC

Type: Dressage - Schooling, **Dressage - Recognized**, Eventing

Continued on next page...

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 1. CHOOSE A SHOW > a. SORT CRITERIA, CONT'D., b. SHOW INFORMATION

#### a. SORT CRITERIA, CONT'D.:

- A shortened list is now seen that matches the sort by criteria. We want to enter the show on Jul 25.
- Click **6** **Download** to open the prize list (premium).
- Click **7** **Name** (show name in blue).

Equestrian Entries Events Calendar Sort by: July MD Dressage - Recognized						
Date	Type	Name	Location		Show Premium	
July, 2020						
Jul 12	Dressage	Chesapeake Dressage Inst 1-Cancelled	Annapolis, MD	06/11/20		show closed
Jul 19	Dressage	Lucky Cricket 2-Cancelled	Huntingtown, MD	06/11/20		show closed
Jul 25	Dressage	<b>2020 Dressage, By Chance? Show 1</b>	Union Bridge, MD	Closes: 07/15/20	<b>6</b> Download	<a href="#">Sign Up</a>
Jul 26	Dressage	<b>2020 Dressage, By Chance? Show 2</b>	Union Bridge, MD	Closes: 07/15/20	Download	<a href="#">Sign Up</a>

#### b. SHOW INFORMATION:

- A **8** screen opens with information about the show.
- Click **9** **Show Premium: Download** to download the prize list (premium).
- Click **10** **Show URL: Click Here** to open the show web page/site.
- Click **11** **Back to Event Calendar** to return to the event calendar (you will need to sort the list again).

### 2020 Dressage, By Chance? Show 2 **8**

Open for entries

Entry Date(s): 06/29/2020 - 07/15/2020 08:59  
 Show Date(s): 07/26/2020  
 Close Date: 07/15/2020 08:59

Venue: Facility Name  
Facility Address

Secretary: Secretary Name  
Secretary Phone  
Secretary Email

Show Premium: **9** Download  
 Show URL: **10** Click Here

[Back to Event Calendar](#)

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 1. CHOOSE A SHOW > c. CLICK SIGN-UP

- To enter the show, click the **1** [Sign Up](#) corresponding to the show you want to enter.

**Equestrian Entries Events Calendar** Sort by:

Date	Type	Name	Location		Show Premium	
<b>July, 2020</b>						
Jul 12	Dressage	<b>Chesapeake Dressage Inst 1-Cancelled</b>	Annapolis, MD	06/11/20		show closed
Jul 19	Dressage	<b>Lucky Cricket 2-Cancelled</b>	Huntingtown, MD	06/11/20		show closed
Jul 25	Dressage	<b>2020 Dressage, By Chance? Show 1</b>	Union Bridge, MD	Closes: 07/15/20	<b>Download</b>	<b>1</b> <a href="#">Sign Up</a>
Jul 26	Dressage	<b>2020 Dressage, By Chance? Show 2</b>	Union Bridge, MD	Closes: 07/15/20	<b>Download</b>	<a href="#">Sign Up</a>

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 2. ENTRY INFO > a. OVERVIEW

- The **1 Step 2: Entry Info** page opens.
- The page includes the **2** name, location and date(s) of the show you are entering.
- You will first complete the **Rider, Horse, Trainer** and **Coach** sections on this page.

### Registering For 2020 Dressage, By Chance? Show 1 in Union Bridge 07/25/2020 - 07/25/2020

2

#### Step 2: Entry Info 1

"Trainer" is the "responsible person," the person responsible for the horse while the horse is on the show grounds. The trainer must be present at the show. The trainer can be the actual trainer, owner, rider, or other person.

Required Fields Are In Red

#### Rider

Emergency Contact Name:

Emergency Contact Number:

Emergency Contact Relationship:

Interested in Volunteering?

#### Horse

Owner: ----

Interested in Volunteering?

#### Trainer\*

Is Trainer parent of Rider or Owner?

Interested in Volunteering?

\*A Trainer is REQUIRED at every show. Trainer is defined as the ADULT responsible for care of the horse on show grounds

#### Coach\*\*

Interested in Volunteering?

\*\*A coach is any adult(s) who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills while on show grounds.

Cancel

Next Step

Need help? Check out our [FAQ](#) (they really do answer most questions!)  
Still need help? Email us at [helpme@eqentries.com](mailto:helpme@eqentries.com)



## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 2. ENTRY INFO > b. RIDER

- First complete the **1 Rider** section.
- Click the **2** drop-down arrow and select the **3 Rider**.
- If you forgot to enter the Rider into your EE account (you didn't REALLY do this, did you????), click **4 Add New Rider** and you will be returned to that page. After entering the new rider, return to the show.

The screenshot shows the 'Rider' section of a form. The title 'Rider' is followed by a red circle with the number 1. To the right is a dropdown menu with a red circle with the number 2. Below the dropdown is a checkbox labeled 'Interested in Volunteering?' with a red circle with the number 7. To the right of the checkbox is a dropdown menu with a red circle with the number 2. Below the checkbox are three input fields: 'Emergency Contact Name:', 'Emergency Contact Number:', and 'Emergency Contact Relationship:'. To the right of these fields is a dropdown menu with a red circle with the number 2. The dropdown menu is open, showing three options: 'Add New Rider' with a red circle with the number 4, 'Lname2, Fname2' with a red circle with the number 3, and 'Lname3, Fname3'.

- The **5** Rider's name (Lname2, Fname2) is now in the **5** rider box.
- The Rider's previously entered **6 Emergency Contact** information is automatically entered.
- If you forgot to enter the Rider's emergency contact information (you didn't REALLY do this, did you????), leave the show, go to the Rider tab, enter the information, and save. Then return to the show (you must start from scratch).
- If the Rider is interested in volunteering, click the **7 Interested in Volunteering?** box.

The screenshot shows the 'Rider' section of a form. The title 'Rider' is followed by a red circle with the number 1. To the right is a dropdown menu with a red circle with the number 5. Below the dropdown is a checkbox labeled 'Interested in Volunteering?' with a red circle with the number 7. To the right of the checkbox is a dropdown menu with a red circle with the number 2. Below the checkbox are three input fields: 'Emergency Contact Name:', 'Emergency Contact Number:', and 'Emergency Contact Relationship:'. To the right of these fields is a dropdown menu with a red circle with the number 2. The dropdown menu is open, showing three options: 'Add New Rider' with a red circle with the number 4, 'Lname2, Fname2' with a red circle with the number 3, and 'Lname3, Fname3'.

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 2. ENTRY INFO > c. HORSE

- Next complete the **1 Horse** section.
- Click the **2** drop-down arrow and select the **3 Horse**.
- If you forgot to enter the Horse into your EE account (you didn't REALLY do this, did you????), click **4 Add New Horse** and you will be returned to that page. After entering the new Horse (and Owner), return to the show.

Horse **1**

----- **2**

Owner: ----

Interested in Volunteering?

Add New Horse **4**

Horse1 **3**

- The **5** Horse's name (**Horse1**) is now in the horse box.
- The previously entered **6** Owner name is automatically entered.
- If you forgot to enter the Owner for the Horse (you didn't REALLY do this, did you????), go back to the Horse tab and enter the Owner (or first go to the Owners tab (or Riders tab) and enter the Owner, then go to the Horse tab and select the Owner). After entering the new Owner, return to the show, which must be started from the beginning.

Horse **1**

Horse1 ✓ **5**

Owner: undefined undefined **6**

Interested in Volunteering?

- The horse's **7** Owner name (**Fname3 Lname3**) now automatically populates the owner section.
- If the Owner is interested in volunteering, click the **8 Interested in Volunteering?** box.

Horse **1**

Horse1 ✓

Owner: Fname3 Lname3 **7**

Interested in Volunteering?  **8**

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 2. ENTRY INFO > d. TRAINER

- Next complete the **1 Trainer** section.
- Read the **2 Trainer** definition (text with blue background).
- **IMPORTANT** - These are key features of a **Trainer**:
  - The **Trainer** is an adult person (age 18 or over).
  - The **Trainer** MUST be on the show grounds when the horse is on the show grounds.
  - The **Trainer** is responsible for the Horse while the Horse is on the show grounds.
  - If there is an incident involving the horse (injury to another horse or person, failed drug test, etc.) the **Trainer** is the person who could be charged.
  - The **Trainer** is not necessarily the person who trains the horse at home. The **Trainer** can be the at home **Trainer**, the **Owner**, the **Rider**, a **Parent** of a Rider who is less than 18 years old, or another person.
  - Each entry **MUST** have a **Trainer**.
  - If a **Rider** is also an **Owner**, it is usually best to also be declared the **Trainer** unless the **Rider/Owner** is less than 18 years of age.
  - The **Trainer** must have USEF membership or pay USEF Show Pass (non-member) fee. USDF membership is not required.
- Click the **3** drop-down arrow and select the **4 Trainer**.
- If you forgot to enter the Trainer for the Horse in this entry (you didn't REALLY do this, did you????), go back to the Trainer tab (or People tab) and enter the new Trainer. After entering the new Trainer, return to the show, which must be started from the beginning.

The screenshot shows the 'Trainer\*' section of a form. It includes a text input field for the name, a dropdown menu (callout 3), a checkbox for 'Interested in Volunteering?', and another dropdown menu for 'Is Trainer parent of Rider or Owner?' (callout 7). A callout box (callout 4) shows the 'Add New Trainer' dialog with fields for 'Lname2, Fname2'. A blue banner at the bottom states: '\*A Trainer is REQUIRED at every show. Trainer is defined as the ADULT responsible for care of the horse on show grounds'.

- The **5 Trainer** name is now in the Trainer box.
- Click the **6 Interested in Volunteering** box if the Trainer can volunteer.
- If the **Rider** or **Owner** is under 18 years old and the **Trainer** is the parent of the **Rider** or **Owner**, using the **7 Is Trainer parent of Rider or Owner?** drop-down arrow, select **8 Yes**. Otherwise, retain the default **No**.

This screenshot is similar to the previous one but highlights the 'Is Trainer parent of Rider or Owner?' dropdown menu (callout 7) which is open to show 'Yes' (callout 8) and 'No' options. A legend to the right explains: 'YES = Trainer is parent' and 'NO = Trainer is NOT parent'.

**NOTE:** This is important as a **Trainer** who is the parent of a minor Rider/Owner is not required to have USEF membership and therefore is not required to pay USEF non-member fees. A parent **Owner** must have memberships or pay non-member fees. USDF membership is not required.



## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 2. ENTRY INFO > e. COACH

- Next complete the **1 Coach** section.
- Read the **2 Coach** definition (text with blue background).
- **IMPORTANT** - These are key features of a **Coach**:
  - The **Coach** is **OPTIONAL** – **Coach** information is not required in an entry.
  - The **Coach** must be an adult (age 18 or older).
  - The **Coach** is the person who is PAID to coach the **Rider** WHILE ON THE SHOW GROUNDS.
  - The **Coach** may or may not be the person who coaches the **Rider** at home.
  - The **Coach** must have USEF membership or pay USEF non-member fee. USDF membership is not required.
- If desired, click the **3** drop-down arrow and select the **4 Coach**.
- If you forgot to enter the Coach in this entry (you didn't REALLY do this, did you????), go back to the Coach tab and enter the Coach. After entering the Coach, return to the show, which must be started from the beginning.
- Click the **Interested in Volunteering** box if the Coach can volunteer.

**NOTE:** A **Rider** cannot be the **Coach**. An **Owner** or **Trainer** may be the **Coach**, but it is easier to not enter a **Coach**.

The screenshot shows the 'Coach\*\*' form. Callout 1 points to the 'Coach\*\*' label. Callout 2 points to the blue background area containing the definition: '\*\*A coach is any adult(s) who receives remuneration for having or sharing the responsibility for instructing, teaching, schooling, or advising a rider, driver, handler or vaulter in equestrian skills while on show grounds.' Callout 3 points to a dropdown menu. Callout 4 points to the 'Lname3, Fname3' option in the dropdown menu. Below the dropdown is the 'Interested in Volunteering?' checkbox.

- The Coach's name is now in the **5 Coach** box.
- If the Coach can volunteer, click the **6 Interested in Volunteering** box.

The screenshot shows the 'Coach\*\*' form after the name has been entered. Callout 5 points to the 'Lname3, Fname3' dropdown menu. Callout 6 points to the 'Interested in Volunteering?' checkbox. At the bottom right, there are two buttons: 'Cancel' (callout 7) and 'Next Step' (callout 8). A blue arrow points up to the 'Next Step' button.

**DO THIS NOW**

- At the bottom right of the page, click **7 Cancel** if you want to cancel this activity.
- At the bottom right of the page, click **8 Next Step** if you want to save your data and proceed to the next step. **THIS IS YOUR FIRST OPPORTUNITY TO SAVE THE DATA YOU HAVE ENTERED IN STEP 1.**

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES [SHOW ENTRIES LISTING]

- Now that you have started entering a show (as soon as you do your first save), the show is listed under **1 Show Entries**.
- Click **2 Delete** if you want to delete the entry.
- Click **3 Finish Entry** if you want to complete/edit the entry. You are taken to **Step 2: Entry Info**.
- Click **4 Entry Docs** if you want to view and change the entry documents (Coggins, SafeSport, etc.). You are taken to **Step 6: Signature Pages / Coggins / Entry Docs**.

The screenshot shows a web interface for Equestrian Entries. At the top, there is a navigation bar with tabs: "Show Entries", "Clinic Entries", "Documents", "Riders", "Owners", "Horses", "Trainers", "Coaches", and "All Past Entries". The "Show Entries" tab is selected and has a red circle with the number "1" above it. Below the navigation bar, a yellow banner reads "This entry has not been submitted or paid for yet". Underneath, the details for a show are listed: "2020 Dressage, By Chance? Show 1", "Manager Name", "Rider: Lname2, Fname2", and "Horse: Horse1". To the right of these details, the "Show Dates" are "07/25/2020 - 07/25/2020" and the "Entry Dates" are "06/29/2020 - 07/15/2020". To the right of the dates are three buttons: "Delete" (with a red circle and "2" above it), "Finish Entry" (with a red circle and "3" above it), and "Entry Docs" (with a red circle and "4" above it).

**NOTE:** If you must exit EE before an entry is complete, you do not have to start all over. Just click **3 Finish Entry** to return to the entry for completion.

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 3. CHOOSE CLASSES > a. FIRST CLASS

- After you click Next Step on the Step 2: Entry Info page, the **1 Step 3: Choose Classes** page opens.
- If present, read the **2** note from show management (the note is different for each show).
- Click the **3 Class Name** drop-down arrow and select the first class to be entered.
- In this example, **4 103 O USEF Training Level Test 3 Open GAIG** is chosen.
- Click the **5 Division** drop-down arrow and select the class's division. In this example, **6 Open** is chosen as the class is listed as an open class.
- The class **7 Fee** is automatically entered and cannot be edited. It is \$40 in this example.

