

USPC Championships

Registration Process Outline

This outline assumes that the member met the discipline eligibility parameters as well as meets the age and certification requirements for Championships. Please see the current USPC rulebooks for more information on earning Championships eligibility.

Marking the Member as Eligible

Regional Supervisors (RS) will be able to enter in competition eligibilities before registration begins. Once the member is Championships eligible, the RSs, or volunteers delegated by the RS, will be able to log into the system and "mark" the member as competition eligible. This does NOT mean that the member is now entered in Championships. The RS will need to mark EVERYONE who earned competition eligibility and ALL competition eligibilities they earned whether the member is planning to attend or not.

RSs will need to log in on 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.

This is where members can be marked as eligible. A table with CURRENT members with the participating age of over 10 will be listed. To add a competition eligibility, click on the member's name and select their discipline, division they are eligible for (not what they are competing up to), and their certification.

Members who hold a National Certification (please see the discipline rulebook) do not need to attend a rally, but obtain permission from their Regional Supervisor to attend Championships. 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.

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 cannot be marked eligible for a division outside their age and need to fill out a form online in order to be placed on a Senior team. This can be sent to the RS and once team merging begins, the RS can then allow the member to "compete up". After the form is filled out and approved by the RS, they can be placed on a Senior team.

How can I mark a member as eligible to be a Stable Manager?

Members who have met the age and certification will already have the Stable Manager application in their profile, and do not need to be marked. However, RSs are also welcome to mark members as eligible for "Horse Management" discipline, which covers the Stable Manager position.

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) 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.

Submitting Championships Entry

When registration opens, members may submit their entry for Championships. If parents and guardians plan to submit their member's entry forms, they must be logged in as the member. *NOTE: members 18 and above are considered adults and parents no longer have access to log in as the member.*

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Members will need to log on to the USPC website and go to the Championships registration page. This page directly pulls eligibilities from the RSs table. The table is read from left to right, row by row and shows the discipline, division, and the possible locations a member can register.

Click on the desired Championships location to fill out the application. Once finished, click "Submit". Applications are only considered complete when they have been paid by the closing date. Once applications have been submitted, they are "locked" and cannot be edited.

Common Questions

I only see Stable Manager on my eligibility chart even though I earned competition eligibility.

If you know you are eligible for Championships, and only stable manager appears on your profile, it is likely that your RS has not yet entered in your competition eligibility. Please contact your RS for clarification.

I wanted to compete up, but I haven't been marked to compete up.

Please note that the RS cannot mark the member as "eligible" in a division outside of the member's age and thus won't show on your eligibility table. If you are competing up, please make a note in your application who you'd like to be on a team with, and email the completed form, "Junior/Senior Rally Team Formation Form", to your RS. Once the RS begins to create teams, they will be able to place the member on a senior team.

Creating Teams

Once Championships entries have closed, RSs will be able to log back into their Region's Championships record and start creating teams.

The RS, or designated volunteer, will need to log in to USPC website, go to the region's championships record, and begin creating teams. Click the green "Create Team" button then choose the discipline and division of the team. From there, choose the members, chaperones, coaches, volunteers, and stable managers to the team.

After 48 hours, the RS will lose access to the system and all abilities to merge and scramble teams will be turned over to the Discipline Secretary (DS).

Common Questions:

How do I create a Scramble team?

The RS will only be able to work within their region. Only the Discipline Secretary and Manager is able to merge teams between regions.

Scrambling Teams

The Discipline Secretary and Manager now has access to all region's teams. The Discipline Secretary and Manager will then scramble teams.

The Discipline Secretary and Manager will need to log in to their Pony Club profile and click on the "Championships" link provided on their Pony Club Profile.

Teams completed by the RS will show up in the lower table while any unassigned members will show up in the "Unassigned Registrations" table. The Discipline Secretary and Manager will be able to move members to and from current teams, select a member's position, assign a pinny numbers, and Chaperones and Coaches.

Once a Discipline Secretary and Manager is completed with scrambling teams and has assigned all pinny numbers, the teams will be posted on the USPC website.