Festival - Championships Entry Process

Getting Started

To get started with your registration, sign into your Pony Club account on https://www.ponyclub.org/. Once you are logged in, hover over the Events tab of the Main Navigation Menu and select Festival from the drop-down menu. This takes you directly to the Festival information page.



Festival Information

The main Festival Information page is your go-to resource for all things Festival! Here you will find the Guidebook to Festival, links to the Championships and Education Information pages, as well as links to Local Amenities, Stabling, and more!

The begin your Championships registration, click the Championships button from the available options below the digital copy of this year's Guidebook.



Championships Information

You are now on the Championships Information page. Links to Stabling, Competition Information, and much more are available here. To proceed to your Championships registration, clink the Competition Information button.



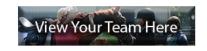


Competition Information

Welcome to the Competition Information page! From here you will be able to register for Championships, as well as view your team information after the closing date for entries. To register for Championships, use the Register for Championships Here button to be taken to your Individual Registration page.

Championships Competition Information





Festival - Championships 2021 Competitors Please Note:
Discipline Secretaries are still working on completing Teams. Once the
Teams within a discipline are completed, then the link to view the team
will appear online.

USPC has a BRAND NEW registration system designed to make registering for Championships much easier. In the past all regional supervisors submitted entries, but no more! Competitors will now submit and pay their own entries by the deadlines listed below. Any Championships discipline and division you are eligible for will be listed in your Championships competitor page. If you do not see the discipline and division you wish to register for, please contact your regional supervisor for clarification. USPC has a variety of helpful hints and instructions to make your entry process easier including: written instructions, webinar walkthrough, and Championships Entry FAO's

Festival Championships Entry Deadline: June 28th, 2021 at Noon ET

Individual Registration

The Championships Eligibility section is where you can view all your Championships competition eligibilities. Click on the location you wish to attend and fill out the provided online form.

Once you access your Championships registration page, scroll down a bit to find the Championships Eligibility section. This is where you can view all the competition eligibilities for which you have been marked eligible by your region.

To register, click on the corresponding location for which you wish to attend. For all 2021 registrations, this location will be FESTIVAL. All competitors who meet minimum age & certification requirements are eligible to register as a Stable Manager for FESTIVAL 2021.



NOTE: If you do not see a discipline for which you became eligible, please contact your regional supervisor for clarification.

EXCEPTION: Members holding a C-3, B, H, H-A, or A certification may participate in Championships without meeting the competition requirement, but must have been marked as approved by the RS to register for the disciplines/divisions covered by their certification. **NOTE:** National members will have their competition eligibility confirmed by the National Office with the submission of their registration.

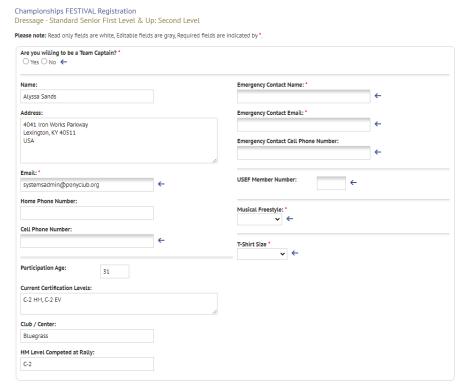
EXCEPTION: If you hold a C-3, B, H-A, or A certification, your registration may look different due to your certification. If you are a C-3, B, H-A, or A member and you did not rally, you must have your RS's approval before registering for Championships. Please see all current rulebooks for more information on C-3, B, H-A, or A certification eligibility requirements.

Individual Application Overview

When you open the application, you will see that all your information from your profile has been automatically uploaded.

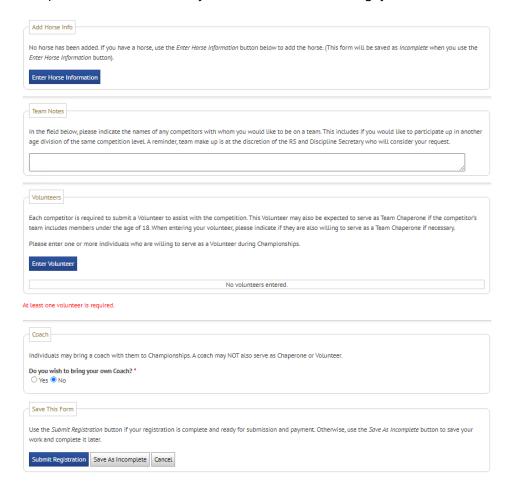
If this information is incorrect, please go back to you Pony Club Profile to edit the information. You will not be able to edit it here. Please be sure to verify the address and emails that are on file for your record.

There is also a section for Team Notes. Your regional supervisor will be combining teams in the system; it is very helpful for them to know who you would prefer to



be on a team with, or if you are completing an entry for Games, who your teammates are.