### Step 3: Choose Classes **1**

**2** See prize list para 3 & 4. Classes will be split to "PRO / USEF non-member" division and "AA/JYR" division. If a class has at least 3 AA and 3 JYR entries, there will be separate "AA" and "JYR" divisions. Class 150 please see prize list definition.

Sat, 7/25

Class Name

-----

Division

-----

Q?

Fee

Add Class

0

Delete

**NOTE:** Use the scroll bar to see more classes.

-----

- 1 O USDF Introductory Level Test A Open NR
- 101 O USEF Training Level Test 1 OPEN
- 102 O USEF Training Level Test 2 Open CBLM
- 103 O USEF Training Level Test 3 Open GAIG**
- 11 O OPPORTUNITY USEF Training Level Test 1 Open
- 111 O USEF First Level Test 1 OPEN
- 112 O USEF First Level Test 2 Open CBLM

-----

- Adult Amateur
- Open**
- JR
- Paraequestrian

**NOTE:** Only the classes offered in THIS show are listed.

- The class **7 Fee** is automatically entered and cannot be edited. It is **8 \$40** in this example.
- If the class is a GAIG Q class and you want GAIG Q, click **9 Q?**.
- The class **10 Fee** is recalculated to include the GAIG Q fee (\$15), for a new Fee of **11 \$55** in this example.
- If you made a mistake and want to delete this class, click **12 Delete**.
- If you want to add another class, click **13 Add Class**.

**NOTE:** [Click here](#) for GAIG information.

Sat, 7/25

Class Name

103 O USEF Training Level Test 3 Open GAIG

Division

Open

Q?

Fee

Add Class

40

Delete

Sat, 7/25

Class Name

103 O USEF Training Level Test 3 Open GAIG

Division

Open

Q?

Fee

Add Class

55

Delete

**NOTE:** An OPEN class is a class that can be entered by Adult Amateur (AA), Junior & Young Riders (JYR), and Professionals that are USEF members. Riders that are not USEF members must enter OPEN classes. Classes for AA and JYR may not be entered by Professionals nor by USEF non-members.

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 3. CHOOSE CLASSES > b. SECOND CLASS

- Repeat procedures **3** through **11** for the second class (First 1).
- This is not a GAIG Q class so the **12** Q? box cannot be checked.

**Sat, 7/25**

Class Name	Division	Q?	Fee	
103 O USEF Training Level Test 3 Open GAIG	Open	<input checked="" type="checkbox"/>	55	Add Class Delete
111 O USEF First Level Test 1 OPEN	Open <b>12</b>	<input type="checkbox"/>	40	Delete

**13**  
Cancel
**14**  
Back
**15**  
Next Step

- Repeat procedures **3** through **11** again if you want to enter a third class. Most dressage riders ride two tests per day per horse for USDF and USEF tests.

**NOTE:** USEF rule DR 119.2. states: "Horses ... are limited to a maximum of three Dressage rides per day at Fourth Level and below ... or two Dressage rides per day above Fourth Level. Horses competing at both Fourth Level and Prix St. Georges, or their equivalents, are limited to two Dressage rides per day. ..."



- For a one-day show:
  - If needed, click **13** **Cancel** to cancel this activity.
  - If needed, click **14** **Back** to return to **Step 2**.
  - When you have entered all desired classes, click **15** **Next Step** to save your data and go to the next data page.

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 3. CHOOSE CLASSES > c. SECOND DAY

- If the show has additional day(s) during which you want to ride this horse, repeat procedures **3** through **11** if you want to enter class(es) in the other day(s).
- Below you see classes entered for both days of a show.

### Step 3: Choose Classes

**NOTE:** The manual example show is a one-day show (the first show of a weekend with a Saturday show and a Sunday show). This graphic is from a different two-day show.

#### Sat, 1/11

Class Name	Division	Q?	Fee	Add Class
1-2 USEF First Level Test 2 Sat	Open	<input type="checkbox"/>	46	Delete
1-3 USEF First Level Test 3 Qualifying Sat	Open	<input checked="" type="checkbox"/>	61	Delete

#### Sun, 1/12

Class Name	Division	Q?	Fee	Add Class
1-2Sun USEF First Level Test 2 Sun	Open	<input type="checkbox"/>	46	Delete
1-3Sun USEF First Level Test 3 Qualifying Sun	Open	<input checked="" type="checkbox"/>	61	Delete

**13** Cancel   **14** Back   **15** Next Step

- If needed, click **13** **Cancel** to cancel this activity.
- If needed, click **14** **Back** to return to **Step 2**.
- When you have entered all desired classes, click **15** **Next Step** to save your data and go to the next data page.



**DO THIS NOW**

Continued on next page...

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > a. ENTRY WITHOUT STABLING

#### NOTE:

- A **show entry** consists of **one horse** and **one rider**. If one horse will be ridden by Rider 1 and Rider 2, a second entry must be submitted.
- **One show with one or multiple days:**
  - Only or first entry on one horse: Stabling or grounds fee and USEF & Drug fee paid. Stabling may be per day or for more days. Grounds fee is usually a per day fee. Check the prize list to verify.
  - Second entry on one horse: If a horse will be ridden by two riders in one show, the stabling or grounds fee and the USEF & Drug fee are paid in the first entry and are not paid in the second entry. Stabling may be per day or for more days. Grounds fee is usually a per day fee. Check the prize list to verify.
- **Two separate shows over one weekend:**
  - Only or first entry on one horse: Stabling or grounds fee and USEF & Drug fee paid. Stabling may be per day or for more days. Grounds fee is usually a per show fee. USEF & Drug fee is per show. Check the prize list to verify.
  - Second entry on one horse: If a horse will be ridden by two (or more) riders in one show, the stabling or grounds fees and the USEF & Drug fee are paid in the first entry and are not paid in the second entry. Stabling may be per day or for more days. Grounds fee is usually a per day fee. USEF & Drug fee is per show. Check the prize list to verify.

- The **1 Step 4: Stabling, Tack Stalls, RVs** page opens.
- Click the **2** drop-down arrow corresponding to **If this is a multi-day show – Have you already requested stabling for this horse on another entry for this show?** and select the appropriate answer:
  - Select **3 Yes** if stabling was requested for this horse in another entry (it could be an entry in the same show or an entry in the first show of a weekend with two shows). You will not be prompted to select stabling. If stabling is reserved in the first entry, the second entry for the horse usually is not charged a grounds fee (check the prize list).
  - Select **4 No** if stabling was not requested for this horse in another entry.
  - Select **5 I don't know** if you do not know if stabling was already requested.
  - Select **6 Not Applicable** if the question is not applicable to your entry.

**Step 4: Stabling, Tack Stalls, RVs 1**

See prize list para 14. Limited # of stalls. Priority given to stabling requests for both shows (Stall Package H3). If a stall is desired for both shows, reserve the stall with the Show 1 entry. If horse stalls fill, there will be no tack stalls.

**MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?**

----- 2 → 2

Yes 3  
No 4  
I don't know 5  
Not Applicable 6

Rider Staying at: \_\_\_\_\_  
Rider Phone: \_\_\_\_\_

Cancel Back Next Step

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > a. ENTRY WITHOUT STABLING, CONT'D.

- If you selected **4 No**, **5 I don't know**, or **6 Not Applicable** above, the screen changes to the following graphic (truncated).
- If you will not need stabling, for **7 Will you require stabling?**, use the drop-down arrow and select **8 No**.

MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show? No

Will you require stabling? Yes No

Stall HSaSu: Sat6-Sun or Sun \$85 (Per Show)

Start Date Choose date

End Date Choose date

Stall HFrSaSu: Fri-Sun or Sat-Sun \$170 (Per Show)

Start Date Choose date

End Date Choose date

Stall HTh: Thurs night \$85 (Per Show)

Start Date Choose date

End Date Choose date

Detailed description: This is a screenshot of a web form. At the top, there is a red text instruction: "MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?". Below this is a dropdown menu with "No" selected. The main question is "Will you require stabling?". There are two dropdown menus: "Yes" and "No". A red circle with the number "7" points to the "Yes" dropdown, and another red circle with the number "8" points to the "No" dropdown. Below the question are three sections for stalls: "Stall HSaSu: Sat6-Sun or Sun \$85 (Per Show)", "Stall HFrSaSu: Fri-Sun or Sat-Sun \$170 (Per Show)", and "Stall HTh: Thurs night \$85 (Per Show)". Each section has a "Start Date" and "End Date" field, both with a "Choose date" link next to them.

- The screen changes to the following graphic.
- Grounds fee:
  - **9 Grounds Fee – only if not stabling:** Using the drop-down arrow, select **10 Yes** unless the show does not have a grounds fee – check the prize list to verify.
  - **11 How many days?** Enter the number of days of grounds fees you must pay. Most shows charge a grounds fee per show day – check the prize list to verify.
- Rider accommodations and phone:
  - **12 Rider Staying at:** Enter the location where the rider will be staying. This could be at home, name of a hotel, friend's house, etc.
  - **13 Rider Phone:** Enter the phone number where the rider can be contacted when off the show grounds. Ideally this is a cell number.
- Then click **14 Next Step** to go to the next step (Step 5. Fees and Donations).

MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show? No

Will you require stabling? No

9 Grounds Fee - only if not stabling: Yes No

10 How Many Days? 1

12 Rider Staying at: Home

13 Rider Phone: 111-222-3333

14 Next Step

1 = Grounds fee for one day  
2 = Grounds fees for two days  
Etc.

Detailed description: This is a screenshot of the same web form as above, but further down. The "Will you require stabling?" dropdown is now set to "No". The "Grounds Fee - only if not stabling:" section has a dropdown menu with "Yes" selected (circled in red with "10"). Next to it is a text input field for "How Many Days?" with the value "1". Below this is the "Rider Staying at:" section with a text input field containing "Home" (circled in red with "12"). Below that is the "Rider Phone:" section with a text input field containing "111-222-3333" (circled in red with "13"). At the bottom right, there is a "Next Step" button (circled in red with "14"). A callout box on the right side contains the text: "1 = Grounds fee for one day", "2 = Grounds fees for two days", "Etc.".

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > b. ENTRY WITH STABLING

- The **1 Step 4: Stabling, Tack Stalls, RVs** page opens.
- Click the **2** drop-down arrow corresponding to **If this is a multi-day show – Have you already requested stabling for this horse on another entry for this show?** and select the appropriate answer:
  - Select **3 Yes** if stabling was requested for this horse in another entry (it could be an entry in the same show or an entry in the first show of a weekend with two shows). You will not be prompted to select stabling. If stabling is reserved in the first entry, the second entry for the horse usually is not charged a grounds fee (check the prize list).
  - Select **4 No** if stabling was not requested for this horse in another entry.
  - Select **5 I don't know** if you do not know if stabling was already requested.
  - Select **6 Not Applicable** if the question is not applicable to your entry.

**Step 4: Stabling, Tack Stalls, RVs 1**

See prize list para 14. Limited # of stalls. Priority given to stabling requests for both shows (Stall Package H3). If a stall is desired for both shows, reserve the stall with the Show 1 entry. If horse stalls fill, there will be no tack stalls.

**MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?**

----- **2** → **2**

- Yes **3**
- No 4**
- I don't know **5**
- Not Applicable **6**

Rider Staying at:

Rider Phone:

Cancel Back Next Step

- If you selected **4 No**, **5 I don't know**, or **6 Not Applicable**, the screen changes to the following graphic (truncated).
- If you will need stabling, for **7 Will you require stabling?**, use the drop-down arrow and select **8 Yes**.

**MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?**

No

**7** → **7**

Will you require stabling? Yes **7**

No **8**

Yes

**Stall HSaSu: Sat6-Sun or Sun \$85 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Stall HFrSaSu: Fri-Sun or Sat-Sun \$170 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Stall HTh: Thurs night \$85 (Per Show)**

Start Date  Choose date



# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 4. STABLING, TACK STALLS, RVs > b. ENTRY WITH STABLING > [HORSE] STALL, TACK STALL

- The stabling choices remain open. The choices and nomenclature vary by each show.

### [HORSE] STALL:

- In this example, we will select stabling for Friday through Saturday (1 Stall HFrSa: Fri-Sat5 or Sat5 \$85).
- To choose this stall:
  - Click **Start Date** > 2 **Choose date**.
    - A 3 calendar opens with the available dates in white.
    - Click on the day of arrival, in this example it is 4 **Friday, July 24**.
  - Click **End Date** > 5 **Choose date**.
    - A 6 calendar opens with the available dates in white.
    - Click on the day of departure, in this example it is 7 **Saturday, July 25**.
  - The dates are now seen on the 8 form.

### TACK STALL:

- Repeat for a Tack stall, if desired.

**MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?**

**Will you require stabling?**

**Stall HSAu: Sat6-Sun or Sun \$85 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Stall HFrSaSu: Fri-Sun or Sat-Sun \$170 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Stall HTh: Thurs night \$85 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Stall HSu: Horse Sun night \$85 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Tack TFrSa: Fri-Sat5 or Sat5 \$80 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Tack TSAu: Sat6-Sun or Sun \$80 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Tack TFrSaSu: Fri-Sun or Sat-Sun \$160 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Tack TTh: Thurs night \$80 (Per Show)**

Start Date  Choose date

End Date  Choose date

**Tack TSu: Sun night \$80 (Per Show)**

Start Date  Choose date

End Date  Choose date

**1 Stall HFrSa: Fri-Sat5 or Sat5 \$85 (Per Show)**

Start Date  **2** Choose date

End Date  **5** Choose date

**8**  Choose date  
 Choose date

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > b. ENTRY WITH STABLING > STALL GROUP, SHAVINGS, ARRIVAL TIME, TRAILER SIZE, RIDER ACCOMMODATIONS AND PHONE

- The bottom of the same web page requests further stabling-related information.

#### STALL GROUP:

- (Optional) If you want to stable with a group of people (a **Stall Group**), first determine the name of your stall group then enter it into the **1 Stable with** box. In this example, it is Pinecrest Farm.

#### SHAVINGS:

- If you desire shavings, using the **2 Number of Shavings:** drop-down arrow, select the number of bags of shavings. In this example, it is 2 bags.

#### ARRIVAL TIME AND DATE:

- Enter the **3 Hour** of arrival and click **4 Choose date** to select the date of arrival.

#### TRAILER SIZE:

- Use the **5 Transport is:** drop-down arrow to select the trailer size.

#### RIDER ACCOMMODATIONS AND PHONE:

- 6 Rider Staying at:** Enter the location where the rider will be staying. This could be at home, name of a hotel, friend's house, etc.
  - 7 Rider Phone:** Enter the phone number where the rider can be contacted when off the show grounds. Ideally this is a cell number.
- Finally, click **8 Next Step** to go to the next step (Step 5. Fees and Donations).

The screenshot shows a web form for entering show information. It includes the following fields and callouts:

- 1 Stable with:** A text input field containing "Pinecrest Farm".
- 2 Number of Shavings:** A dropdown menu with "2" selected.
- 3 Hour:** A text input field containing "2:00 PM".
- 4 Choose date:** A button next to a text input field containing "07/24/2020".
- 5 Transport is:** A dropdown menu with "Small Trailer" selected.
- 6 Rider Staying at:** A text input field containing "Home".
- 7 Rider Phone:** A text input field containing "111-222-3333".

