CSIOJCh
Application Instructions

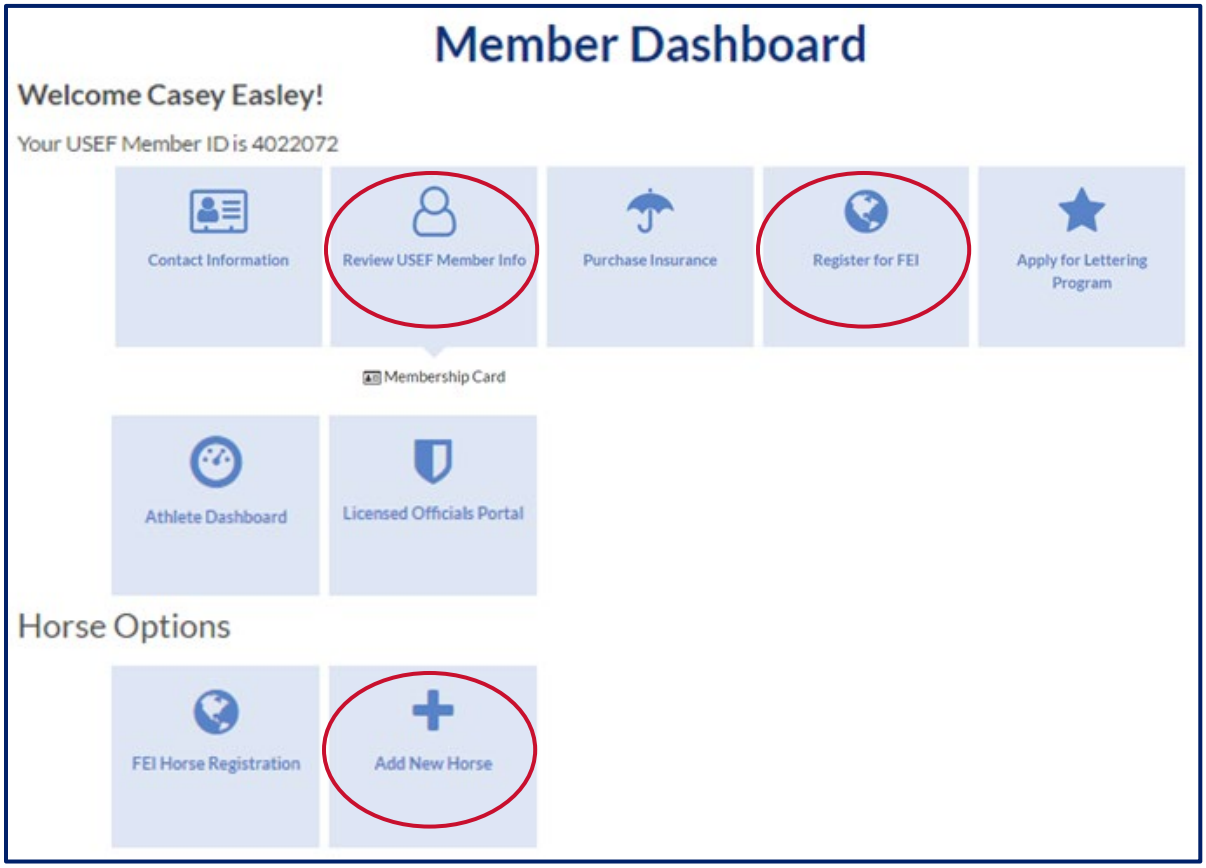
Preparing to Apply

1. **Review the Selection Procedures**
   Please see the Selection Procedures for U.S. CSIOYJCh 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 the 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.

