Competition Report Dashboard Guidelines

The Competition Report Dashboard can be accessed via the Licensed Officials Dashboard.



INTRODUCTION

The Competition Report Dashboard was created to provide a more organized environment for Stewards and Technical Delegates to review competition information and submit applicable reports.

You can access the Competition Report Dashboard by following these steps:

- 1. Log in to your online USEF account at usef.org
- 2. Click on the Licensed Officials Dashboard tile
- 3. Scroll down to the Licensed Officials Tools section and click on the Competition Report Dashboard tile
- 4. To view more information about a specific competition, click on a competition



Within each competition page you will be able to:

- Submit the Steward/Technical Delegate Reports
- Review competition information, such as:
 - o Rating/Level
 - o Competition dates
 - o Location
 - o Previous year's horse count
 - Manager and Secretary
- View the Previous Years Report
- View the Prize List
- Add Addendums
- Submit Measurement Forms
- Submit Accident/Injury Forms

Prior to the start of the competition, management is responsible for entering all national officials by utilizing the Officials List tile on the Competition Dashboard. Once a Steward/TD is entered on the Officials List tile, that competition will appear on that Steward or Technical Delegate's Competition Report Dashboard.

This Dashboard replaced the previous Competition Reports tile, therefore all Steward/TD reports and Accident/Injury Reports will be submitted through the Competition Report Dashboard. While the location of the above-mentioned items has changed, all processes and requirements for submitting a Report and associated documents remain the same.

COMPETITION REPORT DASHBOARD

Each competition within the Competition Report Dashboard will have a status based on the Steward/TD Report.

- Not Started the report has not yet been started
- In Progress the report was opened and started but not completed
- Submitted the report has been submitted to USEF
 - o Stewards, TDs, and Managers will still receive an automated email when the Report(s) has been submitted

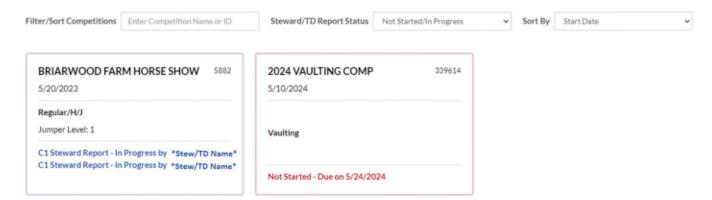
Each competition tile will also include basic competition information including:

- Competition Name/ID
- Competition Dates
- Competition Type
- Rating/Level
- Steward/TD Report Status

The Competition Report Dashboard will allow you to search for a specific competition name/ID or sort the competitions by start date, end date, Stew/TD report status, or competition type.

Licensed Officials Dashboard / Comp Report Dashboard

Competition Report Dashboard



What if the competition does not appear on my Competition Report Dashboard?

- There are two options that can be utilized to resolve this issue
 - o Contact management and request they add you through the Officials List tile on the Competition Dashboard
 - Competition organizers now have the ability to add/edit officials up to 7 days after the last day of competition.
 - Contact our Licensed Officials Department at loinquiry@usef.org to be added to that competition

WITHIN EACH COMPETITION

Once a competition is selected from the Competition Report Dashboard, a new page will open with that competition's information along with additional tiles.

The top of each competition page will display:

- Competition Name/ID
- Competition Dates
- Competition Type
- Rating/Level
- Manager/Secretary
- Previous years horse count

Some tiles will not require any action and are solely there to provide information:

- Comp Officials this will display the list of officials that have been entered by Competition Management
 - o Any edits to officials made by Stewards/TDs are still to be done within the Steward/TD reports
- Previous Comp Reports this will open up the previous year's Steward/TD report for your review
 - o If the competition is in its first year of operation, or was cancelled the previous year this tile will not be active
- View Prizelist this will provide you with the competition's submitted Prizelist
 - If no Prizelist was received this tile will not be active

The remaining tiles require action or allow you to submit different items:

- Steward/TD Report This tile will be utilized to submit your Steward/TD reports
 - o The tile will change colors based on the status of the report
 - Green Submitted
 - Red Within 5 days of the Due Date or Past Due
 - Yellow Past Competition End Date
 - Blue Before Competition Ends
 - This tile will also show the report due date.
- Accident/Injury Reports This will bring you to the Accident/Injury online submission queue specific to that competition
 - o This tile will reflect any Accident/Injury reports that are in progress and are pending submission.
 - o If there is no further action required this tile will remain blue
- Measurements This tile will bring you to the Measurements Dashboard
 - o Please ensure the correct competition is selected prior to submitting a measurement
- Addendums This tile can be used to submit competition report addendums
 - Please note addendums can still be submitted via email to reports@usf.org