At the bottom of the form are three buttons: "Cancel", "Back", and "Next Step".

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > c. GROUNDS FEE FOR HORSE WITH MORE THAN ONE ENTRY

#### NOTE:

- A **show entry** consists of **one horse** and **one rider**. If one horse will be ridden by Rider 1 and Rider 2, a second entry must be submitted.
- If a horse will be ridden by two (or more) riders in one show, the Grounds Fee and the USEF & Drug fee are paid in the first entry and are not paid in the subsequent entry or entries.

**Assumption:** You are doing a second entry for a horse that has already been entered in the show and for which the grounds fee (and the USEF Drugs & Medication fee) has been paid.

#### 1 MANDATORY...:

- Using the drop-down arrow, select **2 No** (the horse does not have a stall in another entry).

#### 3 WILL YOU REQUIRE STABLING?:

- Using the drop-down arrow, select **4 No**.

#### 5 GROUNDS FEE:

- Since a grounds fee has been paid for the horse in the first entry, the grounds fee is usually not paid (check the prize list). Using the drop-down arrow, select **6 No**.
- For **7 How many Days?**, type in **8 0**.

#### RIDER ACCOMODATIONS:

- You next complete the rider accommodations:
  - **9 Rider Staying at:** Enter the location where the rider will be staying. This could be at home, name of a hotel, friend's house, etc.
  - **10 Rider Phone:** Enter the phone number where the rider can be contacted when off the show grounds. Ideally this is a cell number.
- Then click **11 Next Step** to go to the next step (Step 5. Fees and Donations).

**Step 4: Stabling, Tack Stalls, RVs**

See prize list para 14. Limited # of stalls. Priority given to stabling requests for both shows (Stall Package H3). If a stall is desired for both shows, reserve the stall with the Show 1 entry. If horse stalls fill, there will be no tack stalls.

**1** MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show?  **2**

**3** Will you require stabling?  **4**

**5** Grounds Fee - only if not stabling:  **6** How Many Days?  **7** **8**

**9** Rider Staying at:  **9**

**10** Rider Phone:  **10**

**11**

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > d. STABLING FOR HORSE WITH MORE THAN ONE ENTRY

#### NOTE:

- A **show entry** consists of **one horse and one rider**. If one horse will be ridden by Rider 1 and Rider 2, a second entry must be submitted.
- If a horse will be ridden by two (or more) riders in one show, the stabling fee(s) and the USEF & Drug fee are paid in the first entry and are not paid in the subsequent entry or entries.

**Assumption:** You are doing a second entry for a horse that has already been entered in the show and for which the stabling (and the USEF Drugs & Medication fee) has been paid.

#### 1 MANDATORY...:

- Using the drop-down arrow, select **2 Yes** (the horse has a stall in another entry), the screen changes to the following graphic.

#### 3 GROUNDS FEE:

- Since the horse has stabling, the grounds fee is usually not paid (check the prize list). Using the **3 Grounds Fee – only if not stabling** drop-down arrow, select **4 No**.
- For **5 How many Days?**, type in **6 0**.

#### RIDER ACCOMODATIONS:

- You next complete the rider accommodations:
  - **7 Rider Staying at:** Enter the location where the rider will be staying. This could be at home, name of a hotel, friend's house, etc.
  - **8 Rider Phone:** Enter the phone number where the rider can be contacted when off the show grounds. Ideally this is a cell number.
- Then click **9 Next Step** to go to the next step (Step 5. Fees and Donations).

#### Step 4: Stabling, Tack Stalls, RVs

See prize list para 14. Limited # of stalls. Priority given to stabling requests for both shows (Stall Package H3). If a stall is desired for both shows, reserve the stall with the Show 1 entry. If horse stalls fill, there will be no tack stalls.

**1** MANDATORY! If this is a multi-day show - Have you already requested stabling for this horse on another entry for this show? Yes **2**

**3** Grounds Fee - only if not stabling: No **4** How Many Days? **5** 0 **6**

Rider Staying at: **7** Home

Rider Phone: **8** 111-222-3333

**9** Cancel Back Next Step

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 4. STABLING, TACK STALLS, RVs > e. RVs

- If a show has RV hookups available; under **STEP 4 Stabling, Tack Stalls, RVs**; you will see **1 RV With Hookup?** and **2 Camping/RV No Hookup?**.
- For each, click **3 Yes** if you desire it or **4 No** if you do not desire it.
- For RV hookup, enter a **5** number corresponding to the number of hookups desired.
- For each, enter the **6 Start Date** and **7 End Date** as with stabling.

The screenshot shows a form for selecting RV options. It is divided into two main sections. The first section, labeled '1 RV With Hookup?', contains a 'Yes No How Many?' row with radio buttons for 'Yes' and 'No', and a text input for 'How Many' with the value '0' and a '5' callout. Below this are two rows for 'Start Date' and 'End Date', each with a 'Choose date' button and a '6' callout. The second section, labeled '2 Camping/RV No Hookup?', contains a 'Yes No' row with radio buttons for 'Yes' and 'No', and two rows for 'Start Date' and 'End Date', each with a 'Choose date' button and a '6' callout. At the bottom, there are two text input fields for 'Rider Staying at:' and 'Rider Phone:'. At the very bottom, there are three buttons: 'Cancel', 'Back', and 'Next Step'.

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 5. FEES AND DONATIONS

**NOTE:** This list of usually optional fees and donations can be short or long, depending upon the options offered by the show. For example, if a show has an optional Saturday night BBQ dinner for competitors, it would be listed here. If you want tickets, you would enter the # of tickets and would be charged for the tickets.

**NOTE:** MANDATORY fees are not listed here. Examples are office fee, grounds fee, class fees, etc. EE automatically adds these fees to your entry just before payment. However, if this horse is in a previous entry in this show, selection of **4 Yes** below prevents duplicate payment of USEF & Drug Fee.

- The **1 Step 5: Fees and Donations** page opens.
- Read the **2** note from show management, if one is present (this note is customized for each show).
- **3 IMPORTANT: Is this horse ALREADY entered into this show and PAID for with another rider?**
  - If the horse in this entry was already entered in this show under a previous entry, click the drop-down arrow and select **4 Yes**. By doing this, you will not be charged a second USEF & Drug fee.
  - If the horse in this entry was NOT already entered in this show under a previous entry, select **5 No**.
- Show-specific fees (customized for each show):
  - **6 Non-Equestrian Entries Entry (\$25):** This example show charges \$25 if an entry is not submitted via EE. If you plan to snail-mail your entry, check the **7** box.
  - **8 Non-compete Horse (\$10):** This example show charges \$10 for a non-compete horse (the horse is at the show supporting another horse in the show but is not entered in any classes), click the **9 Non-Compete Horse** box. See the prize list for other non-compete horse requirements.
- **10 Prize Money Paid To:** If there might be prize money won, in the **11** box, type in the name of the person or business to whom/which the prize money check should be made out.
- **12 Special Needs/Requests:** If this entry has any special requests, such as scheduling requests, type in any pertinent information in the **13** box..

### 1 Step 5: Fees and Donations

**2** See prize list para 5. INTRODUCTORY only entries pay Office Fee and USEF Drug fee; exempt from Haul-in Fee, USDF & USEF memberships. OPPORTUNITY only entries pay Office Fee; exempt from Office Fee, Haul-in Fee, USEF Drug fee, USDF & USEF memberships.

**3** IMPORTANT: Is this horse ALREADY entered into this show and PAID for with another rider ?

No

No **5**

Yes **4**

**6** Non-Equestrian Entries Entry (\$25) **7**

**8** Non-Compete Horse (\$10) **9**

**10** Prize Money Paid To: **11**

**12** Special Needs/Requests: **13**


**NOTE:** A non-compete horse must have its own entry and must wear a bridle number. Usually stabling or a grounds fee must be paid, in addition to a non-compete horse fee. See the prize list.

Cancel

Back

**14** Next Step

- When you have entered all fees and donations, click **14 Next Step** to save your data and go to the next data page.

 **DO THIS NOW**



## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 6. SIGNATURE PAGES / COGGINS / ENTRY DOCS > SELECT DOCUMENTS

- The **1 Step 6: Signature Pages / Coggins / Entry Docs** page opens.
- Read the **2** note from show management, if present. It is a show-specific message.
- You see a list of all the documents you previously uploaded in the **Documents** tab.
  - Review the list and **3** click each box corresponding to the documents you want to include in your show entry. The clicked boxes now have a check mark in them.
  - Ensure you select all the appropriate documents for all people and the horse in this entry.
  - If you forgot to upload a document, go back and upload it, then continue with this procedure.

#### **1 Step 6: Signature Pages / Coggins / Entry Docs**

Here is a list of the documents you have on file.  
Please indicate which document(s) you want included with this entry.

**2 See COVID-19 Policies and Procedures on show web page. ONLY COMPLETE ENTRIES will be entered in the show. See prize list for list of required items. MUST USE 2 NEW USEF WAIVER AND ENTRY FORMS!!! See prize list.**

<input type="checkbox"/>	Unselect	Type	Description	Filename	Upload/Edit Documents
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	Entry Agreement 2020 USEF	2020-03-15_USEF- EntryAg_Lname3_Lnam e2	2020-03-15_USEF- EntryAg_Lname3_Lnam e2.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	Waiver/Release 2020 USEF	2020-03-15_USEF- Waiver_Lname2	2020-03-15_USEF- Waiver_Lname2.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	Waiver/Release 2020 USEF	2020-03-15_USEF- Waiver_Lname3	2020-03-15_USEF- Waiver_Lname3.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	Coggins	2020-03-15_Horse1_Coggins	2020-03-15_Horse1_Coggins.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	Vaccinations	2020-03-15_Horse1_Vac	2020-03-15_Horse1_Vac.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	USEF Safe Sport	2019-09-13 Lname3 SafeSport	2019-09-03_Lname3_SafeSport.pdf	
<input checked="" type="checkbox"/>	<b>3</b> <input type="checkbox"/>	USEF Safe Sport	2020-06-02_Lname2_SafeSport	2020-06-02_Lname2_SafeSport.pdf	
<input type="checkbox"/>	<input type="checkbox"/>	Other	Lname3_Horse1_MFS3-Q	Lname3_Horse1_MFS3-Q.pdf	

**4** Cancel   **5** Back   **6** Save   **7** Next Step

- If needed, click **4 Cancel** to cancel this activity.
- If needed, click **5 Back** to go back to the previous procedure to change data.
- If needed, click **6 Save** to save the entry at this point.
- When you have selected all needed documents, click **7 Next Step** to save your data and go to the next data page.





## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 7. ENTRY REVIEW > a. PROBLEMS TAB

- The **1** **Entry Review** page opens. It has a series of **2** tabs that are used to review your entry. Correct any errors before paying for and submitting your entry.
- Read the **3** note from EE.
- If needed during the review:
  - Click **4** **Cancel** to cancel this activity.
  - Click **5** **Edit** to edit the data (you are taken to STEP 2. ENTRY INFO).
  - Click **6** **Save** to save the entry at this point.
- When you have reviewed all items of all tabs, click **7** **Proceed to Checkout**. **DO NOT THIS UNTIL AFTER THE ENTRY HAS BEEN REVIEWED**
- The **8** **Problems** tab identifies potential problems with your people and horse cards. If you do not correct this, non-member fees will automatically be charged by EE.

**1**

**3**

**2**

**8**

**4** **5** **6** **7**

**1**

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

Problems Summary Entry Form Stabling Membership Cards Coggins Vaccination Safe Sport Entry Agreement 2020 USEF

Waiver Release 2020 USEF

**We have identified the following potential problems with your cards.**

**USEF Cards:**

1. Your Owner card could not be found for USEF
2. Your Horse card could not be found for USEF

**USDF Cards:**

1. Your Rider card could not be found for USDF
2. Your Owner card could not be found for USDF
3. Your Horse card could not be found for USDF

**NOTE:** Since the people and horse in this example entry are fictitious, they do not have cards!

Cancel Edit Save **Proceed to Checkout**

**DO NOT THIS UNTIL  
AFTER THE ENTRY HAS  
BEEN REVIEWED**

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > b. SUMMARY TAB

- Review the items on the **1 Summary** tab and look for and correct any errors, etc.
- Is the **2** rider status correct?
- Are the **3** rider name and horse name correct?
- Are the **4** classes correct?
- Are the **5** memberships correct?
  - A card marked with a **✓** is most likely correct and current.
  - A people card marked with a **--** is most likely missing or not current. A non-member fee will automatically be charged (one fee per person per show).
  - A horse card marked with a **--** is most likely missing or not current. A horse must have at least a USDF HID, which is also accepted by USEF. A horse can have a USEF Annual or Life membership; annual must be renewed each year. A horse can have a USDF HID or Life membership, neither of which need renewal.
- Is the **6** Stabling Group Name correct?
- Is the **7** stabling correct?
- Are the **8** Special Instructions correct?
- Note the **9 Total Calculated** Fees. They are itemized on the **Entry Form** tab.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

**1** Problems
**Summary**
Entry Form
Stabling
Membership Cards
Coggins
Vaccination
Safe Sport
Entry Agreement 2020 USEF

Waiver Release 2020 USEF

**"Adult Amateur"** **2**

**Fname2 Lname2 on "Horse1"** **3**

**Classes** **4**

07/25/2020: 103 O(Q) USEF Training Level Test 3 Open GAIG  
07/25/2020: 111 O USEF First Level Test 1 OPEN

**5 Memberships**

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card	Coach	Card
USEF:	12345	✓	11111	⊖	55555	⊖	12345	✓	55555	⊖
USDF:	1234567	⊖	22222	⊖	666666	⊖	N/A	N/A	N/A	N/A

**NOTE:**

- Ensure all the USEF and USDF numbers are correct.
- If there is a **--** and you know the person or horse has an active USEF and/or USDF membership, check out the entry to determine why it has a **--**.

**6 Stabling**  
Group Name: Pinehurst Farm

**7** Stall HFrSa: Fri-Sat5 or Sat5 \$85  
| Fri 7/24 | Sat 7/25 |

**8 Special Instructions**

**9 Total Calculated Fees: \$409.00**

**DO NOT THIS UNTIL THE ENTRY HAS BEEN REVIEWED/CORRECTED**

Cancel
Edit
Save
**Proceed to Checkout**

Continued on next page...

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > b. SUMMARY TAB, CONT'D.

- An entry with all the membership numbers for people and horse will look like this this graphic.
- Note these changes/improvements:
  - There is no **1 Problems** tab; the first tab is the **2 Summary** tab.
  - There are no **--** cards. Since all cards are **3 ✓**, all the people and horse USEF and USDF memberships are current. Yay!
  - The fee is **4 \$249.00**, instead of the **\$409.00** for the entry that was missing memberships. This is because no non-member fees are being charged.

