



CSIOJCh Application Instructions

Preparing to Apply

1. Review the Selection Procedures

Please see the Selection Procedures for U.S. CSIOJCh Teams available on the [U.S. Nations Cup Teams - Child & Junior Riders website](#).

2. Update USEF Memberships & Recordings

Check that your USEF membership and your horses' USEF Recordings are current. If you are not currently a competing member or you wish to apply with an unrecorded horse, log in to your US Equestrian account at <https://members.usef.org/> and select "Review USEF Member Info" and "Add New Horse" to renew or complete the USEF Membership and Recordings.

3. Update FEI Registration

If you are not already FEI Registered, log in to your US Equestrian account at <https://members.usef.org/>. Select "Register for FEI" under Member Dashboard.

Note that horses do not need to be FEI Registered at the time of application but any horse selected to a Team must be FEI registered and have a valid FEI passport at the time of the definite entries.

The screenshot shows the 'Member Dashboard' for Casey Easley. The dashboard includes a welcome message, the member ID (4022072), and several action buttons. The buttons 'Review USEF Member Info', 'Register for FEI', and 'Add New Horse' are circled in red to highlight the required actions. Other visible buttons include 'Contact Information', 'Purchase Insurance', 'Apply for Lettering Program', 'Athlete Dashboard', and 'Licensed Officials Portal'. A 'Membership Card' icon is also present below the first row of buttons.

Member Dashboard

Welcome Casey Easley!
Your USEF Member ID is 4022072

Contact Information | Review USEF Member Info | Purchase Insurance | Register for FEI | Apply for Lettering Program

Membership Card

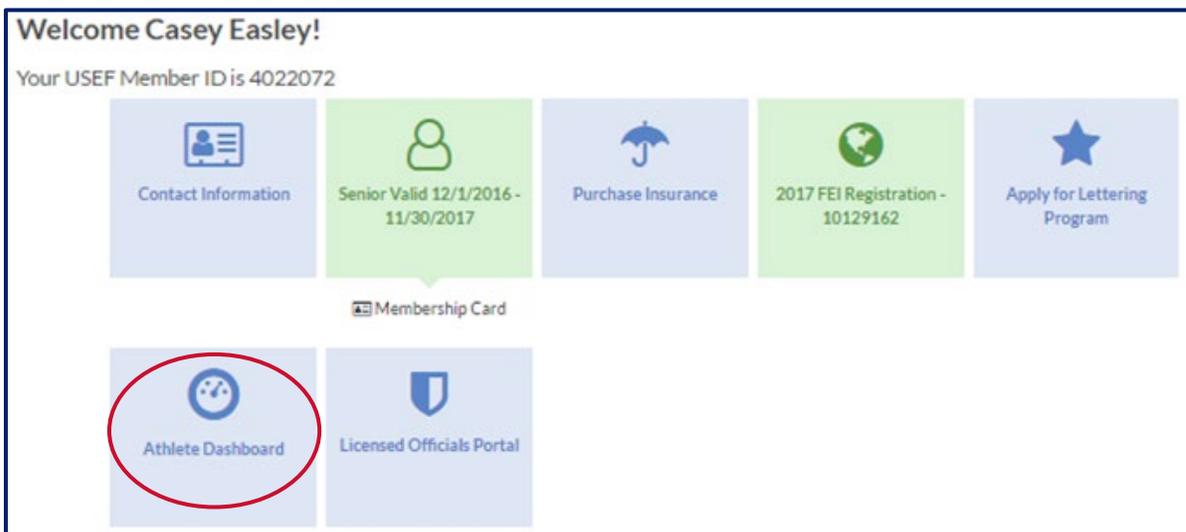
Athlete Dashboard | Licensed Officials Portal

Horse Options

FEI Horse Registration | Add New Horse

4. Access the Online Applications

Log in to your US Equestrian account at <https://members.usef.org/> and select “Athlete Dashboard”, then “Online Applications”. Note this must be the athlete’s account, not that of a parent or trainer.

