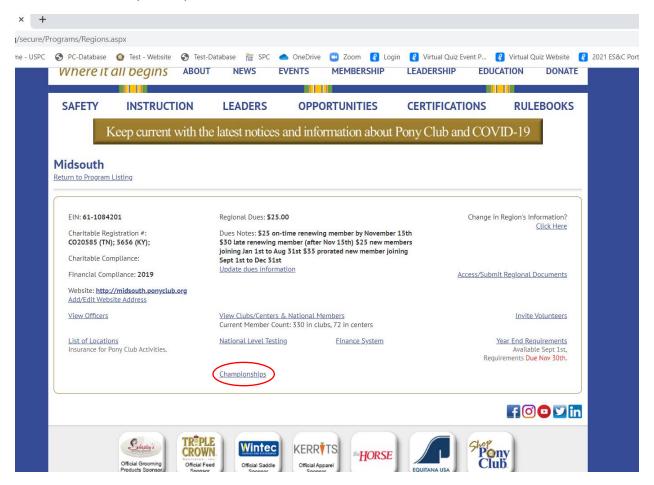
Getting Started

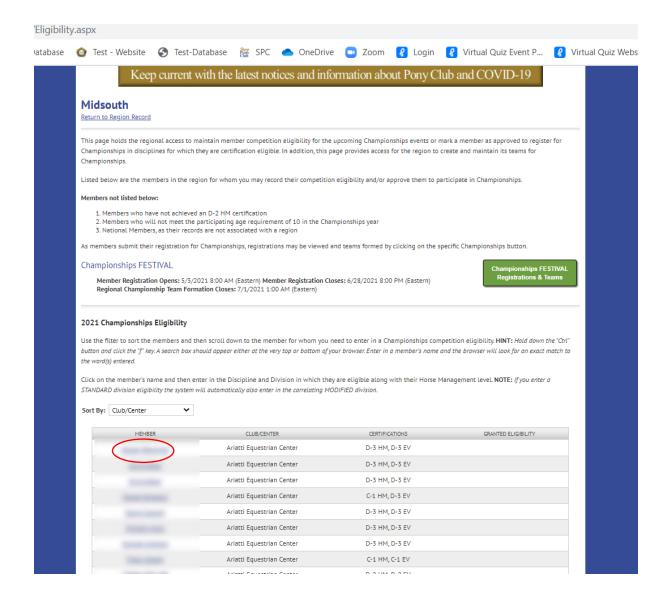
Regional supervisors (RS) can enter competition eligibilities before registration begins. If a member meets the minimum age and certification requirements, following the rally, the RS, or volunteers delegated by the RS, will be able to log into the system and "mark" the member as competition eligible. 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.



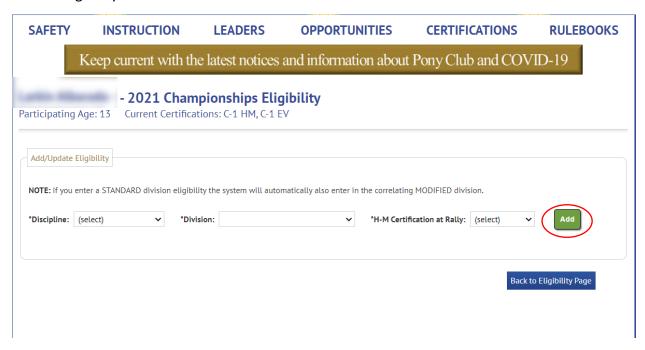


A table with CURRENT members with the participating age of over 10, who are a minimum D-2 HM certified will be listed. To add competition eligibility, click on the member's name, select their discipline and division they are eligible for (not what they are competing up to), and their certification.



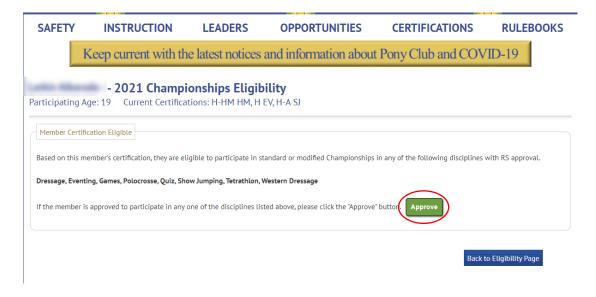


Select the discipline, division, and HM certification the member competed at the rally, then click the "Add" button. The added eligibility will show up below in the space provided and the overall eligibility table.



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.

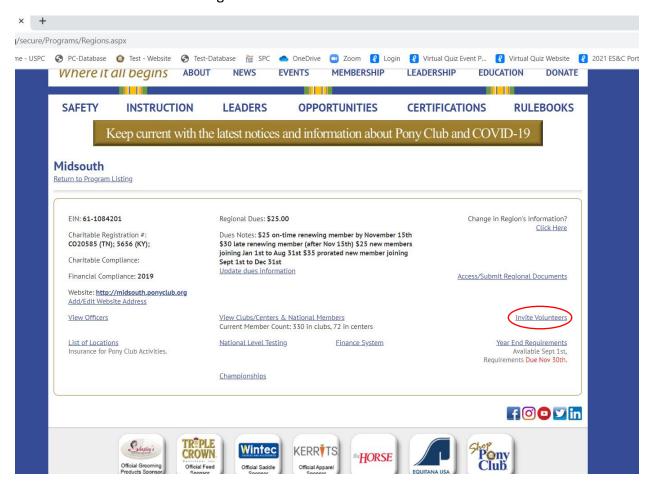




Adding a Designated Volunteer to help

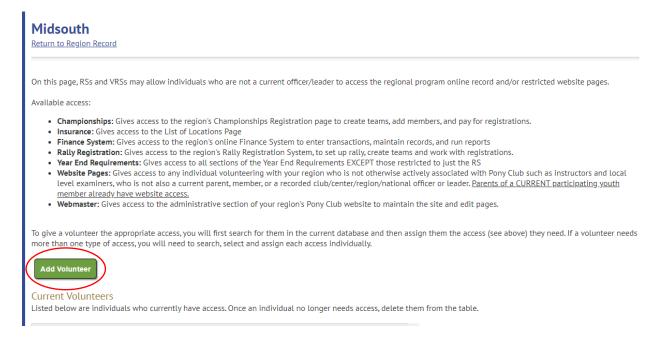
As mentioned previously, RS can designate a volunteer to create teams, add members, and pay for registrations.

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.

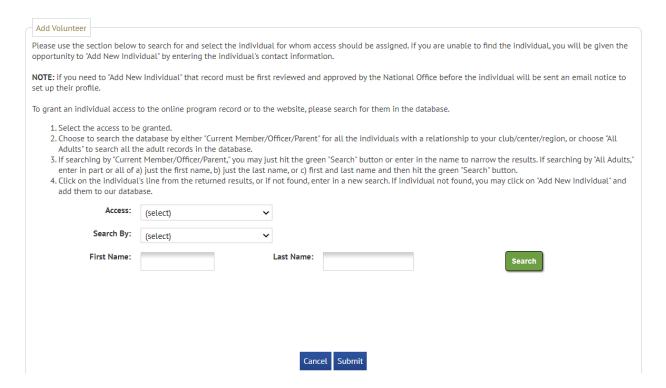




Click on the green "Add Volunteer" button.



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





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 <u>online form</u> 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.