Your entry should look like this!!

**1** Summary
Entry Form
Stabling
Membership Cards
Coggins
Vaccination
Safe Sport
Entry Agreement 2020 USEF

Waiver Release 2020 USEF
Dressage Under The Oaks 1 2020

**"Adult Amateur"**

**Fname2 Lname2 on "Horse1"**

Classes

07/25/2020: 103 O(Q) USEF Training Level Test 3 Open GAIG  
 07/25/2020: 111 O USEF First Level Test 1 OPEN

Memberships

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card	Coach	Card
USEF:	#####	✓ <b>3</b>	#####	✓ <b>3</b>	#####	✓ <b>3</b>	#####	✓ <b>3</b>	#####	✓ <b>3</b>
USDF:	#####	✓ <b>3</b>	#####	✓ <b>3</b>	#####	✓ <b>3</b>	N/A	N/A	N/A	N/A

Stabling

Group Name: Pinehurst Farm

Stall HFrSa: Fri-Sat5 or Sat5 \$85

| Fri 7/24 | Sat 7/25 |

Special Instructions

Type text here.

2020 Dressage, By Chance? Show 1

Show Manager

07/25/2020

Share on  
**facebook**

**4**

**Total Calculated Fees: \$249.00**

Cancel
Edit
Save
Print Entry

Proceed to Checkout

DO NOT THIS UNTIL THE  
ENTRY HAS BEEN  
REVIEWED/CORRECTED

Continued on next page...

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > c. ENTRY FORM TAB

- Review the items on the **1 Entry Form** tab and look for and correct any errors, etc.
- Review each section of the entry form to ensure it is correct.
- Review all the **2** fees charged. If there is an error, go back to correct it. If you cannot resolve the error, click the **3 ?**, which opens the **4 Problem with Fees?** window. Read the text in the window and follow the instructions.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

1

Problems		Summary		Entry Form		Stabling		Membership Cards		Coggins		Vaccination		Safe Sport		Entry Agreement 2020 USEF	
Waiver Release 2020 USEF																	
Name of Horse			Previous Name (If Any)			For Sale?			Breed/Breed Initials			Sex					
Horse1						NO			KWPN			Mare					
Height		Color		Coggins Date (Enclosed Copy)				Sire			Dam						
17.1		Bay		2020-03-15 00:00:00				Sire Name			Dam Name						
Dam's Sire			Country of Birth			Date of Birth			Breeder			Passport #					
			2004														
Horse		Rider/Handler		Owner		Trainer		Coach									
USEF # 11111		USEF # 12345		USEF # 55555		USEF # 12345		USEF # 55555									
USDF # 22222		USDF # 1234567		USDF # 6666666		Please enclose copies of all membership cards and registrations.											
Class No.2		Division		Class Name				Qualifying Y/N		Fees							
103 O		Open		USEF Training Level Test 3 Open GAIG				Y		\$55							
111 O		Open		USEF First Level Test 1 OPEN				N		\$40							

**Owner:** Lname3, Fname3  
**Address:** 123 Main Street  
**City/State/Zip:** City Name GA 56789  
**Country:** usa  
**Phone:** 333-444-5555  
**Willing to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Owner Citizenship (if not USA):** usa

**Rider/Handler:** Lname2, Fname2  
**Address:** Address  
**City/State/Zip:** City MD 12345  
**Country:** usa  
**Day Phone:** 111-222-3333  
**Evening Phone:** 111-222-3333  
**Email Address:** EmailAddress@email.com  
**Rider Citizenship (if not USA):** usa  
**JR/Young Rider Birthday:** 01/01/2001  
**Willing to Volunteer?** N  
**Rider Status:** Adult Amateur

**Trainer:** Lname2, Fname2  
**Address:** Address  
**City/State/Zip:** City MD 12345  
**Country:** usa  
**Phone:** 111-222-3333  
**Willing to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Trainer Citizenship (if not USA):** usa

Subtotal Class Fees	\$95
Office Fee	\$30
Owner: USDF Non-Member Fee	\$35
Owner: USEF Non-Member Fee	\$45
Rider: USDF Non-Member Fee	\$35
Rider: USEF Non-Member Fee	\$45
Shavings Fee(\$8 x (QTY: 2))	\$16
Stall HFrSa: Fri-Sat5 or Sat5 \$85(\$85 for show)	\$85
USEF Drug & Medication Fee	\$23
<b>Total Fees</b>	<b>\$409</b>

**RIDER EMERGENCY CONTACT INFORMATION**

<b>NAME OF CONTACT:</b> MARY SMITH	<b>PHONE:</b> 111-222-3333
------------------------------------	----------------------------

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**Problem With Fees?**

**Does this total look incorrect?**  
 If so, please click the edit button below.

Then, enter a message detailing the issue in the "Special Instructions" field and submit your entry.

The Show Manager will receive your message, verify the total and then make any necessary changes.

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# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > c. ENTRY FORM TAB, CONT'D.

- An entry with all the membership numbers for people and horse will look like this graphic.

Your entry should look like this!!

<b>Summary</b>	<b>Entry Form</b>	<b>Stabling</b>	<b>Membership Cards</b>	<b>Coggins</b>	<b>Vaccination</b>	<b>Safe Sport</b>	<b>Entry Agreement 2020 USEF</b>
<b>Waiver Release 2020 USEF</b>							

<b>Name of Horse</b>		<b>Previous Name (If Any)</b>		<b>For Sale?</b>	<b>Breed/Breed Initials</b>		<b>Sex</b>
Horse Name				NO	DUTCH WARBLOOD		Mare
<b>Height</b>	<b>Color</b>	<b>Coggins Date (Enclosed Copy)</b>		<b>Sire</b>		<b>Dam</b>	
17.1	BAY	2019-03-15 00:00:00		QUASIMODO Z		Nendola B	
<b>Dam's Sire</b>		<b>Country of Birth</b>		<b>Date of Birth</b>	<b>Breeder</b>		<b>Passport #</b>
Indoctro		ned		2004	Rinkes-Tjeenk Willink		
<b>Horse</b>		<b>Rider/Handler</b>		<b>Owner</b>		<b>Trainer</b>	<b>Coach</b>
USEF # #####		USEF # #####		USEF # #####		USEF # #####	USEF # #####
USDF # #####		USDF # #####		USDF # #####		Please enclose copies of all membership cards and registrations.	
<b>Class No.4</b>	<b>Division</b>	<b>Class Name</b>			<b>Qualifying Y/N</b>	<b>Fees</b>	
1-2	Open	USEF First Level Test 2 Sat			N	\$46	
1-2Sun	Open	USEF First Level Test 2 Sun			N	\$46	
1-3	Open	USEF First Level Test 3 Qualifying Sat			Y	\$61	
1-3Sun	Open	USEF First Level Test 3 Qualifying Sun			Y	\$61	

**Owner:** Owner Name  
**Address:** Owner Address  
**City/State/Zip:** City, ST #####  
**Country:** usa  
**Phone:** 111-222-3333  
**Willing to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Owner Citizenship (if not USA):** usa

**Rider/Handler:** Rider Name  
**Address:** Rider Address  
**City/State/Zip:** City, ST #####  
**Country:** usa  
**Day Phone:** 111-222-3333  
**Evening Phone:** 111-222-3333  
**Email Address:** EmailAddress@email.com  
**Rider Citizenship (if not USA):** usa  
**JR/Young Rider Birthday:** MM/DD/YYYY  
**Willing to Volunteer?** N  
**Rider Status:** Adult Amateur

**Trainer:** Trainer Name  
**Address:** Trainer Address  
**City/State/Zip:** City, ST #####  
**Country:** usa  
**Phone:** 111-222-3333  
**Willing to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Trainer Citizenship (if not USA):** usa

**Coach:** Coach Name  
**Address:** Coach Address  
**City/State/Zip:** City, ST #####  
**Country:** usa  
**Phone:** 111-222-3333  
**Email Address:** EmailAddress@email.com  
**Coach Citizenship (if not USA):** usa

Subtotal Class Fees	\$214
Entry Charge	\$46
Package A Stabling(\$135 for show)	\$135
Shavings Fee(\$8.25 x (QTY: 4))	\$33
USEF Drug & Medication Fee	\$23
<b>Total Fees</b>	<b>\$451</b>

<b>RIDER EMERGENCY CONTACT INFORMATION</b>	
<b>NAME OF CONTACT:</b> Name	<b>PHONE:</b> 111-222-3333

Cancel
Edit
Save
Print Entry
**Proceed to Checkout**

**DO NOT DO THIS  
 UNTIL THE ENTRY  
 HAS BEEN REVIEWED**

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 7. ENTRY REVIEW > d. STABLING TAB

- Review the items on the **1 Stabling** tab and look for any errors, etc. If there are errors, click **2 Edit** to return to STEP 2 of the entry procedures.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

Problems
Summary
Entry Form
**Stabling**
Membership Cards
Coggins
Vaccination
Safe Sport
Entry Agreement 2020 USEF

Waiver Release 2020 USEF
**1**

### Stabling Form

**Event Name:** 2020 Dressage, By Chance? Show 1 **Date:** 07/25/2020

**Name of Rider:** Fname2 Lname2 **Phone:** 111-222-3333

**Stable with (Name of Person(s)):** Pinehurst Farm

**Special Needs/Requests:** 0

Stable	Name of Horse	Stallion/Mare/Gelding	HT	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stall HFrSa: Fri-Sat5 or Sat5 \$85	Horse1	Mare	17.1					7/24	7/25	
Need a Tack Stall? NO										

Office Use Only

**Approximate Time of Arrival:** 07/24/2020 2:00 PM

**Rider Staying at:** Home **Phone:** 111-222-3333

**RV/Camper Hook-ups (if available):** NO

**Transport is:** small trailer

**If available, I prefer:** no

**FEES:**

**Day Stalls \$** \_\_\_\_\_

**Night Stalls \$** 85

**Tack Stalls \$** \_\_\_\_\_

**RV Hook-up \$** \_\_\_\_\_

**STALL TOTAL \$** 85

Cancel
**2** Edit
Save
**Proceed to Checkout**

DO NOT DO THIS  
UNTIL THE ENTRY HAS  
BEEN REVIEWED

Continued on next page...

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > e. MEMBERSHIP CARDS TAB

- Review the items on the **1 Membership Cards** tab and look for and correct any errors, etc.
- If needed, scroll down the page to view all the cards.
- Because of fictitious people and horse, this example entry has MANY missing memberships cards and the Rider/Train membership is inactive. In a real entry they would need to be corrected to avoid being dismissed from the show (no horse memberships) and/or being charged non-member fees.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

Problems Summary Entry Form Stabling **Membership Cards** USEF Liability Release Coggins Vaccination Safe Sport

**1**

### Rider Cards

RIDER VERIFICATION	
USEF #:	12345
Name:	Fname2 Lname2
Membership:	INACTIVE
Effective Date:	
Exp. Date:	

**Warning: No USDF Rider card on file**

---

**Warning: No Owner cards on file**

---

### Trainer Cards

RIDER VERIFICATION	
USEF #:	12345
Name:	Fname2 Lname2
Membership:	INACTIVE
Effective Date:	
Exp. Date:	

**Warning: No USDF Trainer card on file**

---

**Warning: No Horse cards on file**

---

**Warning: No Coach cards on file**

---

Cancel Edit Save Print Entry **Proceed to Checkout**

***NOTE:** Check each card to ensure all the information is correct and current (not out of date).*

IF NEEDED, SCROLL DOWN THE PAGE TO ENSURE THE RIDER, OWNER, TRAINER, COACH (if entered), AND HORSE DATA ARE CORRECT

**DO NOT DO THIS  
UNTIL THE ENTRY HAS  
BEEN REVIEWED**

Continued on next page...

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > e. MEMBERSHIP CARDS TAB , CONT'D.

- An entry with all the **1 Membership Cards** for people and horse will look like this graphic. There is a current membership card for all people in all roles.
- The cards are arranged vertically so you need to scroll down to see all the cards.

Problems
Summary
Entry Form
Stabling
Membership Cards
Coggins
Vaccination
Safe Sport
Entry Agreement 2020 USEF

1
Waiver Release 2020 USEF

### Rider Cards

RIDER VERIFICATION	
<b>USEF #:</b>	#####
<b>Name:</b>	Rider Name
<b>Membership:</b>	Active Amateur
<b>Effective Date:</b>	12/01/2019
<b>Exp. Date:</b>	11/30/2020

RIDER VERIFICATION	
<b>USDF #:</b>	#####
<b>Name:</b>	Rider Name
<b>Membership:</b>	Group Member
<b>Effective Date:</b>	12/01/2019
<b>Expiration Date:</b>	11/30/2020
<b>Date Printed:</b>	12/25/2019

### Trainer Cards

RIDER VERIFICATION	
<b>USEF #:</b>	#####
<b>Name:</b>	Trainer Name
<b>Membership:</b>	Active Amateur
<b>Effective Date:</b>	12/01/2019
<b>Exp. Date:</b>	11/30/2020

RIDER VERIFICATION	
<b>USDF #:</b>	#####
<b>Name:</b>	Trainer Name
<b>Membership:</b>	Group Member
<b>Effective Date:</b>	12/01/2019
<b>Expiration Date:</b>	11/30/2020
<b>Date Printed:</b>	12/25/2019

### Coach Cards

RIDER VERIFICATION	
<b>USEF #:</b>	#####
<b>Name:</b>	Coach Name
<b>Membership:</b>	Active Professional
<b>Effective Date:</b>	12/06/2019
<b>Exp. Date:</b>	11/30/2020

RIDER VERIFICATION	
<b>USDF #:</b>	#####
<b>Name:</b>	Coach Name
<b>Membership:</b>	Participating
<b>Effective Date:</b>	12/01/2019
<b>Expiration Date:</b>	11/30/2020
<b>Date Printed:</b>	12/25/2019

### Owner Cards

OWNER VERIFICATION	
<b>USEF #:</b>	#####
<b>Name:</b>	Owner Name
<b>Membership:</b>	Active Amateur
<b>Effective Date:</b>	12/01/2019
<b>Expiration Date:</b>	11/30/2020
<b>Other Owners:</b>	

OWNER VERIFICATION	
<b>USDF #:</b>	#####
<b>Name:</b>	Owner Name
<b>Membership:</b>	Group Member
<b>Effective Date:</b>	12/01/2019
<b>Expiration Date:</b>	11/30/2020
<b>Date Printed:</b>	12/25/2019

### Horse Cards

HORSE VERIFICATION	
<b>USEF #:</b>	#####
<b>Horse:</b>	Horse Name
<b>Owner:</b>	Owner Name
<b>Membership:</b>	Life
<b>Foal Date:</b>	01/01/2004

HORSE VERIFICATION	
<b>USDF #:</b>	#####
<b>Horse:</b>	Horse Name
<b>Owner:</b>	Owner Name
<b>Membership:</b>	Life
<b>Effective Date:</b>	11/08/2016
<b>Date Printed:</b>	12/25/2019

***NOTE:** Check each card to ensure all the information is correct and current (not out of date).*



## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP 7. ENTRY REVIEW > f. COGGINS TAB

- Review the **1 Coggins** tab and look for and correct any errors, etc.
- Click the form to open it in a larger size.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**


Problems Summary Entry Form Stabling Membership Cards **Coggins** Vaccination Safe Sport Entry Agreement 2020 USEF

Waiver Release 2020 USEF **1**

Manage Entry Documents

Your Coggins is attached to your entry and will be included and sent to show management when you submit and pay. The "print entry" button below will print your entire entry.