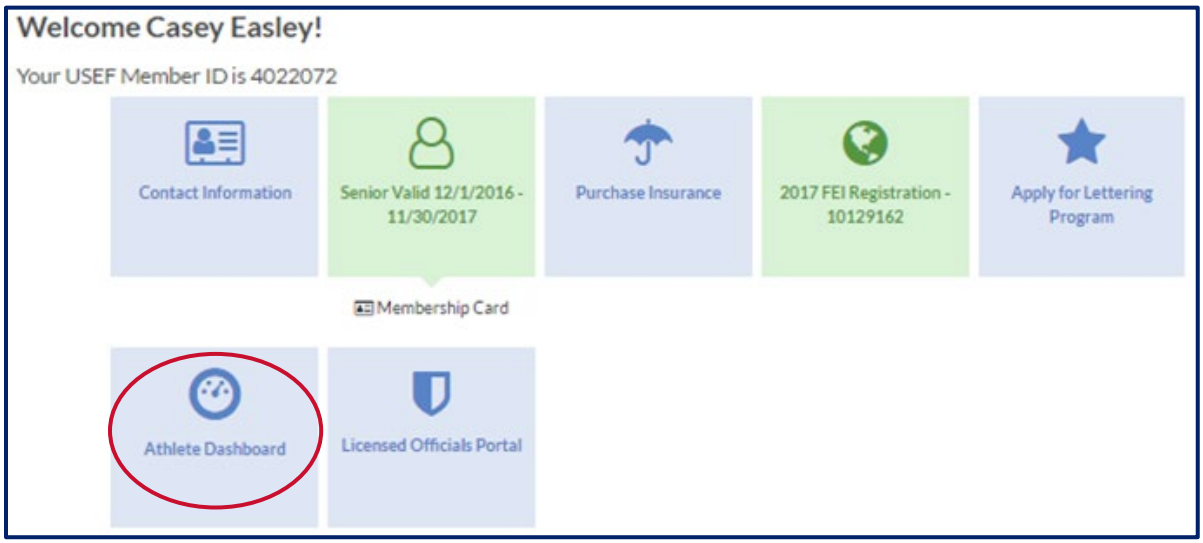
3. **Update FEI Registration**
   If you are not already FEI Registered, log in to your US Equestrian account at https://members.usef.org/. Select "Register for FEI" under Member Dashboard.

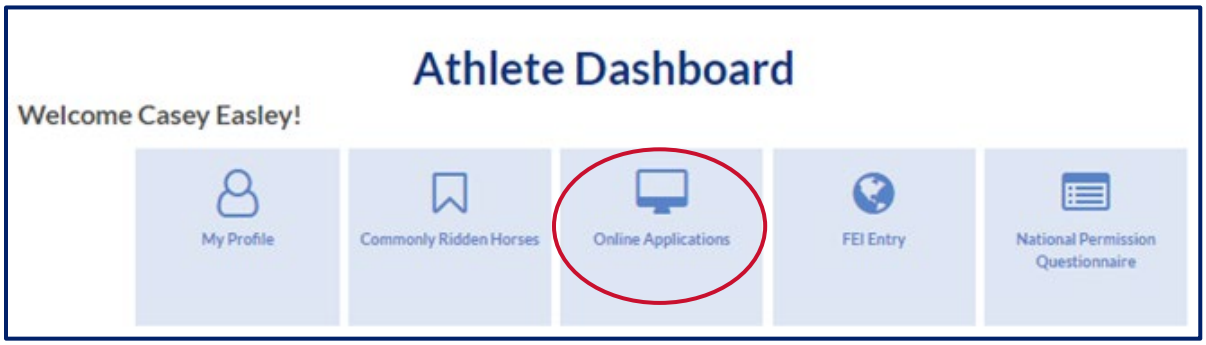
   Note that horses do not need to be FEI Registered at the time of application but any horse selected to a Team must be FEI registered and have a valid FEI passport at the time of the definite entries.



4. Access the Online Applications

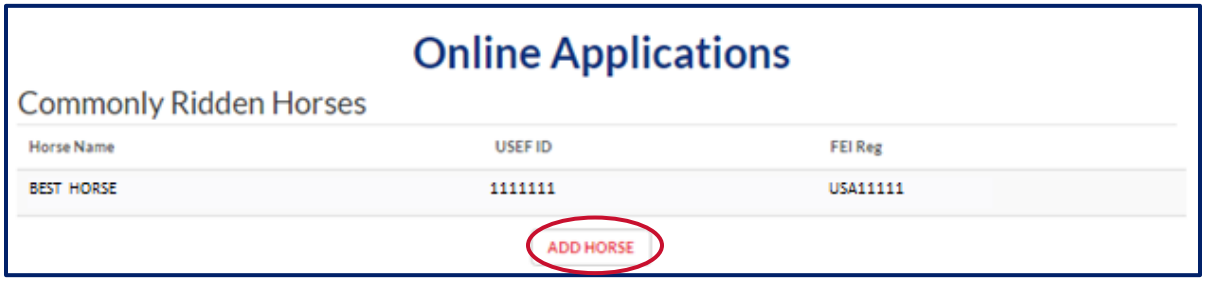
Log in to your US Equestrian account at https://members.usef.org/ and select "Athlete Dashboard", then "Online Applications". Note this must be the athlete's account, not that of a parent or trainer.