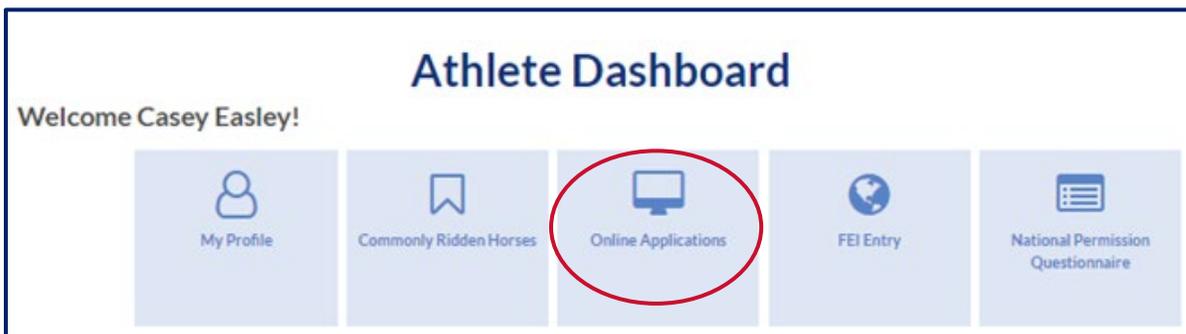


Welcome Casey Easley!
Your USEF Member ID is 4022072

Contact Information Senior Valid 12/1/2016 - 11/30/2017 Purchase Insurance 2017 FEI Registration - 10129162 Apply for Lettering Program

Membership Card

Athlete Dashboard Licensed Officials Portal



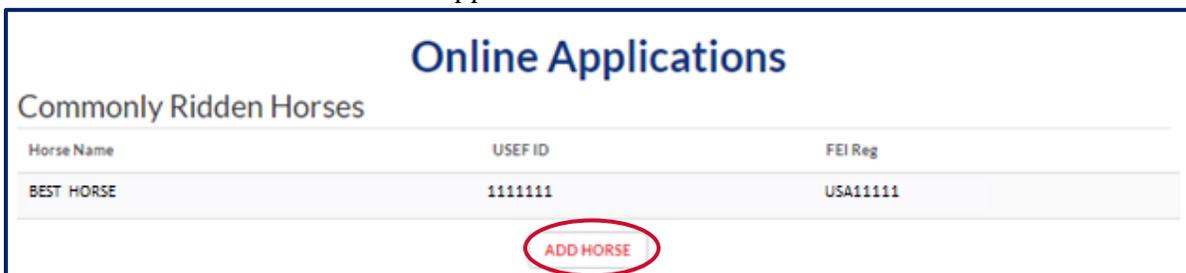
Athlete Dashboard

Welcome Casey Easley!

My Profile Commonly Ridden Horses **Online Applications** FEI Entry National Permission Questionnaire

5. Update Commonly Ridden Horses

In the Online Applications, **ensure that all horses you wish to include on your application are listed under Commonly Ridden Horses.** If a horse is not shown, click “Add Horse” and search for a horse by Name or USEF ID. Select the check box to the left of the horse’s name and then click “Add Horse”. Return to the Online Applications and confirm that all desired horses are listed.



Online Applications

Commonly Ridden Horses

Horse Name	USEF ID	FEI Reg
BEST HORSE	1111111	USA11111

ADD HORSE



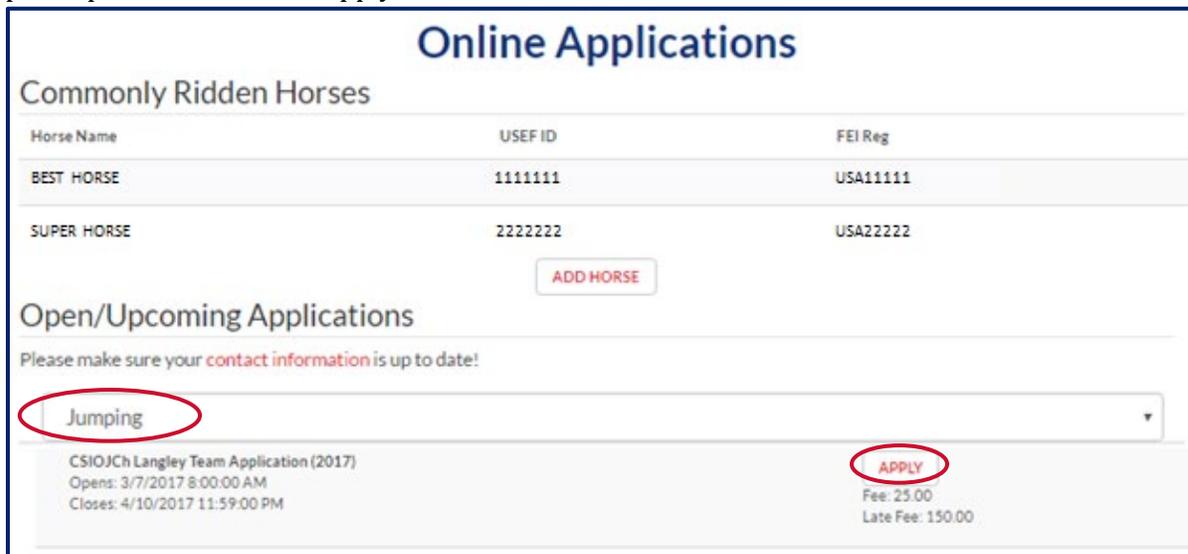
Select	Name	USEF ID	FEI Registration Number	Foal Date	Breed	Color
<input checked="" type="checkbox"/>	SUPER HORSE	2222222	USA22222	1/1/2007	WARMBLOOD	GREY