*Click on the thumbnail below to view the document.*



**NOTE:**

- Ensure the Coggins is legible when printed.
- Ensure the Coggins is for the correct horse.
- Ensure the horse name on the Coggins is the same as the horse name on the entry.
- The Coggins date is based on the date the blood was drawn.
- Ensure the Coggins does not expire before the show date. For example: A Coggins is good for one year. If Coggins blood was drawn on 11 Jan 2020, the Coggins expires on 10 Jan 2021. Since this show is 25 Jan 2020, the Coggins will be current on the show date.

Cancel Edit Save **Proceed to Checkout**

**DO NOT DO THIS  
UNTIL THE ENTRY HAS  
BEEN REVIEWED**

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > g. VACCINATION TAB

- Review the **1 Vaccination** tab and look for and correct any errors, etc.
  - Click the form to open it in a larger size.
  - Ensure the date is within six months of the show date.
  - Ensure the horse name on the Proof of Vaccination is the same as the horse name on the entry.

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

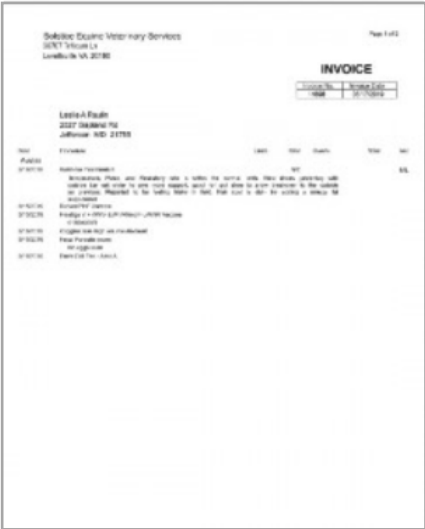
Problems Summary Entry Form Stabling Membership Cards Coggins **Vaccination** Safe Sport Entry Agreement 2020 USEF

Waiver Release 2020 USEF **1**

Manage Entry Documents

Your Vaccination Page is attached to your entry and will be included and sent to show management when you submit and pay. The "print entry" button below will print your entire entry.

*Click on the thumbnail below to view the document.*



**NOTE:**

- Ensure the document is for the correct horse.
- Ensure the date of administration is within six months of the show.
- Ensure the horse's name is the same as the entry name.
- Ensure the vaccination was for flu/rhino.

**DO NOT DO THIS UNTIL THE ENTRY HAS BEEN REVIEWED**

Cancel Edit Save **Proceed to Checkout**

### ACCEPTED DOCUMENTS:

- USEF vaccination form.
- Letter from the veterinarian.
- Veterinarian's invoice.
- If administered by other than a veterinarian, must include receipt of vaccination purchase; name, serial number and expiration of the vaccine; date of administration; and signature of the person who administered the vaccine.
- If a horse cannot be vaccinated due to a health reason, must be a vet letter on letterhead. Also horse temperature must be monitored before and during the show.

## G. ENTER A SHOW USING EQUESTRIAN ENTRIES

### STEP. 7 ENTRY REVIEW > h. SAFESPORT TAB

- Review the **1 Safe Sport** tab and look for and correct any errors, etc.
  - Click the form to open it in a larger size.
  - Ensure the training is not expired (it must be renewed every 12 months. You can check this on the USEF web site).

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**

Problems	Summary	Entry Form	Stabling	Membership Cards	Coggins	Vaccination	<b>Safe Sport</b>	Entry Agreement 2020 USEF
----------	---------	------------	----------	------------------	---------	-------------	-------------------	---------------------------

Waiver Release 2020 USEF **1**

Manage Entry Documents

Your Safe Sport Page is attached to your entry and will be included and sent to show management when you submit and pay. The "print entry" button below will print your entire entry.

*Click on the thumbnail below to view the document.*

**NOTE:** Ensure you have current proof for every adult person associated with the entry (Rider, Owner, Trainer, Coach (if listed)).

Cancel Edit Save **Proceed to Checkout**

#### **NOTE:**

- Ensure you have proof for every adult person associated with the entry (Rider, Owner, Trainer, Coach (if listed)).
- Ensure the document(s) is/are for the correct people.
- Ensure the training has not expired – it must be taken no more than one year before the show date.
- If the document is older than one year, the training must be renewed before the show.
- If any of the people involved with the entry do not have a current SafeSport certification on show day, the entry cannot participate in the show.

# G. ENTER A SHOW USING EQUESTRIAN ENTRIES

## STEP 7. ENTRY REVIEW > i. ENTRY AGREEMENT 2020 USEF

- Review the **1 USEF Entry Agreement** tab and look for and correct any errors, etc.
- Click the form to open it in a larger size.
- It **MUST** be the most current version of the form ([click here](#)).
- Ensure the correct people (Rider, Owner, Trainer, Coach) have signed / printed their names in the corresponding boxes. In this example, the **Rider** and **Trainer** are **Fname2 Lname2** and the **Owner** is **Fname3 Lname3**. The Rider may sign as Agent of the Owner. If the **Trainer** was **Fname3 Lname3**, this person must sign as the Trainer (and the Owner).

**YOUR ENTRY IS NOT SUBMITTED YET!!! You must check out, enter your credit card info and COMPLETE PAYMENT, BEFORE your entry will be submitted to show management. You will receive email confirmation from EqEntries, once payment is complete and your entry is submitted to show management! No email confirmation means YOUR ENTRY IS NOT SUBMITTED YET!! By submitting and paying online, you agree to abide by the cancellation and refund policies of the show you are entering. You also agree to handle all refunds or cancellations directly with show management.**


Problems
Summary
Entry Form
Stabling
Membership Cards
Coggins
Vaccination
Safe Sport
Entry Agreement 2020 USEF 1

Waiver Release 2020 USEF

Manage Entry Documents

Your Entry Agreement Page is attached to your entry and will be included and sent to show management when you submit and pay. The "print entry" button below will print your entire entry.

*Click on the thumbnail below to view the document.*



**NOTE:**

- *The entry must have at least one form signed by all people in the entry. If the people cannot get together to sign one form, multiple forms are accepted as long as there is a form signed by all people.*
- *On the **form**, the Rider, Owner, Trainer and Coach (if applicable) sections **MUST each** be signed, even if they are the same person. The Rider may sign for the Owner as the Agent of the Owner. The Rider and the Trainer **MUST** sign.*

**NOTE:** *Electronic signatures are accepted.*

Cancel
Edit
Save
**Proceed to Checkout**

DO NOT DO THIS  
UNTIL THE ENTRY HAS  
BEEN REVIEWED

Continued on next page...



# H. CHECK OUT



# H. CHECKOUT

## 1. PLEASE REVIEW FEES

- The **1 Please Review Fees** page opens.
- Examine each fee and look for any errors, etc.
- The example entry has the following fees:
  - **2 Ride Fees:** The total fee for each ride in the entry.
  - **3 Office Fee:** Fee established by the show to cover show office costs (computers, supplies, people).
  - **4 Non-Member Fees:** The official fee for any person that is not a USEF and/or USDF member.
  - **5 Shavings Fee:** Cost of shavings requested in the entry.
  - **6 Stabling Fee:** Cost of stabling requested in the entry.
  - **7 USEF Drug & Medication Fee:** Fee set by USEF to cover the Drug & Medication program. Required for each horse in the show, unless exempt.
  - **8 5% Online Processing Fee:** Fee charged by EE for their services. Please do not complain about this fee as it is how EE earns its income. Did you notice there are no advertisements on their web site?
- Depending upon the show, other fees may be seen here.
- **9 Discount Code:** EE has a gift certificate program (see the Home page). If you have received a certificate, you will have a discount code. Enter the code in the box and click **10 Redeem Coupon**. EE will apply your discount, decreasing your **11 Total Fees**.

### Please Review Fees **1**

#### NOTES:

- Haul-In Fee (Grounds Fee) - If the entry does not have stabling, there is usually a haul-in (grounds) fee charged by the show.
- Missing Information - This example entry has missing membership information (\*) for the Rider and the Owner, resulting in four non-member fee charges totaling \$160. This must be corrected before the show since the entry requested a GAIG Q ride. Some shows charge a fee for each correction. Other shows do not refund extra fees charged for incomplete information. This is because corrections take a lot of show secretary time.
- Payment via EE or Snail Mail Check - Most entrants pay for their entries with a credit card via EE, as on the next page. Another option is to stop at this point, print the entry, then mail the entry and payment check to the Show Secretary. The Show Secretary can download the entry from the EE web site and thereby easily enter the entry information into the show software, Fox Village Dressage. When you do this, the EE 5% Online Processing Fee is not required, although paying the fee is certainly appreciated. Additionally, some shows charge a fee if the entry is not done with EE; the fee is usually higher than the EE fee.

103 O - USEF Training Level Test 3 Open GAIG	\$55	<b>2</b>
111 O - USEF First Level Test 1 OPEN	\$40	<b>2</b>
Office Fee	\$30	<b>3</b>
* Owner: USDF Non-Member Fee	\$35	<b>4</b>
* Owner: USEF Non-Member Fee	\$45	<b>4</b>
* Rider: USDF Non-Member Fee	\$35	<b>4</b>
* Rider: USEF Non-Member Fee	\$45	<b>4</b>
Shavings Fee(\$8 x (QTY: 2))	\$16	<b>5</b>
Stall HFrSa: Fri-Sat5 or Sat5 \$85(\$85 for show)	\$85	<b>6</b>
USEF Drug & Medication Fee	\$23	<b>7</b>
5% Online Processing Fee (Mandatory)	\$20.50	<b>8</b>
Discount Code: <input type="text"/>	Redeem Coupon	<b>9</b>
Total Fees	\$429.50	<b>11</b>
<input type="button" value="Cancel"/>	<input type="button" value="Proceed to Checkout"/>	<b>12</b> <b>13</b>

DO THIS NOW!

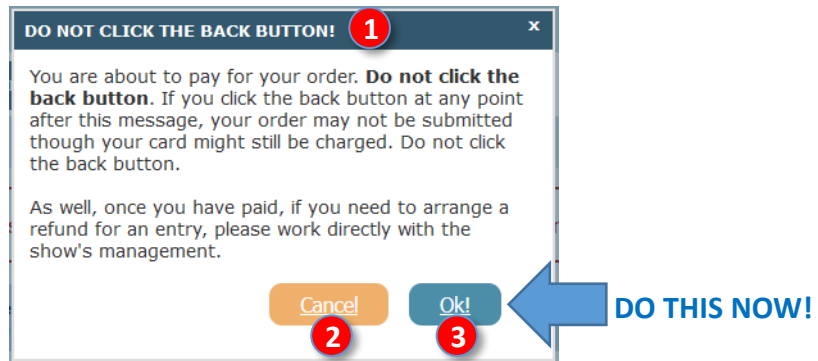


- If desired, click **12 Cancel** to cancel this activity.
- When you have reviewed and agree to all fees, to pay for the entry via EE, click **13 Proceed to Checkout**.

## H. CHECKOUT

### 2. PAYMENT

- The **1 DO NOT CLICK THE BACK BUTTON!** window opens.
  - Read the text.
  - Click **2 Cancel** if you do not want to pay for the entry.
  - Click **3 Ok!** If you want to proceed to paying for the entry.



- The **4 Credit Card Information** page opens.
  - Note that EE takes VISA, MasterCard, and Discover Card payments. They are processed via PayPal.
  - Type in the information in each box. All the information is required.
  - Review the information you have typed to ensure accuracy.
  - Click **5 Cancel** if you do not want to submit the payment.
  - Click **6 Finish Checkout** to submit your payment.

This entry has not yet been paid for. Please complete this form and click *Finish Checkout*.

### Credit Card Information **4**

VISA MasterCard DISCOVER

First Name

Last Name

Billing Address

City

State

Country

Postal Code

Credit Card #

Exp. Date (MMYY)

Security Code (on back of card)

Your credit card will be charged **\$155.50**

**Cancel** **5** **Finish Checkout** **6**

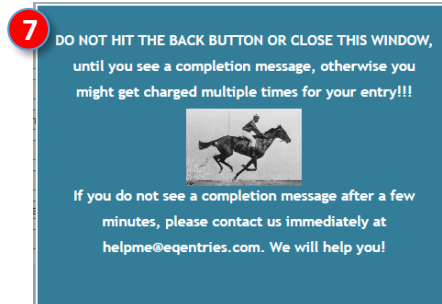
Continued on next page...



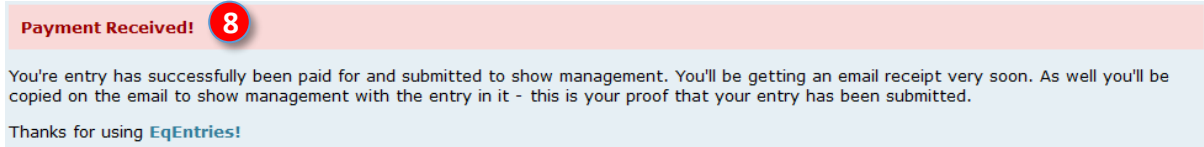
## H. CHECKOUT

### 2. PAYMENT, CONT'D.

- A **7** window opens to let you know the payment is processing.



- When the payment has been received, you receive the following **8 Payment Received** message:



## H. CHECKOUT (PAYMENT)

### 3. EQUESTRIAN ENTRIES CONFIRMATION EMAIL



- You will receive a **1 Confirmation Email** from EE.
- **IMPORTANT:** Check your spam folder in case the email goes to spam.
- Read the **2** text in this email.
- Save this email in case show management or others need verification of payment.





*Line you will see in your email list:*

**1** noreply Entry Submitted - You've successfully made a payment of \$641.50 to EqEntries.com for your show entry ...

*Email message:*

**2**

Entry Submitted Inbox x  

 **noreply@equestrianentries.com** 12:08 AM (7 minutes ago)   

to LeslieRaulin, helpme, info ▾




You've successfully made a payment of \$641.50 to EqEntries.com for your show entry (Entry ID #255372). This is your receipt. Your entry has been submitted to show management via email. You were copied on that email - it is proof of entry submission to show management.

**PLEASE READ - IMPORTANT INFORMATION!**

1) **Changes/Scratches:** Any changes or cancellations of entries must be handled **DIRECTLY** with show management. They will arrange for any refunds.

