# Steward/TD Report Updates

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

## INTRODUCTION

The Steward/TD Reports have been updated in hopes of creating a more interactive and correct report. These changes include design updates, the ability for multiple Stewards/TDs to edit the same report, and any follow-up required to be completed within the original report.

Accessing your Steward/TD report will look the same.
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



## DESIGN UPDATES

Once a competition is selected from your Competition Report Dashboard, a small box will show up with additional competition information. Select *CONTINUE* if this is the competition you wish to start a report for.

> *Please note selecting *CONTINUE* does not confirm the competition information (manager, secretary, dates, location). This will only confirm that this is the competition you wish to continue with.

## Confirm Competition

### THE COOLEST COMP IN ALL THE LAND

Jun
20
2025

OCALA, FL
6/20/2025 - 6/29/2025

**Manager**
KAYLEY DIPERT (5709407)

**Secretary**
KAYLEY DIPERT (5709407)

BACK          CONTINUE

Once confirmed, you will be brought to the Summary page. This page will show all sections along with the percentage complete.

To jump into a specific section, choose the Begin, Update, or Continue button available under that section's title.

- Begin – A section that has not yet been started
- Continue – A section that has been started but not completed
- Update – A section that has been completed

### Officials                                          100%

UPDATE

### Comments                                          33%

CONTINUE

### Attachments                                        0%

BEGIN

Once a section is selected you will move into the report. There is now a scrolling bar available to show each section of the report along with their percentage of completion. This way there is no need to go back to the summary screen to check for incomplete sections.

## Safety and Welfare

| | | |
|---|---|---|
| Competition Information | 100% | |
| Compliance With Rules | 100% | |
| Duration Of Competition | 100% | |
| Safety Coordinator | 100% | |
| Safety and Welfare | 100% | |
| Accident/Injury | 100% | |
| Standards for Management and Facilities | 100% | |
| Hunter Jumper Standards Compliance | 100% | |
| Hunter/Jumper | 100% | |

1) * Was the Accident Preparedness Plan distributed appropriately to all competition officials and competition staff? (GR845) If no, please explain.

⦿ Yes ○ No

2) * Was the Isolation Plan posted on the show grounds for events with onsite stabling? (GR874)

⦿ Yes ○ No ○ N/A

3) * Were any horses at the competition identified as showing symptoms of infectious disease, put into isolation, or transported to receive treatment for potential infectious disease? If yes, please explain and include the date/time that it was reported to the USEF Equine Health and Biosecurity Veterinarian, Dr. Katie Flynn (GR874)

○ Yes ⦿ No

Each section listed in this scroll box is a direct link to that part of the report.

At the bottom of each section you will have a few navigation buttons. These will allow you to move forward to the next section, go back to a previous one, or bring you directly to the summary screen.



| | |
|---|---|
| Competition Information | 100% |
| Compliance With Rules | 100% |
| Duration Of Competition | 100% |
| Safety Coordinator | 100% |
| Safety and Welfare | 100% |

14) * What was the maximum number of competition rings used simultaneously at any one time?

4

15) * Was the Competition Manager present and available at all times? If no, please name the individual who acted in this capacity.

⦿ Yes ○ No

BACK   SUMMARY   CONTINUE

Once all sections are completed, navigate to the summary screen for submission. Scroll to the bottom of the summary screen, sign off on the report and hit Submit. Once submitted a flag will show at the top of the summary screen confirming submission. You will receive an email confirming your submission as well.

The competition officials will now be edited within the Officials List tile found within your Competition Report Dashboard.
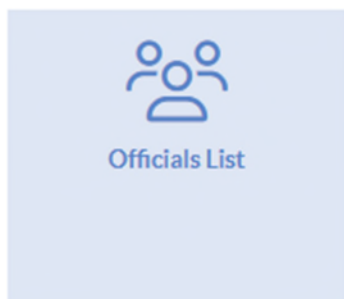


This tile will bring you to a list of all officials for that competition with the ability to edit, add, and delete as necessary. This should allow any changes to be made quickly and easily without having to enter the report. This tile will also show any ineligibility to ensure any issues can be caught quickly.

# List of Officials for
# HORSES AND PONIES (346088)

FEI Officials and Guest/Special Officials are not editable. Updates to FEI officials must be sent to feicomps@usef.org.

You can review the guide for adding licensed officials here.

Questions about licensed officials can be directed to the Licensed Officials Department at loinquiry@usef.org.

**ADD NATIONAL OFFICIAL**   **BACK**

## National Officials

| Id | Name | License | | | |
|----|------|---------|---|---|---|
| 5209363 | RACHEL HURST | C1 Steward, 'r' | Official violates Steward/TD eligibility rule | UPDATE | DELETE |
| 5510116 | JULIA BROZEK | C1 Steward, 'R' | Official violates Steward/TD eligibility rule | UPDATE | DELETE |
| 5510116 | JULIA BROZEK | C2 Steward, 'r' | Official violates Steward/TD eligibility rule | UPDATE | DELETE |
| 5209363 | RACHEL HURST | C2 Steward, 'r' | Official needs to renew membership | UPDATE | DELETE |

Within the Steward/TD report, the list of officials will still be visible, however any edits will be completed within the Officials List tile. The report does have an Edit button that will bring you right to that tile to make changes. The Back button within the tile will bring you back to the report to continue from where you left off.

