

Profile Setup Competitor Guide

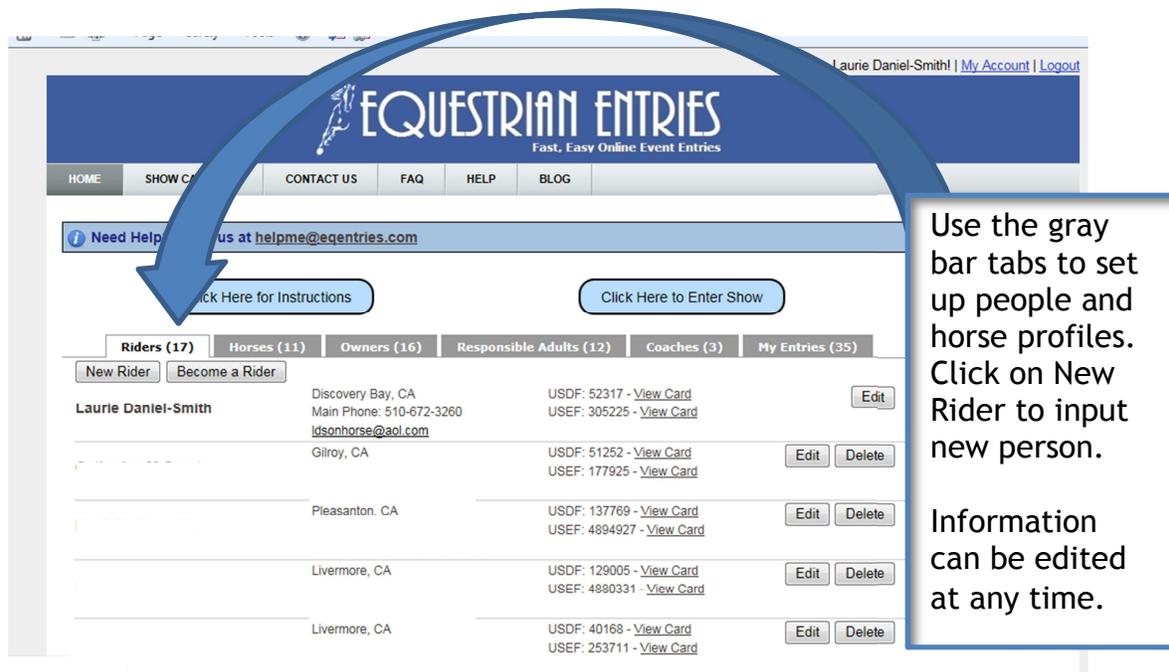
Profiles:

You must setup profiles for people and horses before a show can be entered. Have the following handy to complete profiles:

1. People: (Riders, Owners, Trainers, and Coaches)
 - ✓ Membership numbers
 - ✓ Birthdate
 - ✓ Email address
 - ✓ Street address
 - ✓ Phone number
 - ✓ Emergency contact info (for rider)
2. Horse:
 - ✓ Horse's registered name
 - ✓ Registration numbers
 - ✓ General info on date of birth, Dam/Sire, and breeder also helpful, but not required.

Click on the tabs in your home page to register Rider(s), Horse(s), Owner(s), Trainer(s) (aka Responsible Adults) and Coach(es).

Hint: Please allow 24 to 48 hours after registration before entering a show so that all memberships can be verified. Non-member fees will be charged if memberships are not verified. If you must enter a show before memberships are verified you may ask show manager for a refund of the non-member fees.



The screenshot shows the Equestrian Entries website interface. At the top, there is a navigation bar with links for HOME, SHOW CA, CONTACT US, FAQ, HELP, and BLOG. Below this is a user profile for Laurie Daniel-Smith, with tabs for Riders (17), Horses (11), Owners (16), Responsible Adults (12), Coaches (3), and My Entries (35). The 'Riders' tab is active, showing a list of riders. The first rider is Laurie Daniel-Smith, with details for Discovery Bay, CA, including phone number and email. Below her are other riders with their respective locations and registration numbers. A blue arrow points from the 'New Rider' button to a callout box on the right.

Use the gray bar tabs to set up people and horse profiles. Click on New Rider to input new person.

Information can be edited at any time.

Edit User Profile:

- To edit a rider, owner, trainer, or coach, go to the corresponding Tab and click the Edit button next to the person you need to edit.
- To add the person to a new role, use the check boxes at the top of the page. All other fields can be modified and changed.
- To finish, click the “Save Changes” button at the bottom left of the page.
- The person will now be available to select for those roles checked when entering a show.

IMPORTANT: The USEF definition of “Trainer” is the ADULT responsible for the horse while on the show grounds. This can be the RIDER, the PARENT of the rider, or a PAID ADULT. “Trainer” in this instance does not mean “Professional”. The Trainer must be 18 years old or older, and must sign the entry form.

Hint: If the Rider is the Trainer and/or Owner, click the applicable boxes on the Rider profile. **Do not** set up a separate Owner or Trainer profile if the Rider has multiple roles.

Duplicate fees may occur if separate profiles are set up for the same individual.

The screenshot shows the 'New Riders' form on the Equestrian Entries website. The form is titled 'New Riders' and includes a 'User Info' section with fields for First Name (Suzy), Last Name (Rider), Citizenship (United States), Phone (555-555-5555), Cell Phone (555-555-5555), Email (suzyrider@email.com), Date of Birth (12/28/1975), and JR, YR or SR? (SR). There is a 'FIELD * BOLD ARE REQUIRED' header above the form. Below the form, there is a note: 'Note: Trainers cannot be under 18 years of age'. The form also includes 'Emergency info' (Emergency Contact Name: Mr. Rider, Emergency Contact Number: 555-555-5555, Emergency Contact Relationship: Dad), 'Memberships Info' (USEF Membership Number: 123456, Type of USEF Member: Senior, Rider Status: Adult Amateur, USDF Type: Participating (PM), USDF Number: 456789), and 'Local Dressage Memberships' (Select FEI or GMO: CA - California Dressage Soc, Number: c123444). At the bottom right, there are 'Cancel' and 'OK' buttons. Blue arrows point from callout boxes to the role checkboxes, the 'OK' button, and the 'Rider' role checkbox.

Check the boxes on this row to indicate what this person does, and what discipline they are in. The person will then be in your drop down box selection when entering a show

Click the OK or Save Changes button when finished.