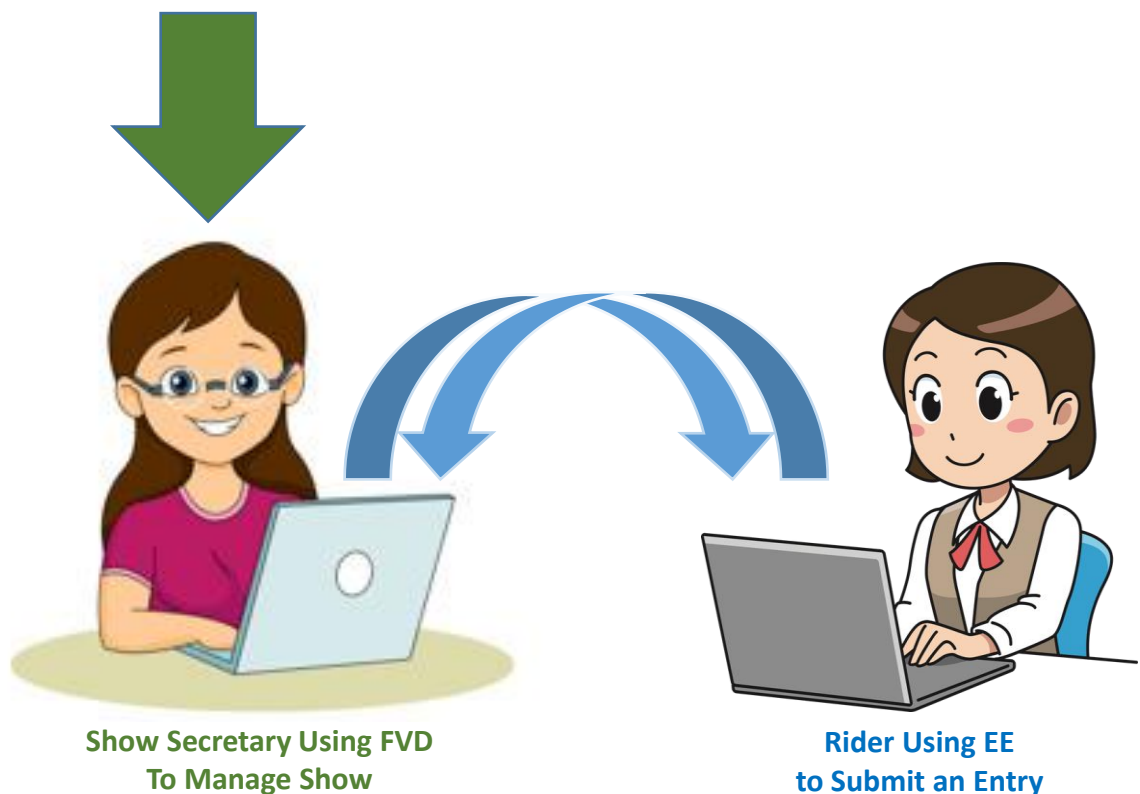
2) **Signature pages/Coggins:** Please verify that your entry pdf (attached) includes your necessary entry documents. If you did not attach them **DURING** the entry process, they will not be part of your entry and you might be charged for an incomplete entry. You will need to contact show management directly to arrange a way to get documents to them.

Thank you for using EqEntries - have a great show!

 Reply  Reply all  Forward

- **CONGRATULATIONS!** You have completed your show entry.
- Your entry will be confirmed by the show secretary when your entry is processed.

# I. SHOW SECRETARY ACTIONS



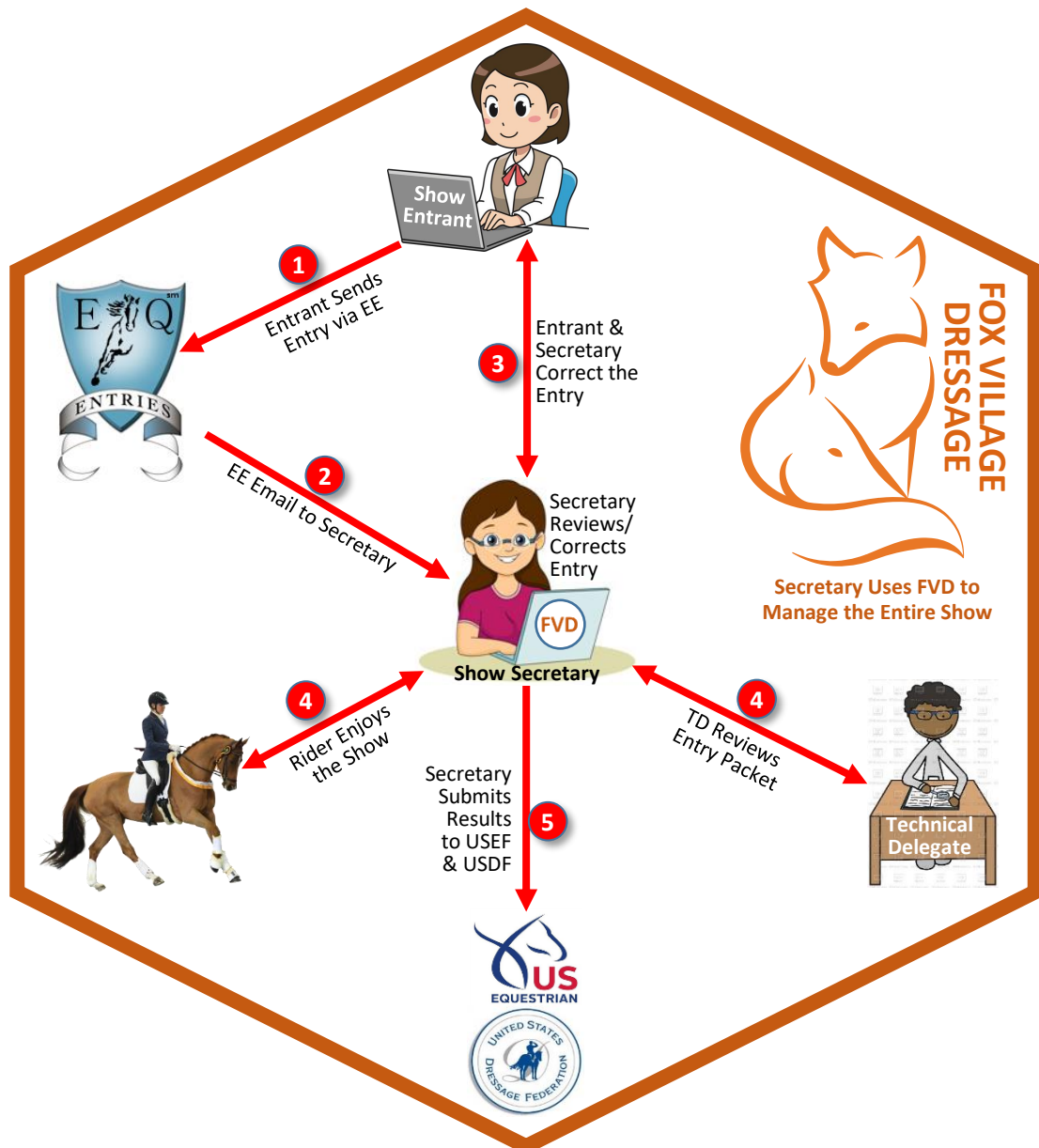
# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > a. OVERVIEW

- After you submit an entry, the Show Secretary receives an email from EE. This informs the Show Secretary that a new entry has arrived.
- The email has a PDF file attachment containing your entry information.
- The Show Secretary prints and reviews the entry information meticulously to discover completeness, errors, and deficiencies. The Show Secretary then works with you to ensure a complete entry.
- During the show, the Technical Delegate reviews your entry for completeness, and you enjoy the show.
- After the show, the Show Secretary sends results to USEF and USDF.
- The printed entry information becomes the entry packet that is reviewed by the show's Technical Delegate (TD) who also reviews the entry information meticulously.

### The Show Secretary is your friend!

S/he ensures you have met all the requirements for participation in the show.  
Submission of a complete entry packet helps this process.



# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > b. SUMMARY PAGE

- The Show Secretary receives an email from EE. This informs the Show Secretary that a new entry has arrived.
- The email has a PDF file attachment containing the entry information, which the Show Secretary prints and reviews meticulously to discover completeness, errors, and deficiencies. The printed entry information becomes the entry packet that is reviewed by the show's Technical Delegate.
- The first page is the **SUMMARY PAGE**.

**PAID!** This entry has been submitted to show management. To cancel, change or add documents to your entry please contact show management directly.

Created by EquestrianEntries.com at 11:07 AM July 11 [#276059]

**2020 Dressage, By Chance? Show 1**

Show Manager Name:  
07/25/2020

**"Adult Amateur"**

**Fname2 Lname2 on "Horse1"**

### Classes

07/25/2020: 103 O(Q) USEF Training Level Test 3 Open GAIG

07/25/2020: 111 O USEF First Level Test 1 OPEN

### Memberships

	Rider	Card	Horse	Card	Owner	Card	Trainer	Card	Coach	Card
USEF:	12345	✔	11111	⚠	55555	⚠	12345	✔	55555	⚠
USDF:	1234567	⚠	22222	⚠	666666	⚠	N/A	N/A	N/A	N/A

### Stabling

Group Name: Pinehurst Farm

Stall HFrSa: Fri-Sat5 or Sat5 S85

| Fri 7/24 | Sat 7/25 |

### Special Instructions

**Total Calculated Fees: \$409.00**

#### **NOTE:**

- If any of Card columns has a **red --**, the Show Secretary is graphically informed that membership information is problematical. The Show Secretary is immediately aware of a membership problem that will need correction prior to the show. If the Entrant does not correct the membership issues, s/he may not be allowed to participate in the show or may be required to pay non-member fees.
- Some Shows charge a fee for each correction.
- Some shows do not refund overpayments due to missing items in an entry.

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > c. ENTRY FORM

Created by EquestrianEntries.com at 11:07 AM July 11 [#276059]

**Competition Name:** 2020 Dressage, By Chance? Show 1

**Competition Dates:** 07/25/2020

Name of Horse		Previous Name (If Any)		For Sale?	Breed/Breed Initials		Sex
Horse1				NO	KWP/N		Mare
Height		Color		Coggins Date (Enclosed Copy)		Sire	
17.1		Bay		2020-03-15 00:00:00		Sire Name	
Dam's Sire		Country of Birth		Date of Birth	Breeder	Passport #	Groom
				2004			
Horse		Rider/Handler		Owner		Trainer	
USEF # 11111		USEF # 12345		USEF # 55555		USEF # 12345	
USDF # 22222		USDF # 1234567		USDF # 666666		Please enclose copies of all membership cards and registrations.	
Coach						USEF # 55555	
Class No.2		Division		Class Name		Qualifying Y/N	
103 O		Open		USEF Training Level Test 3 Open GAIG		Y	
111 O		Open		USEF First Level Test 1 OPEN		N	
						Fees	
						\$55	
						\$40	

**Owner:** Lname3, Fname3  
**Address:** 123 Main Street  
**City/State/Zip:** City Name GA 56789  
**Country:** usa  
**Phone:** 333-444-5555  
**Willing to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Owner Citizenship (if not USA):** usa

Subtotal Class Fees	\$95
Office Fee	\$30
Owner: USDF Non-Member Fee	\$35
Owner: USEF Non-Member Fee	\$45
Rider: USDF Non-Member Fee	\$35
Rider: USEF Non-Member Fee	\$45
Shavings Fee(\$8 x (QTY: 2))	\$16
Stall HPF\$5: Fri-Sat5 or Sat5 \$85(\$85 for show)	\$85
USEF Drug & Medication Fee	\$23
<b>Total Fees</b>	<b>\$409</b>

**Rider/Handler:** Lname2, Fname2  
**Address:** Address  
**City/State/Zip:** City MD 12345  
**Country:** usa  
**Day Phone:** 111-222-3333  
**Evening Phone:** 111-222-3333  
**Email Address:** EmailAddress@email.com  
**Rider Citizenship (if not USA):** usa  
**JR/Young Rider Birthday:** 01/01/2001  
**Willing to Volunteer?** N  
**Rider Status:** Adult Amateur  
  
**Trainer:** Lname2, Fname2  
**Address:** Address  
**City/State/Zip:** City MD 12345  
**Country:** usa  
**Phone:** 111-222-3333  
**Willing? to Volunteer?** N  
**Email Address:** EmailAddress@email.com  
**Trainer Citizenship (if not USA):** usa

**NOTE:** The Show Secretary reviews this page to:

- Verify the Owner, Rider, Trainer, and Coach (if entered). These must be the same people who sign the USEF Entry Agreement and Waiver forms.
- Verify that all show fees have been paid.
- Determine, if GAIG Q is requested, that GAIG Q membership requirements have been met.

RIDER EMERGENCY CONTACT INFORMATION	
<b>NAME OF CONTACT:</b> MARY SMITH	<b>PHONE:</b> 111-222-3333

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > d. STABLING

- If stabling is available for this show, and if stabling was requested, the stabling details will be on this page.

Created by EquestrianEntries.com at 11:07 AM July 11 [#276059]

**Competition Name:** 2020 Dressage, By Chance? Show 1

**Competition Dates:** 07/25/2020

**Rider Name:** Fname2 Lname2

**Rider Phone:** 111-222-3333

**Stable With:** Pinchurst Farm

(Please use one unique name for your group. Show management will do their best to match up individual names).

**Special Needs/Requests:** 0

Please complete all sections below. Place check marks in appropriate box indicating the nights stabling is needed.

Stable	Horse Name	Stallion/Mare/Gelding	HT	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Stall HFrSa: Fri-Sat5 or Sat5 \$85	Horse1	Mare	17.1					7/24	7/25	
Need a Tack Stall? NO										

**Approximate Time of Arrival:** 07/24/2020 2:00 PM

**Rider Staying At:** Home

**Rider Phone:** 111-222-3333

**RV/Camper Hook-ups (If available):** NO

**Transport is:** small trailer

**Number of Shavings:** 2

Night Stalls	\$85
<b>Total</b>	\$85

**NOTE:** The Show Secretary reviews this page:

- To verify the stabling information was entered correctly.
- To verify a horse gender is provided to assist with stall assignments.
- To ensure a usable stall group name is provided, if applicable.