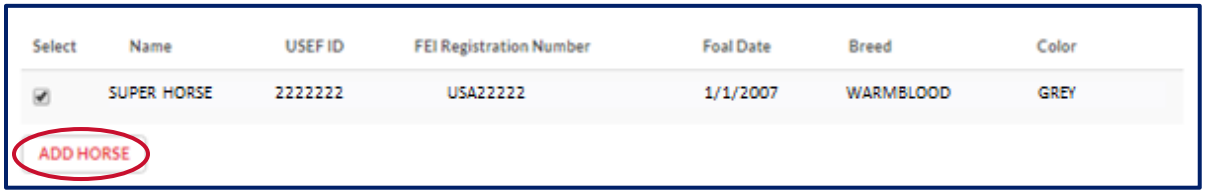




5. Update Commonly Ridden Horses

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.

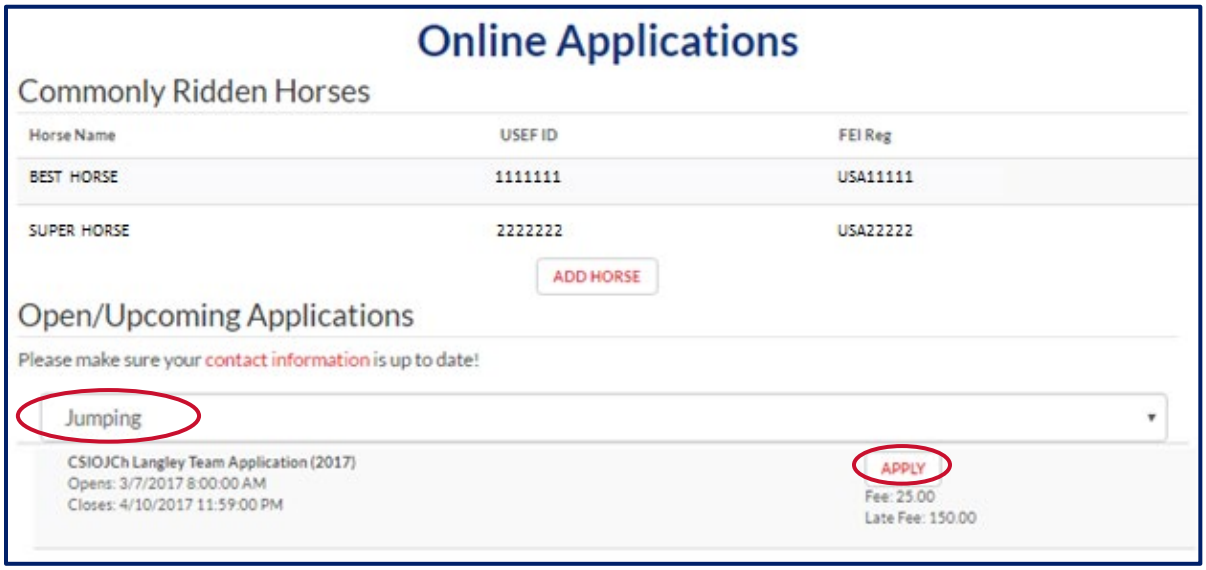




Completing the Application

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".



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!

