

MARKING THE MEMBER AS ELIGIBLE

Getting Started

Regional supervisors (RS) can enter competition eligibilities before registration begins. If a member meets the minimum age and certification requirements, following the rally, the RS, or volunteers delegated by the RS, will be able to log into the system and "mark" the member as competition eligible. Please note, being marked as eligible does NOT mean that the member is now entered in Championships. During the registration period, members marked as eligible will register themselves. RSs must mark the eligibilities all age and certification eligible members who earned competition eligibilities whether the member is planning to attend or not.

RSs will need to log into the USPC website and go to their Pony Club Record. Click on the link under "Leadership Positions" to access the region's page. Once the region's page is pulled up, click on the "Championships" link.

The screenshot shows a web browser window displaying the USPC website. The address bar shows the URL: /secure/Programs/Regions.aspx. The page features a navigation menu with links: ABOUT, NEWS, EVENTS, MEMBERSHIP, LEADERSHIP, EDUCATION, DONATE. Below the navigation is a banner for COVID-19 updates. The main content area is titled "Midsouth" and includes a "Return to Program Listing" link. A table of information is displayed, with the "Championships" link circled in red. The table contains the following information:

EIN: 61-1084201	Regional Dues: \$25.00	Change in Region's Information? Click Here
Charitable Registration #: C020585 (TN); 5656 (KY);	Dues Notes: \$25 on-time renewing member by November 15th \$30 late renewing member (after Nov 15th) \$25 new members joining Jan 1st to Aug 31st \$35 prorated new member joining Sept 1st to Dec 31st	Update dues information
Charitable Compliance:		Access/Submit Regional Documents
Financial Compliance: 2019		Invite Volunteers
Website: http://midsouth.ponyclub.org Add/Edit Website Address	View Clubs/Centers & National Members	
View Officers	Current Member Count: 330 in clubs, 72 in centers	
List of Locations Insurance for Pony Club Activities.	National Level Testing	Finance System
		Year End Requirements Available Sept 1st, Requirements Due Nov 30th.

At the bottom of the page, there are social media icons for Facebook, Instagram, YouTube, and LinkedIn, and a row of sponsor logos including Shesley's, TRIPLE CROWN, Wintec, KERRITS, the HORSE, EQUITANA USA, and Shop Pony Club.



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A table with CURRENT members with the participating age of over 10, who are a minimum D-2 HM certified will be listed. To add competition eligibility, click on the member's name, select their discipline and division they are eligible for (not what they are competing up to), and their certification.

Eligibility.aspx

Database Test - Website Test-Database SPC OneDrive Zoom Login Virtual Quiz Event P... Virtual Quiz Webs

Keep current with the latest notices and information about Pony Club and COVID-19

Midsouth

[Return to Region Record](#)

This page holds the regional access to maintain member competition eligibility for the upcoming Championships events or mark a member as approved to register for Championships in disciplines for which they are certification eligible. In addition, this page provides access for the region to create and maintain its teams for Championships.

Listed below are the members in the region for whom you may record their competition eligibility and/or approve them to participate in Championships.

Members not listed below:

1. Members who have not achieved an D-2 HM certification
2. Members who will not meet the participating age requirement of 10 in the Championships year
3. National Members, as their records are not associated with a region

As members submit their registration for Championships, registrations may be viewed and teams formed by clicking on the specific Championships button.

Championships FESTIVAL

Member Registration Opens: 5/3/2021 8:00 AM (Eastern) Member Registration Closes: 6/28/2021 8:00 PM (Eastern)
Regional Championship Team Formation Closes: 7/1/2021 1:00 AM (Eastern)

Championships FESTIVAL Registrations & Teams

2021 Championships Eligibility

Use the filter to sort the members and then scroll down to the member for whom you need to enter in a Championships competition eligibility. **HINT:** Hold down the "Ctrl" button and click the "f" key. A search box should appear either at the very top or bottom of your browser. Enter in a member's name and the browser will look for an exact match to the word(s) entered.