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > e. USEF & USDF NUMBERS AND STATUS

Created by EquestrianEntries.com at 3:10 PM December 24 [#259328]

### Insufficient Page

#### Rider Cards

RIDER VERIFICATION
USEF #: #####
Name: Rider Name
Membership: INACTIVE
Effective Date:
Expiration Date:

#### Trainer Cards

RIDER VERIFICATION
USEF #: #####
Name: Trainer Name
Membership: INACTIVE
Effective Date:
Expiration Date:

Submitted through EquestrianEntries.com at 9:08 PM September 9 [#255372]

### Sufficient Page

#### Rider Cards

RIDER VERIFICATION
USEF #: #####
Name: Rider Name
Membership: Active Amateur
Effective Date: 12/01/2018
Expiration Date: 11/30/2019

RIDER VERIFICATION
USDF Number: #####
Name: Rider Name
Membership: Group Member
Effective Date: 12/01/2018
Expiration Date: 11/30/2019
Date Printed: 09/10/2019

#### Owner Cards

RIDER VERIFICATION
USEF #: #####
Name: Owner Name
Membership: Active Amateur
Effective Date: 12/01/2018
Expiration Date: 11/30/2019

RIDER VERIFICATION
USDF Number: #####
Name: Owner Name
Membership: Group Member
Effective Date: 12/01/2018
Expiration Date: 11/30/2019
Date Printed: 09/10/2019

#### Trainer Cards

RIDER VERIFICATION
USEF #: #####
Name: Trainer Name
Membership: Active Amateur
Effective Date: 12/01/2018
Expiration Date: 11/30/2019

RIDER VERIFICATION
USDF Number: #####
Name: Trainer Name
Membership: Group Member
Effective Date: 12/01/2018
Expiration Date: 11/30/2019
Date Printed: 09/10/2019

#### Horse Cards

HORSE VERIFICATION
USEF #: #####
Horse: Horse Name
Owner: Owner Name
Membership: Life
Foal Date: 03/27/1995

HORSE VERIFICATION
USDF Number: #####
Horse: Horse Name
Owner: Owner Name
Membership: Life
Effective Date: 02/11/2009
Date Printed: 09/10/2019

organization:

#### NOTE:


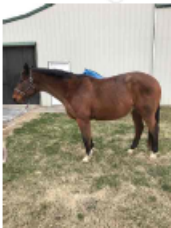
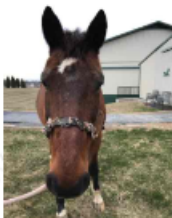


- The Show Secretary reviews this page to verify the people (Rider, Owner, Trainer, and Coach if submitted) and Horse have the correct and current USEF and USDF memberships required to participate in the show and qualify for championships/ awards, if applicable.
- If a **person membership** is missing, EE will automatically apply USEF and/or USDF non-member fee(s).
- A **Horse** must have, as a minimum, a USDF Horse Identification Number (USDF HID), which can be applied to the USEF requirement.

Equestrian Entries verifies EVERY USEF, USEA, USDF AND CDS membership directly with those organizations, including horses and their owners



# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > f. COGGINS

EquusLINK		EIA-14373401		GVL			
GlobalVetLINK - EQUINE INFECTIOUS ANEMIA LABORATORY TEST				EIA-14373401			
GlobalVetLINK's eEIA test form contains all data fields as found on federal form VS 10-11. Forms Without Adequate Descriptions Of The Horse and Complete Addresses Including Zip Codes, and Telephone Numbers Will Not Be Processed.							
SERIAL NUMBER EIA-14373401	DATE SIGNED 2019-03-20	LAB/ACCESSION NUMBER 326762-17	COUNTY				
NAME & ADDRESS OF OWNER Owner Name ADDRESS CITY, ST ZIP PHONE		NAME & ADDRESS OF VETERINARIAN Vet Name ADDRESS CITY, ST ZIP PHONE		NAME & ADDRESS OF STABLE/MARKET Stable Name ADDRESS CITY, ST ZIP PHONE			
NATIONAL ACCREDITATION NUMBER NAN 003054		TEST TYPE AGID	REASON FOR TESTING Annual				
CERTIFICATION OF FEDERALLY ACCREDITED VETERINARIAN I certify the specimen submitted with this form was drawn by me from the horse described below on the day indicated below.							
SIGNATURE OF FEDERALLY ACCREDITED VETERINARIAN  Mia Lee DVM 2019-03-20 09:39:37 -05:00				DATE BLOOD DRAWN <b>2</b> YYYY-MM-DD			
CERTIFICATION OF OWNER OR OWNER'S AGENT I certify that I have examined this form and, to the best of my knowledge and belief, this form is true, correct and complete							
SIGNATURE OF OWNER OR OWNER'S AGENT				SIGNATURE NAME Leslie A. Raulin			
				SIGNATURE DATE 2019-03-15			
NAME OF HORSE <b>1</b> Horse Name	ID1	ID2	ID3				
COLOR Bay	AGE OR DOB 1995-03-26	BREED Hanoverian Horse	GENDER Female				
							
NARRATIVE DESCRIPTION:		OTHER MARKS AND BRANDS: None / Breed left flank					
<p><b>NOTE:</b> The Show Secretary reviews the Coggins to ensure:</p> <ul style="list-style-type: none"> <li>The <b>1</b> <b>Horse Name</b> on the Coggins matches the horse name in the entry, etc..</li> <li>The <b>2</b> <b>date blood drawn</b> is within one year of the show date(s). The Coggins expires 365 days from the date blood drawn.</li> <li>The test result is <b>3</b> <b>negative</b>.</li> </ul>		NECK AND BODY: None					
		RIGHT FORELIMB: Pastern					
		RIGHT HINDLIMB: Sock					
		SERIAL NUMBER		EXPIRATION DATE		ADMINISTERED BY	
		DATE RECEIVED YYYY-MM-DD		DATE REPORTED YYYY-MM-DD		TEST RESULTS Negative <b>3</b>	
LABORATORY Virginia Tech Marion duPont Scott EMC Lab 17690 Old Waterford Rd Leesburg, VA 20176		SIGNATURE OF TECHNICIAN  Name Date Time					
NOTICE TO DOCUMENT INSPECTORS. This official document was authorized in agreement with the state of animal origin, issuing veterinarian, via GlobalVetLINK.com Please address any questions related to this document with your state or issuing state veterinarian's office.							

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > g. PROOF OF VACCINATION

Vet Name  
ADDRESS  
CITY, ST ZIP

Page 1 of 2

**INVOICE**

Invoice No.	Invoice Date
14698	MM/DD/YYYY

Owner Name  
ADDRESS  
CITY, ST ZIP

Date	Procedure	Units	Rate	Own%	Total	Vet
<b>2</b> MM/DD/YYYY	<b>Horse Name</b> Wellness Examination Temperature, Pulse, and Respiratory rate is within the normal limits. New shoes yesterday with outside bar set wider to give more support, good roll put shoe to allow breakover to the outside as previous. Reported to be feeling frisky in field. Hair coat is dull- try adding a omega fat supplement.			N/C		ML
MM/DD/YYYY	Rabies/PHF Vaccine					
MM/DD/YYYY	Prestige V + WNV- EW <b>1</b> Rhino/Flu/WNV Vaccine 9185A006B					
MM/DD/YYYY	Coggins test- high volume discount					
MM/DD/YYYY	Fecal Parasite exam No eggs seen					
MM/DD/YYYY	Farm Call Fee - Area A					

**NOTE:** The Show Secretary reviews the Proof of Vaccination to ensure:

- The document conforms with the requirements of **USEF GR845**.
- The vaccination is for **1 flu/rhino**.
- The **2 horse name** on the document matches the horse name in the entry, etc.
- The **3 date of administration** is within six months of the show date(s). For example, a vaccination administered on 12/17/2019 expires 06/16/2020.

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > h. USEF FEDERATION ENTRY AGREEMENT



### FEDERATION ENTRY AGREEMENT

By entering a Federation-licensed Competition and signing this entry blank as the Owner, Lessee, Trainer, Manager, Agent, Coach, Driver, Rider, Handler, Vaulteur or Longeur and on behalf of myself and my principals, representatives, employees and agents, I agree that I am subject to the Bylaws and Rules of The United States Equestrian Federation, Inc. (the "Federation") and the local rules of     Show Name     (Competition). I agree to be bound by the Bylaws and Rules of the Federation and of the competition. I will accept as final the decision of the Hearing Committee on any question arising under the Rules, and agree to release and hold harmless the competition, the Federation, their officials, directors and employees for any action taken under the Rules. I represent that I am eligible to enter and/or participate under the Rules, and every horse I am entering is eligible as entered. I also agree that as a condition of and in consideration of acceptance of entry, the Federation and/or the Competition may use or assign photographs, videos, audios, cable-casts, broadcasts, internet, film, new media or other likenesses of me and my horse taken during the course of the competition for the promotion, coverage or benefit of the competition, sport, or the Federation. Those likenesses shall not be used to advertise a product and they may not be used in such a way as to jeopardize amateur status. I hereby expressly and irrevocably waive and release any rights in connection with such use, including any claim to compensation, invasion of privacy, right of publicity, or to misappropriation. The construction and application of Federation rules are governed by the laws of the State of New York, and any action instituted against the Federation must be filed in New York State. See GR908.4.

**BY SIGNING BELOW, I AGREE** to be bound by all applicable Federation Rules and all terms and provisions of this entry blank and all terms and provisions of this Prize List. If I am signing and submitting this Agreement electronically, I acknowledge that my electronic signature shall have the same validity, force and effect as if I affixed my signature by my own hand.

**RIDER/DRIVER/HANDLER/VAULTER/LONGEUR** (mandatory)

Signature: Fname3 Lname3

Print Name: Fname3 Lname3

**TRAINER** (mandatory)

Signature: Fname3 Lname3

Print Name: Fname3 Lname3

**OWNER/AGENT** (mandatory)

Signature: Fname2 Lname2

Print Name: Fname2 Lname2

**COACH** (if applicable)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulteur/Longeur is a minor) \_\_\_\_\_

Print Parent//Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

Is Rider/Driver/Vaulteur a U.S. Citizen:  Yes  No

**NOTE:**

- This form is important as it is a legal document.
- The Show Secretary reviews this form to ensure separate signatures and printed names for Owner, Rider, Trainer, and Coach if submitted. Separate signatures are required even if the Owner, Rider and Trainer are the same person. Exception: The Rider may sign as Agent for the Owner.
- The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

# I. SHOW SECRETARY ACTIONS

## 1. SECRETARY REVIEW OF ENTRY PACKET > i. USEF WAIVER ... AGREEMENT



### WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

For and in consideration of United States Equestrian Federation, Inc. dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and

#### Show Name

("USEF Event" or "USEF Events"); I, for myself, and on behalf of my spouse, children, heirs and next of kin, and any legal and personal representatives, executors, administrators, successors, and assigns, hereby agree to and make the following contractual representations pursuant to this Agreement (the "Agreement"):

A. RULES AND REGULATIONS: I hereby agree to be bound and abide by the rules, regulations, and policies of USEF as published in the USEF Rule Book and on the website at [www.usef.org](http://www.usef.org), as amended from time to time.

B. ACKNOWLEDGMENT OF RISK: I knowingly, willingly, and voluntarily acknowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

#### EQUINE ACTIVITY LIABILITY ACT WARNING:

CAUTION: HORSEBACK RIDING AND EQUINE ACTIVITIES CAN BE DANGEROUS. RIDE AT YOUR OWN RISK.

Under the laws of most States, an equine activity sponsor or equine professional is not liable for any injury to, or the death of, a participant in equine activities resulting from the inherent risks of equine activities.

C. ASSUMPTION OF RISK: I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, or advertisers of any USEF Event; any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (Individually and Collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

RIDER/DRIVER/HANDLER/VAULTER/LENGEUR  OWNER  TRAINER  OFFICIAL  STAFF  VOLUNTEER  COACH (IF APPLICABLE)

Signature: Fname3 Lname3 Date: June 25, 2020

Print Name: Fname3 Lname3

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

#### NOTE:

- This form is important as it is a legal document.
- The Show Secretary reviews this form to ensure there is a separate form for each person in the entry.
- The Rider, Trainer or Coach MAY NOT sign as Agent for the Owner. The Owner must sign a form.
- The Owner, Rider, Trainer, and Coach names must match the Owner, Rider, Trainer, and Coach names submitted in the entry.

#### LIABILITY, AGREEMENT

dba US Equestrian ("USEF") allowing me, the undersigned, to participate in any capacity (including as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, official, trainer or volunteer) in a USEF sanctioned, licensed or approved event or activity, including but not limited to equestrian clinics, practices, shows, competitions and related or incidental activities and

by the rules, regulations, and policies of USEF as published in the USEF Rule Book and

knowledge the inherent risks associated with the sport of equestrian and know that horseback riding and related equestrian activities are inherently dangerous, and that participation in any USEF Event involves risks and dangers including, without limitation, the potential for serious bodily injury (including broken bones, head or neck injuries), sickness and disease (including communicable diseases), trauma, pain & suffering, permanent disability, paralysis and death; loss of or damage to personal property (including my mount & equipment) arising out of the unpredictable behavior of horses; exposure to extreme conditions and circumstances; accidents involving other participants, event staff, volunteers or spectators; contact or collision with other participants and horses, natural or manmade objects; adverse weather conditions; facilities issues and premises conditions; failure of protective equipment (including helmets); inadequate safety measures; participants of varying skill levels; situations beyond the immediate control of the USEF Event organizers and competition management; and other undefined, not readily foreseeable and presently unknown risks and dangers ("Risks").

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I understand that the aforementioned Risks may be caused in whole or in part or result directly or indirectly from the negligence of my own actions or inactions, the actions or inactions of others participating in the USEF Events, or the negligent acts or omissions of the Released Parties defined below, and I hereby voluntarily and knowingly assume all such Risks and responsibility for any damages, liabilities, losses, or expenses that I incur as a result of my participation in any USEF Events. I also agree to be responsible for any injury or damage caused by me, my horse, my employees or contractors under my direction and control at any USEF Event.

D. WAIVER AND RELEASE OF LIABILITY, HOLD HARMLESS AND INDEMNITY: In conjunction with my participation in any USEF Event, I hereby release, waive and covenant not to sue, and further agree to indemnify, defend and hold harmless the following parties: USEF, USEF Recognized Affiliate Associations, the United States Olympic & Paralympic Committee (USOPC), USEF clubs, members, Event participants (including athletes/riders, coaches, trainers, judges/officials, and other personnel), the Event owner, licensee, and competition managers; the promoters, sponsors, or advertisers of any USEF Event; any charity or other beneficiary which may benefit from the USEF Event; the owners, managers, or lessors of any facilities or premises where a USEF Event may be held; and all directors, officers, employees, agents, contractors, and volunteers of any of the aforementioned parties (Individually and Collectively, the "Released Parties" or "Event Organizers"), with respect to any liability, claim(s), demand(s), cause(s) of action, damage(s), loss, or expense (including court costs and reasonable attorney fees) of any kind or nature ("Liability") which may arise out of, result from, or relate in any way to my participation in the USEF Events, including claims for Liability caused in whole or in part by the negligent acts or omissions of the Released Parties.

E. COMPLETE AGREEMENT AND SEVERABILITY CLAUSE: This Agreement represents the complete understanding between the parties regarding these issues and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions.

I HAVE CAREFULLY READ THIS DOCUMENT IN ITS ENTIRETY, UNDERSTAND ALL OF ITS TERMS AND CONDITIONS, AND KNOW IT CONTAINS AN ASSUMPTION OF RISK, RELEASE AND WAIVER FROM LIABILITY, AS WELL AS A HOLD HARMLESS AND INDEMNIFICATION OBLIGATIONS.