| Competition Information | 0% |
| --- | --- |
| Compliance With Rules | 0% |
| Duration Of Competition | 0% |
| Safety and Welfare | 0% |
| Standards for Management and Facilities | 0% |
| Measurements | 0% |
| Officials | 0% |
| Hunter Jumper Standards Compliance | 0% |
| Hunter/Jumper | 0% |
| Comments | 0% |
| Attachments | 0% |
| Safety Coordinator | 0% |

## Officials and Licenses

Below is the current list of officials. If it is incorrect, please use the button below to edit.

| Id | Name | License | | EDIT |
| --- | --- | --- | --- | --- |
| 5209363 | RACHEL HURST | C1 Steward, 'r' | Official violates Steward/TD eligibility rule | |
| 5510116 | JULIA BROZEK | C1 Steward, 'R' | Official violates Steward/TD eligibility rule | |
| 5510116 | JULIA BROZEK | C2 Steward, 'r' | Official violates Steward/TD eligibility rule | |
| 5209363 | RACHEL HURST | C2 Steward, 'r' | Official needs to renew membership | |

1) * Were there any officials you were not able to add above? If yes, please explain

　○ Yes　○ No

2) * Did any U.S. or foreign FEI officials officiate in national classes or schooling areas? If yes, please provide their name, FEI ID number, and role at the competition.

　○ Yes　○ No

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## PAGE UPDATES

A few pages that have previously populated at 100% completion will now require action to show as such.

The Competition Information section will ask you to confirm the existing information. If everything is correct, click the *Confirm Existing Information* button and this section will be completed.

| Compliance With Rules | 0% |
| --- | --- |
| Duration Of Competition | 0% |
| Safety Coordinator | 0% |
| Safety and Welfare | 0% |
| Accident/Injury | 0% |
| Standards for Management and Facilities | 0% |
| Prize Lists and Reports | 0% |
| Dressage Criteria | 0% |
| USEF/USDF Qualifying and Championship Classes | 0% |
| Sport Horse Breeding Classes | 0% |
| Measurements | 0% |

### Competition Information　　　　UPDATE

Dates: 6/20/2025 - 6/29/2025

Location: OCALA, FL

Facility:

### Manager　　UPDATE

ID: 5709407

Name: Kayley Dipert

Email: kirwin@usef.org

Phone:

### Secretary　　UPDATE

ID: 5709407

Name: Kayley Dipert

Email: kirwin@usef.org

Phone:

Please make any edits that are required (if any) and use the button below to mark this section completed.

**CONFIRM EXISTING INFORMATION**

If an update needs to be made, select the Update button next to the applicable section. The Manager, Secretary, and Competition Information can all be updated separately.

Updating Competition Information:

| | |
|---|---|
| Start Date * | 06/20/2025 |
| End Date * | 06/29/2025 |
| City * | OCALA |
| State | Florida |
| Facility * | |

Reason for Change:

BACK    SAVE AND UPDATE

Updating Manager or Secretary:

| | |
|---|---|
| 🔍 ID | 5709407 |
| Name * | Kayley Dipert |
| Email * | kirwin@usef.org |
| Phone * | |

Reason for Change:

BACK    SAVE AND UPDATE

The Attachment section will also have a required portion to be completed prior to submission. Any documents that are required to be submitted with your report will be listed in the Required Documents section. All other documents can be found in the Additional Documents section.



In order to complete this section, you will need to either upload a document for all items in the Required Documents section or check off that the document has been Sent via Email.

## REPORT FOLLOW UP

If follow-up is required for additional information or to confirm what was noted, comments will be added directly to your report. An automatic email will be sent to notify you that a comment has been made and requires your attention. To respond to these comments, navigate back to your Competition Report Dashboard and find the applicable competition.

Once the competition is found and selected the report requiring additional information will show as below.



The Summary page will indicate any sections that require additional information by showing them as under 100%. Any section still showing as 100% does not require any follow-up.

| Competition Information | 100% |
| --- | --- |

UPDATE

| Compliance with Rules | 0% |
| --- | --- |

BEGIN

| Duration of Competition | 100% |
| --- | --- |

UPDATE

| Safety and Welfare | 0% |
| --- | --- |

BEGIN

Any question that has a comment will appear as seen below. It shows the original question and answer, along with the comment from USEF staff.

3)    USEF Highest Hunter Rating:

National

From US Equestrian:

It was noted this competition was licensed to hold a Premier Rating, however the report reflected National. Would you mind to confirm the Hunter Rating?

Is there additional information you can provide based on the feedback from US Equestrian?

○ No, I do not have anything further to add at this time.
○ Yes.

SUBMIT

If there is no further information to add or the original answer is correct you can select *No, I do not have anything further to add at this time.* This will confirm the original answer or note that no additional information is available at this time.

If you wish to edit your answer or provide details you can select *Yes*, and an explanation box will be added.

3) USEF Highest Hunter Rating:

National

From US Equestrian:

It was noted this competition was licensed to hold a Premier Rating, however the report reflected National. Would you mind to confirm the Hunter Rating?

Is there additional information you can provide based on the feedback from US Equestrian?

○ No, I do not have anything further to add at this time.

● Yes.

This competition held a Premier Hunter Rating

**SUBMIT**

When you have completed your response to the USEF comment, click submit to show as complete. Once all comments have been answered and each section is at 100%, go back to the bottom of the Summary screen to officially submit the report back to USEF for review.

## ADDITIONAL NOTES

Please keep in mind that email is still available for any sensitive information or items that require additional discussion. The idea behind this new Steward/TD report is to ensure minor edits or details can be added directly to the report, making it the most accurate representation of the competition.

If you have any questions or feedback, please reach out to reports@usef.org.