ADD HORSE

Completing the Application

1. Access the Application

After following steps 1 through 5 in the Preparing to Apply section, changed the Open/Upcoming Applications dropdown in Online Applications to “Jumping”. Find the event that you would like to participate in and select “Apply”.



The screenshot shows the 'Online Applications' interface. At the top, there is a section for 'Commonly Ridden Horses' with a table:

Horse Name	USEF ID	FEI Reg
BEST HORSE	1111111	USA11111
SUPER HORSE	2222222	USA22222

Below the table is an 'ADD HORSE' button. Underneath is the 'Open/Upcoming Applications' section with a note: 'Please make sure your contact information is up to date!'. A dropdown menu is set to 'Jumping', which is circled in red. Below the dropdown, the event details are shown: 'CSIOJCh Langley Team Application (2017)', 'Opens: 3/7/2017 8:00:00 AM', and 'Closes: 4/10/2017 11:59:00 PM'. An 'APPLY' button is circled in red, with 'Fee: 25.00' and 'Late Fee: 150.00' listed below it.

2. Review the Application Information

After clicking “Apply” review all information regarding the Event and Application before clicking “Continue”.

3. Confirm Athlete Information

Check that all information listed in the Athlete Information section is accurate. If any of the listed information is incorrect, please follow the link just above the “Continue” button at the bottom of the page to make updates. Once all information is up-to-date, click “Continue”.

Note that confirmation of the application will be sent to the Email Address shown so it is important that this be updated if incorrect!

4. Enter Parent/Guardian & Trainer Information

Complete the Parent/Guardian (if applicable) and Trainer sections. Please ensure that accurate email addresses and phone numbers are provided as these will be used for communication regarding minimum criteria and selection.

5. Select Horse

You may submit up to 3 horses on your application. Ensure that all desired horses are shown in the Horse Information Section (if missing, see Preparing to Apply, step 5, on page 2 of this document).

Select the check box next to the name of the name of the horse you would like to be considered with for selection. Confirm the registration and ownership information displayed is accurate. Enter Owner Signature to match the displayed Owner Name exactly as shown.

Horse Information

This application requires signatures from the horse owners agreeing to [Terms of Agreement](#)
Don't see your horse? [Add horses](#) to your profile now!

BEST HORSE (1111111)

FEI Number
USA11111
Passport Expiration Date
12/31/2020

Owner Information

Owner Name
CASEY EASLEY
Owner Email
CEASLEY@USEF.ORG
Alternate Owner Email

Owner Signature

6. Select Team & Enter Minimum Criteria Information

Click the check box next to the Team you wish to apply for and additional information will display below. Change the drop to reflect whether you have met or not met the minimum criteria for selection with this horse. Enter all requested information for where and when you did achieve the criteria or where and when you plan to achieve the criteria.

You can review the minimum criteria on the [U.S. Nations Cup Teams - Child & Junior Riders website](#). Note the criteria must be achieved with the specific horse between October 10, 2016 and April 10, 2017.

Section Information

Please select the sections for which you intend to compete.

Child
 Junior

Child
Minimum Criteria

7. Review & Accept the Legal Information

Read the Safe Sport Policy and Binding Agreement statements, and then click the check box to accept. Enter athlete name exactly as shown and, if applicable, parent/guardian name exactly as previously entered, then click Continue.

8. Enter Payment Information

Complete all requested fields to pay for the Application Fee by Credit Card or eCheck, and then click "Submit Payment".

9. Receive Confirmation

Confirmation Screen: Upon submitting the payment screen, you should see a screen that says "Submitted Application".

Confirmation Email: Within an hour, a confirmation email will be sent to the email address associated with the athlete's US Equestrian account. If this confirmation is not received, contact Lizzy Chesson as below. Ensure that the information listed in the confirmation email matches your intended submission.

Modify Application (Optional)

You may return the application, using the same steps above, to update your application at any time prior to the Final Application Deadline. Please ensure that you continue all the way through the application, click submit, and receive a confirmation email. If you do not receive a confirmation email, the modifications have not been submitted!

Questions? Contact Lizzy Chesson [lhesson@usef.org | +1 859 225 7689]