



## **INSTRUCTIONS ON HOW TO SUBMIT A 2010 WEG DRESSAGE APPLICATION**

Go to [www.usef.org](http://www.usef.org) - Dressage High Performance Page

Click on the third link on DHP website – 2010 World Equestrian Games

Then, click on the third link – Selection Procedures for the 2010 World Equestrian Games Dressage. Once you have read through the Selection Procedures carefully, you are ready to fill out your WEG Application.

There are 2 ways to complete your Application

1 – Via Electronic submission (email)

2 – Via Hard Copy submission (fax or mail)

If you wish to submit your application **ELECTRONICALLY** read here:

-Click on the Electronic Application link

-A .pdf document will load on your screen and will include the Application, USEF Code of Conduct, Horse Loan Agreement and USEF Release, Assumption of Risk, Waiver and Indemnification. Complete all 4 pages by typing in all of the required fields. Once you have completed the forms, please be sure to save the document and forward to your horse owner(s) for their review and signatures. If your horse owner is unable to submit this electronically you may submit it via email while your horse owner(s) may submit it via hard copy. Be sure to save a copy for your records using the SAVE button. Once completed click on the EMAIL button and your application will be automatically uploaded to an email that will be sent directly to Jenny Van Wieren.

-Finally you will need to submit your application fee either via online credit card payment OR by mail

- *Online credit card payment* – Please click on the Online Application Fee Payment link on the DR 2010 WEG webpage and log into the USEF website using your USEF ID# or Username and Password. Have your credit card on hand as the system will ask you for that required information.
- *Mail* – Please mail your application fee to USEF, ATTN: Accounting- DR WEG Application, 4047 Ironworks Parkway Lexington, KY 40511 and make the check payable to USEF.

Upon receipt of your application & fee an email will be sent back to you and confirming that it has been received by the USEF DHP Office.

If you wish to submit your application via **HARD COPY** read here:

-Click on the Hard Copy Application link

-A .pdf document will load on your screen and will include the Application, USEF Code of Conduct, Horse Loan Agreement and USEF Release, Assumption of Risk, Waiver and Indemnification. You will need to print it out and complete all 4 pages by filling in all of the required fields

-Finally you will need to submit your application fee either via online credit card payment OR by mail

- *Online credit card payment* – Please click on the Online Application Fee Payment link on the SJ 2010 WEG webpage and log into the USEF website using your USEF ID# or Username and Password. Have your credit card on hand as the system will ask you for that required information.
- *Mail* – Please mail your application fee to USEF, ATTN: Accounting- DR WEG Application, 4047 Ironworks Parkway Lexington, KY 40511 and make the check payable to USEF.

Upon receipt of your application & fee a letter will be sent to you confirming that it has been received by the USEF DHP Office.

**QUESTIONS?? Call the Dressage High Performance Department – (859) 225-6949**