

# ONLINE ACCIDENT/INJURY SUBMISSION GUIDELINES



Online Accident/Injury reports can be accessed via the Licensed Officials Dashboard under the Competition Report Dashboard. Select the correct competition, then click on the Accident/Injury Report tile.

## HUMAN ACCIDENT/INJURY REPORTS

### Select New Human Accident/Injury Report

- Complete all required questions (\*indicates information that is required)
- Select Accident/Injury Type
- Use the search icon to find a USEF rider or horse
- If “Other” is selected for any question, please provide your answer in the given text box
- Use the search icon to find the Safety Coordinator
  - The Safety Coordinator must be a Senior Active member or a Subscriber member of the Federation and comply with the SafeSport Training requirements.
- Select “Save and Continue” to proceed to the attachments page

### Human Accident/Injury Report Attachments

- Entry Blank and Liability Waiver
  - Must be submitted for all accidents/injuries
- USEF Medic Report Form
  - Must be uploaded if Individual is evaluated or treated by Qualified Medical Personnel
- Other documents
  - Eyewitness reports, Return to Competition Medical Release forms, etc.

## EQUINE ACCIDENT/ILLNESS REPORTS

### Select New Equine Accident/Illness Report

- Complete all required questions (\*indicates information that is required)
- Select Accident/Injury Type
- Use the search icon to find a USEF horse, owner, trainer, and rider
- If “Other” is selected for any question, please provide your answer in the given text box
- Use the search icon to find the Safety Coordinator
  - The Safety Coordinator must be a Senior Active member or a Subscriber member of the Federation and comply with the SafeSport Training requirements.
- Select “Save and Continue” to proceed to the attachments page

### Equine Accident/Illness Report Attachments

- Entry Blank
  - Must be submitted for all equine accidents/illnesses
- USEF Vet Report Form
  - Must be uploaded if horse is evaluated or treated by Veterinarian
- Other documents
  - Eyewitness reports, etc.