By signing below, I (as the participant or as the Parent/Legal Guardian of the minor identified below) hereby accept and agree to the terms and conditions of this Agreement in connection with my (or the minor's) participation in any USEF Event. If, despite this Agreement, I, or anyone on my behalf or the minor's behalf, makes a claim for Liability against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from any such Liabilities as the result of such claim.

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

RIDER/DRIVER/HANDLER/VAULTER/LENGEUR  OWNER  TRAINER  OFFICIAL  STAFF  VOLUNTEER  COACH (IF APPLICABLE)

Signature: Fname2 Lname2 Date: June 25, 2020

Print Name: Fname2 Lname2

Parent/Guardian Signature: (Required if Rider/Driver/Handler/Vaulter/Longeur is a minor) \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_ Emergency Contact Phone No. \_\_\_\_\_

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

## I. SHOW SECRETARY ACTIONS

### 1. SECRETARY REVIEW OF ENTRY PACKET > j. SAFESPORT CERTIFICATE

**NOTE:**

- *The Show Secretary ensures there is a current document for each adult USEF member involved in the entry (Rider, Owner, Trainer, Coach).*
- *Any document that has the person's name and SafeSport training date (preferably also with the expiration date) is acceptable.*



# I. SHOW SECRETARY ACTIONS

## 2. ENTER DATA INTO SHOW SOFTWARE

## 3. PREPARE PAPER ENTRY PACKET FOR TD REVIEW

## 4. INFORM ENTRANT IF THERE ARE DEFICIENCIES

## 5. UPDATE SOFTWARE AND PAPER ENTRY PACKET

## 6. DATA DURING AND AFTER SHOW

### 2. ENTER DATA INTO SHOW SOFTWARE:

- Downloads the entry data to the show software (Fox Village Dressage - FVD).
- Annotates deficiencies, if any, in the software and in the paper entry packet.

### 3. PREPARE PAPER ENTRY PACKET FOR TD REVIEW:

- Prints the entry documents.
- Creates a paper entry packet for review by the Technical Delegate (TD) during the show.
- Annotates deficiencies, if any, in the paper entry packet.
- Corrects packet if/when provided information by the entrant.

### 4. INFORM ENTRANT IF THERE ARE DEFICIENCIES:

- Emails the entrant via the FVD Confirmation Upload system to inform the entrant on the status of the entry, particularly incomplete or missing items.
- May also send a separate email detailing what needs to be done to make the entry complete.

### 5. UPDATE SOFTWARE AND PAPER ENTRY PACKET:

- Works with the entrant, if possible, to correct entry deficiencies.
- It is the Entrant's responsibility to ensure a complete entry packet.

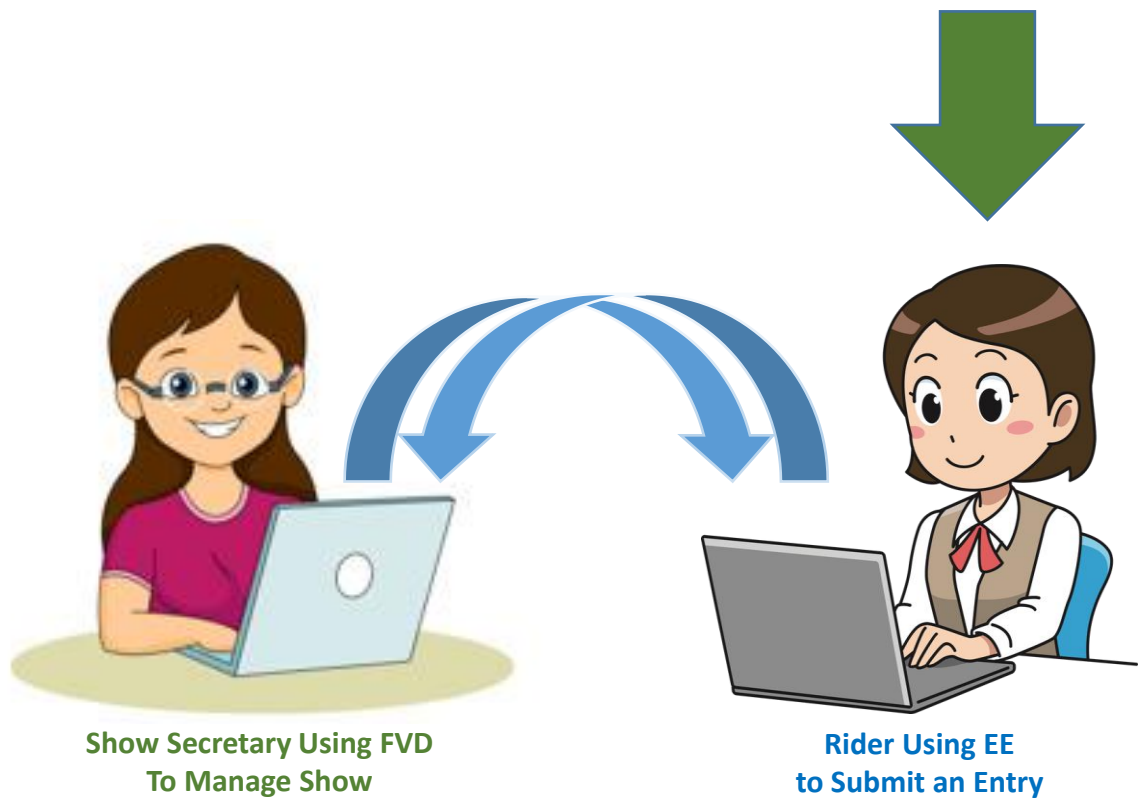
### 6. DATA DURING AND AFTER SHOW:

- Maintains show data during the show.
- Submits show results to USEF and USDF → official results → determines awards standings, qualification for championships, etc.

**IMPORTANT NOTE: *The Show Secretary is your friend!* S/he ensures you have met all the requirements for participation in the show. Without the careful eye of the Show Secretary, you may be refused participation in the show or your scores may not be accepted by USEF and/or USDF. Many entrants prefer to delay document submission until show day. This is hazardous as it may be impossible to correct the documents on show day. Examples are expired documents, documents without the correct horse name, etc. Please be nice to the Show Secretary (and yourself) and ensure you have complete entries, ideally before the entry is submitted via EE, or at least before show day.**



# J. ENTRANT ACTIONS



## J. ENTRANT ACTIONS

### 1. OPEN AND REVIEW EMAIL FROM SHOW SECRETARY

**NOTE:** The **Entry Confirmation Upload** email MIGHT go to your SPAM folder. Check your folder so you do not miss this very important email.

- Review the **Entry Confirmation Upload** email generated by the Show Secretary.
  - The **1** email title will be like this:

FVD Confirmations M. **1** Entry Confirmation Upload – 2020 Dressage, By Chance? Show 2 - The show secretary has uplo...

- The **2** email text will be like this:

**2**

#### Entry Confirmation Upload - 2020 Dressage, By Chance? Show 2

**FVD Confirmations Mail 5** <confirmations5@foxvillage.com>

to LeslieRaulin ▾

The show secretary has uploaded your confirmation.

You can view the confirmation by clicking on the link below.

<http://www.foxvillage.com/fvdconfirmation/confirmation.aspx?en=8C537A48-2A7F-4ECF-BBCF-BF8CC2D9488E> **3**

If the link above does not work, copy and paste the link in your browser to view the page.

Disclaimer: Regardless of accepting the confirmation, the entry is subject to the terms in the prize list.

PLEASE DO NOT REPLY TO THIS EMAIL ADDRESS

- Click the **3** link on the **Entry Confirmation Upload** email.



# J. ENTRANT ACTIONS

## 2. REVIEW FVD ENTRY CONFIRMATION

- The **1 Confirmation** web page opens.
- Review the information on the web page to ensure your entry information has been recorded correctly.
- **IMPORTANT** – Read the **2** note from the show secretary. This lets you know if your entry is complete or if it has deficiencies. In this example entry, the Show Secretary let the entrant know the proof of vaccination is expired.

### 2020 Dressage, By Chance? Show 1

June 25, 2020

**1**

Entry Confirmation - Please review the following information

Contact: Secretary Name at SecretaryEmail or SecretaryPhone

**Entry # 500 - Aviani / Leslie Raulin**

Horse Information			
<b>Name:</b>	Horse Name	<b>Height:</b>	17.1
<b>Breed:</b>	Hanoverian	<b>Sire:</b>	Akzent i
<b>Sex:</b>	Mare	<b>Dam:</b>	Argentina
<b>Color:</b>	Bay	<b>Dams Sire:</b>	Argentan
		<b>Birth Country:</b>	ger
		<b>Year of Birth:</b>	1995
		<b>Breeder:</b>	Heinz-georg kueck
		<b>Passport #:</b>	

Information	Horse	Rider	Owner	Trainer	Coach
<b>Name:</b>		Rider Name	Owner Name	Trainer Name	
<b>Address:</b>		Rider Address	Owner Address	Trainer Address	
<b>City/ST/Zip:</b>		City, ST ZipCode	City, ST ZipCode	City, ST ZipCode	
<b>Country:</b>		usa	usa	usa	
<b>Telephone:</b>		111-222-3333	111-222-3333	111-222-3333	
<b>E-mail:</b>		EmailAddress@email.com	EmailAddress@email.com	EmailAddress@email.com	
<b>Citizenship:</b>		usa	usa		
<b>Rider Status:</b>		Adult Amateur			
<b>USEF#:</b>	Horse USEF #	Rider USEF #	Owner USEF #	Trainer USEF #	
<b>USDF#:</b>	Horse USDF #	Rider USDF #	Owner USDF #	Trainer USDF #	
<b>Need USEF:</b>	No	No	No	No	
<b>Need USDF:</b>	No	No	No	No	
<b>Need Signature:</b>		No	No	No	No
<b>Need Coggins:</b>	No				
<b>Need Vaccines:</b>	Yes				
<b>Need Parent Signature:</b>				No	
<b>StallGroup:</b>					

Need List						
Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc	Amount
312	Wednesday	USEF First Level Test 2 Open CBLM	First Level, Test 2 2019	No	No	\$ 40.00
313	Wednesday	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	Yes	No	\$ 55.00

Stable Fees			
	Rate	Quantity	Amount
<b>Other Fees</b>			
Drug/Horse USEF	\$ 23.00	1	\$ 23.00
Office Fee (\$30)	\$ 30.00	1	\$ 30.00

Payments		Amount
Paypal		\$ 148.00

Class Total	Stable Fees	Other Fees	Total Fees	Payments	Amount Due
\$ 95.00	\$ 0.00	\$ 53.00	\$ 148.00	\$ 148.00	<b>\$ 0.00</b>

**Memo**

User	Date / Time	Notes
Secretary	9/11/2019 2:07:18 PM	UPLOADED: Proof of vac expired. Please submit new doc before the show.

**2**

After reviewing the entry, please acknowledge by either accepting or rejecting it and provide a reason if you are rejecting it.

Accept  
 Reject

Notes

Post

# J. ENTRANT ACTIONS

## 3. RESPOND TO FVD ENTRY CONFIRMATION

- Click **1 Accept** or **2 Reject**.
- In the **3 Notes** section, if you rejected the entry, type in the reason.
- Also in the **3 Notes** section, if you have any entry deficiencies, let the Show Secretary know when and how the deficiencies will be corrected.
- Click **4 Post** to upload your response. This generates an email to the Show Secretary, informing him/her of your response.

### 2020 Dressage, By Chance? Show 1

June 25, 2020

**1**

Entry Confirmation - Please review the following information  
 Contact: Secretary Name at SecretaryEmail or SecretaryPhone

**Entry # 500 - Aviani / Leslie Raulin**

Horse Information					
Name:	Horse Name	Height:	17.1	Birth Country:	ger
Breed:	Hanoverian	Sire:	Akzent i	Year of Birth:	1995
Sex:	Mare	Dam:	Argentina	Breeder:	Heinz-georg kueck
Color:	Bay	Dams Sire:	Argentan	Passport #:	

Information	Horse	Rider	Owner	Trainer	Coach
Name:		Rider Name	Owner Name	Trainer Name	
Address:		Rider Address	Owner Address	Trainer Address	
City/ST/Zip:		City, ST ZipCode	City, ST ZipCode	City, ST ZipCode	
Country:		usa	usa	usa	
Telephone:		111-222-3333	111-222-3333	111-222-3333	
E-mail:		EmailAddress@email.com	EmailAddress@email.com	EmailAddress@email.com	
Citizenship:		usa	usa		
Rider Status:		Adult Amateur			
USEF#:	Horse USEF #	Rider USEF #	Owner USEF #	Trainer USEF #	
USDF#:	Horse USDF #	Rider USDF #	Owner USDF #	Trainer USDF #	
Need USEF:	No	No	No	No	
Need USDF:	No	No	No	No	
Need Signature:		No	No	No	No
Need Coggins:	No				
Need Vaccines:	Yes				
Need Parent Signature:				No	
StallGroup:					

Need List						
Class	Day	Class Name	Test Name	Qual/Div	Need FS Doc	Amount
312	Wednesday	USEF First Level Test 2 Open CBLM	First Level, Test 2 2019	No	No	\$ 40.00
313	Wednesday	USEF First Level Test 3 Open GAIG	First Level, Test 3 2019	Yes	No	\$ 55.00

Stable Fees				Rate	Quantity	Amount
Other Fees				Rate	Quantity	Amount
Drug/Horse USEF				\$ 23.00	1	\$ 23.00
Office Fee (\$30)				\$ 30.00	1	\$ 30.00

Payments		Amount
Paypal		\$ 148.00

Class Total	Stable Fees	Other Fees	Total Fees	Payments	Amount Due
\$ 95.00	\$ 0.00	\$ 53.00	\$ 148.00	\$ 148.00	<b>\$ 0.00</b>

**Memo**

User	Date / Time	Notes
Secretary	9/11/2019 2:07:18 PM	UPLOADED: Proof of vac expired. Please submit new doc before the show.

**1** After reviewing the entry, please acknowledge by either accepting or rejecting it and provide a reason if you are rejecting it.

**2**  Accept  
 Reject

**3** Notes: Vet is coming tomorrow. I will then send new proof of vaccination.

**4**

## J. ENTRANT ACTIONS

### 4. PROVIDE INFORMATION/DOCUMENTS TO FIX ENTRY DEFICIENCIES

- If your entry is missing information, email the Show Secretary with the information.
- If your entry is missing documents or requires updated documents, email the Show Secretary, attaching the documents.
- If there are issues for the Show Secretary to address, you may receive another **Entry Confirmation Upload** email from the Show Secretary with corrections that have been completed. This email is managed as on the previous page.
- When the Show Secretary receives a document from you, you may receive another **Entry Confirmation Upload** email from the Show Secretary acknowledging receipt.
- The **Entry Confirmation Upload** system is an excellent method to track the status of your entry.



*You have completed your entry!*

# ENJOY THE SHOW!



<https://www.pngguru.com/free-transparent-background-png-clipart-Ingpo>