Click on the member's name and then enter in the Discipline and Division in which they are eligible along with their Horse Management level. **NOTE:** If you enter a STANDARD division eligibility the system will automatically also enter in the correlating MODIFIED division.

Sort By: Club/Center

MEMBER	CLUB/CENTER	CERTIFICATIONS	GRANTED ELIGIBILITY
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	C-1 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	D-3 HM, D-3 EV	
[Name]	Ariatti Equestrian Center	C-1 HM, C-1 EV	



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Select the discipline, division, and HM certification the member competed at the rally, then click the “Add” button. The added eligibility will show up below in the space provided and the overall eligibility table.

[SAFETY](#) [INSTRUCTION](#) [LEADERS](#) [OPPORTUNITIES](#) [CERTIFICATIONS](#) [RULEBOOKS](#)

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Member Name - 2021 Championships Eligibility

Participating Age: 13 Current Certifications: C-1 HM, C-1 EV

Add/Update Eligibility

NOTE: If you enter a STANDARD division eligibility the system will automatically also enter in the correlating MODIFIED division.

*Discipline: (select) *Division: *H-M Certification at Rally: (select) **Add**

[Back to Eligibility Page](#)

Members who hold a national certification (please see the discipline rulebook) do not need to attend a rally but obtain permission from their RS to attend Championships. Note, nationally certified Eventing competitors must still complete competition requirements.

To approve members who hold national certifications, click on their name in the table, and then click the green “Approve” button. This will allow them to participate in the disciplines for which their certification allows.

[SAFETY](#) [INSTRUCTION](#) [LEADERS](#) [OPPORTUNITIES](#) [CERTIFICATIONS](#) [RULEBOOKS](#)

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Member Name - 2021 Championships Eligibility

Participating Age: 19 Current Certifications: H-HM HM, H EV, H-A SJ

Member Certification Eligible

Based on this member's certification, they are eligible to participate in standard or modified Championships in any of the following disciplines with RS approval.

Dressage, Eventing, Games, Polocrosse, Quiz, Show Jumping, Tetrathlon, Western Dressage

If the member is approved to participate in any one of the disciplines listed above, please click the 'Approve' button **Approve**

[Back to Eligibility Page](#)



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Adding a Designated Volunteer to help

As mentioned previously, RS can designate a volunteer to create teams, add members, and pay for registrations.

To add a designated volunteer, log in to the USPC website, go to your regional record and click on “invite volunteers” on the right-hand side of the screen.

The screenshot shows a web browser window displaying the USPC website. The address bar shows the URL `/secure/Programs/Regions.aspx`. The browser's address bar contains several tabs: "me - USPC", "PC-Database", "Test - Website", "Test-Database", "SPC", "OneDrive", "Zoom", "Login", "Virtual Quiz Event P...", "Virtual Quiz Website", and "2021 ES&C Port". The website's navigation menu includes "where it all begins", "ABOUT", "NEWS", "EVENTS", "MEMBERSHIP", "LEADERSHIP", "EDUCATION", and "DONATE". Below the navigation menu, there are tabs for "SAFETY", "INSTRUCTION", "LEADERS", "OPPORTUNITIES", "CERTIFICATIONS", and "RULEBOOKS". A banner at the top of the content area reads "Keep current with the latest notices and information about Pony Club and COVID-19". The main content area is titled "Midsouth" and includes a "Return to Program Listing" link. The page displays various regional statistics and links, including "EIN: 61-1084201", "Regional Dues: \$25.00", "Charitable Registration #:", "Charitable Compliance:", "Financial Compliance: 2019", "Website: <http://midsouth.ponyclub.org>", "View Officers", "List of Locations", "Insurance for Pony Club Activities", "Regional Dues: \$25.00", "Dues Notes: \$25 on-time renewing member by November 15th \$30 late renewing member (after Nov 15th) \$25 new members joining Jan 1st to Aug 31st \$35 prorated new member joining Sept 1st to Dec 31st", "Update dues information", "View Clubs/Centers & National Members", "Current Member Count: 330 in clubs, 72 in centers", "National Level Testing", "Finance System", "Championships", "Change in Region's Information? [Click Here](#)", "Access/Submit Regional Documents", "Year End Requirements Available Sept 1st, Requirements Due Nov 30th", and "Invite Volunteers" (circled in red). At the bottom of the page, there are social media icons for Facebook, Instagram, YouTube, and LinkedIn, and a row of logos for sponsors: Shesley's Official Grooming Products Sponsor, TRIPLE CROWN Official Feed Sponsor, Wintec Official Saddle Sponsor, KERRITS Official Apparel Sponsor, the HORSE, and EQUITANA USA. The Pony Club logo is also present.



