



Completing an Application of Intent for Dressage National Championships

1. Sign into your USEF Account [Here](#)
2. Click on My USEF in top right corner
3. Click on the blue tile: Athlete Dashboard
4. Click on the blue tile: Online Applications
5. If needed, add a horse Commonly Ridden Horses by selecting the ADD HORSE button. Type in the Horse's USEF Recording Number and hit **Enter**. Scroll to the bottom of the page and select ADD HORSE. Once you are finished adding horses, select BACK.*
6. Select Dressage under Open/Upcoming Applications if it is not already listed.
7. Select the APPLY button for the application of intent for the National Championship which are applying for.
8. Follow instructions for selecting the Athlete to be listed on the application.
9. Scroll down the page to Horse Information and Select your Horse for the application.
10. Select Submit
11. Follow instructions concerning the Safe Sport Policy and USEF Binding Agreement.
12. Enter payment information and select the button for Submit Payment

If you did not upload a photograph and bio through the application of intent, please do so by the application deadline. Your application will not be marked complete until this is received. Please follow these steps to upload your bio and photo:

1. Sign into your USEF Account [Here](#)
2. Select My USEF in top right corner
3. Select the blue tile: Athlete Dashboard
4. Select the blue tile: My Profile
5. Upload a profile photo by selecting Choose Files. Once photo is uploaded, select Update at bottom of page.
6. Type in your bio under Biography. Once bio is completed, select Update at bottom of page.

***Please note:** Individuals completing an application on *behalf of the athlete* must still have the athlete add the applicable horse(s) in his/her My Way Account profile through their Athlete Dashboard. Horse(s) will not be able to be added to an Application of Intent by another individual until this is complete. If the athlete is completing the Application of Intent, the above wording does not apply.

Please contact the Dressage Department if you have any questions.