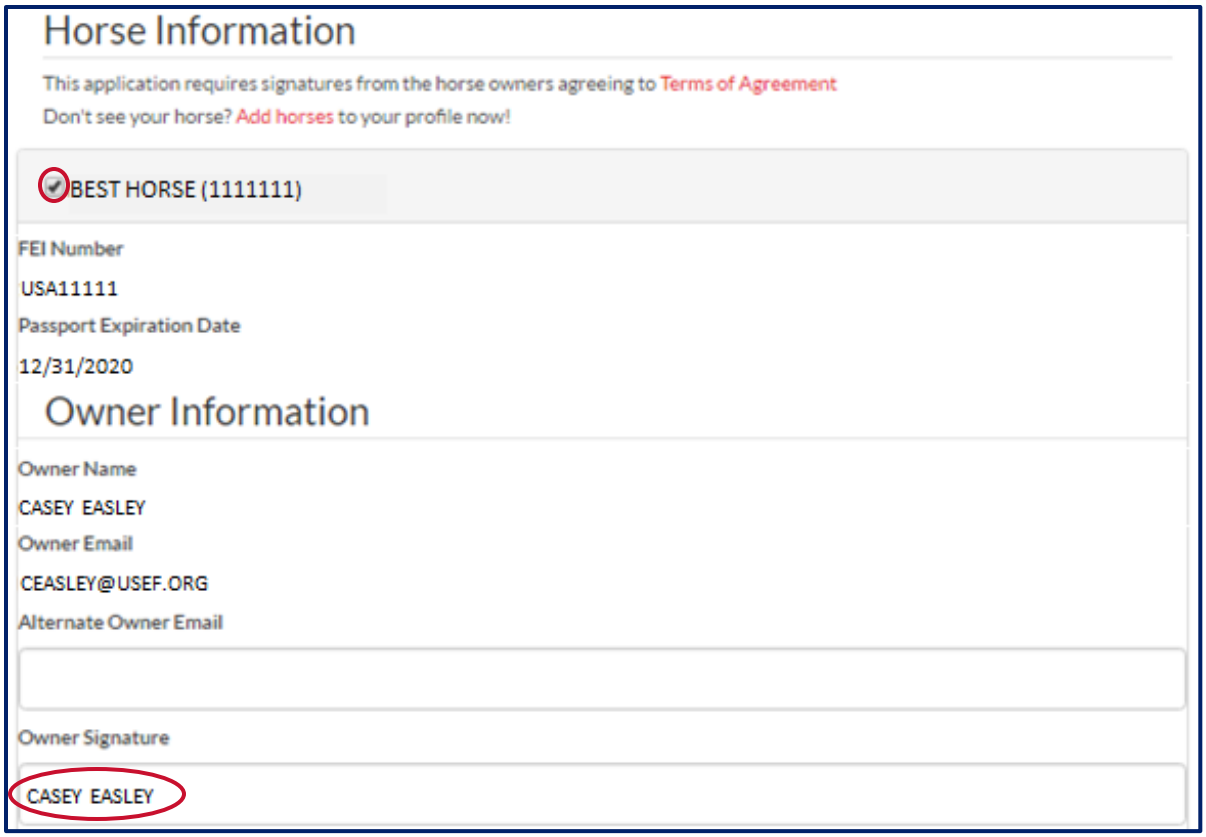
4. Enter Parent/Guardian & Trainer Information

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).

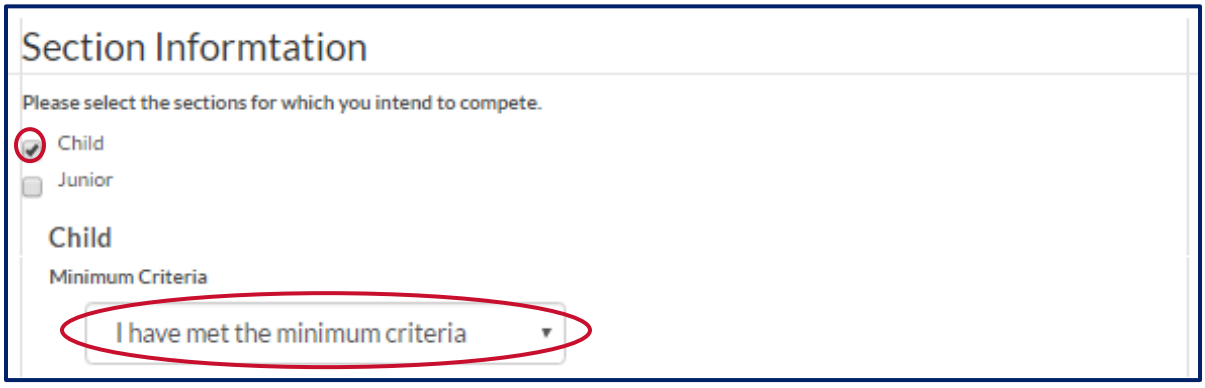
Select the check box next to the name of the name of the horse you would like to be considered with for selection. Confirm the registration and ownership information displayed is accurate. Enter Owner Signature to match the displayed Owner Name exactly as shown.



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.



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 [lchesson@usef.org | +1 859 225 7689]