MARKING THE MEMBER AS ELIGIBLE

Click on the green "Add Volunteer" button.

Midsouth

[Return to Region Record](#)

On this page, RSs and VRs may allow individuals who are not a current officer/leader to access the regional program online record and/or restricted website pages.

Available access:

- **Championships:** Gives access to the region's Championships Registration page to create teams, add members, and pay for registrations.
- **Insurance:** Gives access to the List of Locations Page
- **Finance System:** Gives access to the region's online Finance System to enter transactions, maintain records, and run reports
- **Rally Registration:** Gives access to the region's Rally Registration System, to set up rally, create teams and work with registrations.
- **Year End Requirements:** Gives access to all sections of the Year End Requirements EXCEPT those restricted to just the RS
- **Website Pages:** Gives access to any individual volunteering with your region who is not otherwise actively associated with Pony Club such as instructors and local level examiners, who is not also a current parent, member, or a recorded club/center/region/national officer or leader. [Parents of a CURRENT participating youth member already have website access.](#)
- **Webmaster:** Gives access to the administrative section of your region's Pony Club website to maintain the site and edit pages.

To give a volunteer the appropriate access, you will first search for them in the current database and then assign them the access (see above) they need. If a volunteer needs more than one type of access, you will need to search, select and assign each access individually.

Add Volunteer

Current Volunteers

Listed below are individuals who currently have access. Once an individual no longer needs access, delete them from the table.

For "Access," choose "Championships". Then search for the designated volunteer and click "Submit" when finished.

Add Volunteer

Please use the section below to search for and select the individual for whom access should be assigned. If you are unable to find the individual, you will be given the opportunity to "Add New Individual" by entering the individual's contact information.

NOTE: if you need to "Add New Individual" that record must be first reviewed and approved by the National Office before the individual will be sent an email notice to set up their profile.

To grant an individual access to the online program record or to the website, please search for them in the database.

1. Select the access to be granted.
2. Choose to search the database by either "Current Member/Officer/Parent" for all the individuals with a relationship to your club/center/region, or choose "All Adults" to search all the adult records in the database.
3. If searching by "Current Member/Officer/Parent," you may just hit the green "Search" button or enter in the name to narrow the results. If searching by "All Adults," enter in part or all of a) just the first name, b) just the last name, or c) first and last name and then hit the green "Search" button.
4. Click on the individual's line from the returned results, or if not found, enter in a new search. If individual not found, you may click on "Add New Individual" and add them to our database.

Access: (select) ▼

Search By: (select) ▼

First Name:

Last Name:

Search

Cancel **Submit**



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Common Questions

I have a junior member that wants to compete on a senior team. Why am I not able to mark them eligible for the senior divisions?

Juniors can only be placed on a senior team by the discipline secretary. If a junior wishes to compete up on a senior team, they will need to fill out our [online form](#) to be placed on a senior team. Once this is complete, the discipline secretary can then place them on the appropriate team.

Why can I not mark a member as eligible to be a stable manager?

Members who meet the minimum age and certification are automatically eligible to be registered as a stable manager.

I do not see a member on my table. Why is that?

Some members may not be on your table depending on their age (below 10 as of January 1 of the competing year), their certification level, or their membership status. Members holding a national certification do NOT need to attend a rally to earn Championships eligibility. The RS only needs to give permission for the member to attend. Please see the current discipline rulebooks for more information.