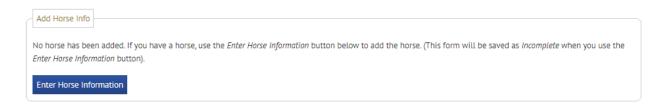
Complete all required fields (denoted by a red asterisk *) including: your horse information,



volunteer and chaperone information, and your personal coach (if applicable). You CANNOT submit your entry without a volunteer or chaperone (Emergency Contact for those 18 and over).

Add Horse Information

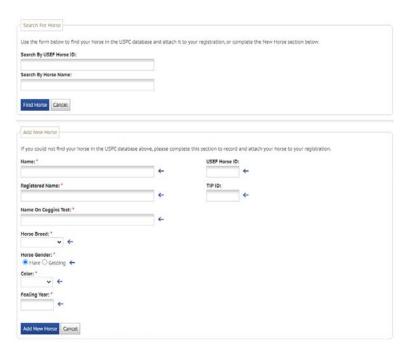
By clicking the "Enter Horse Information" button, you can either search for your horse by their



USEF ID Number or by the Horse's Name.

If the horse is new to Championships, or is not recorded, use the "Add New Horse" section to enter the horse's information. Be sure to complete all required fields (*) before adding a new horse.

NOTE: You MUST provide your horse's TIP (Thoroughbred Incentive Program) number on this application to be eligible for TIP awards. We will not be accepting TIP numbers after the closing date of Championships.



Volunteer Information

Each competitor is REQUIRED to submit a Volunteer to assist with the competition. This Volunteer may also be expected to serve at Team Chaperone if the competitor's ream includes members under the age of 18. Please indicate if your entered Volunteer is also willing to serve



At least one volunteer is required.

as a Team Chaperone if necessary.

NOTE: If the Competitor is under the age of 18, the Team Chaperone option MUST BE selected before proceeding with the registration. If a Volunteer is entered but not marked as the Team Chaperone, you will be asked to enter another Volunteer who is willing to perform this crucial duty for your team.

Competitors should search for the Volunteer in the database and select the correct record. If they are not in the database, the Competitor should key in the necessary information for the Activities Coordinator to review and approve.

Additional Volunteers may be added by the Competitor.

Coach

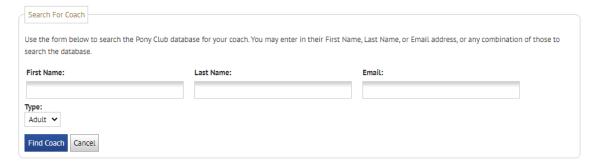
Championships FESTIVAL R Dressage - Standard Senior	egistration First Level & Up: Second Level		
Search For Volunteer			
Use the form below to search th database.	e Pony Club database for your volunteer. You may	enter in their First Name, Last Name or any combination of those to see	arch the
First Name:	Last Name:	Email:	
Type: Adult ✓			
Find Volunteer Cancel			

Information

Coaches are only required for Show Jumping and allowed for all other mounted disciplines.



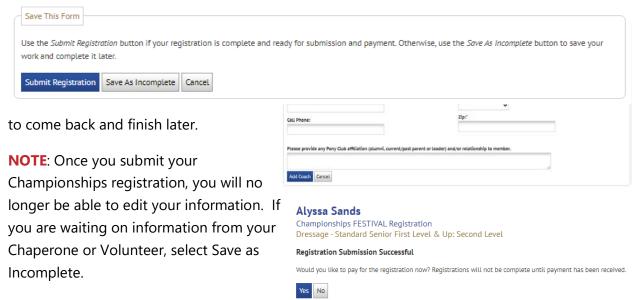
If you would like to enter your own, personal coach, please search for them in the "Search for Coach" section. If your Coach is not listed in the database, you will need to enter their information for the Activities Coordinator to review and accept in the "Add New Coach" section.



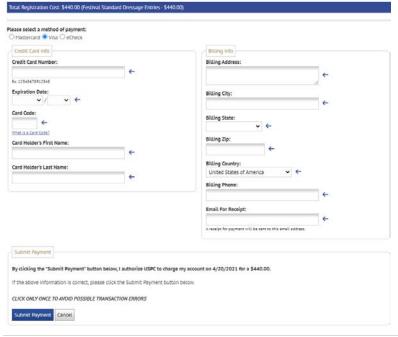
NOTE: Following the closing date for Championships' entries, all entered Coaches will receive an email requesting they complete the required Coaches' Forms and submit payment for Championships. Please note that a Coach **may not** also serve as a Team Chaperone.

Submission and Payment

You may either submit and pay for your entry upon completion or save your entry as incomplete



After clicking the Submit button, you will be asked if you would like to pay at that time. If so, select "Yes". If you wish to pay later, select "No" and your registration will be saved as-is.



NOTE: Registrations are not considered COMPLETE until the entry fees have been submitted.

If you click "Yes", please fill out the payment information and click "Submit Payment". Once your payment has been submitted, your entry is considered "Completed".

NOTE: Registrations will not be considered complete until there is a payment attached to them. The payment MUST be done by the

entry deadline for the competitor's application to be "complete".

All Championships entries that have been started, completed, or submitted by the Competitor will show in the Championships Registrations section.

