

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 your 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)

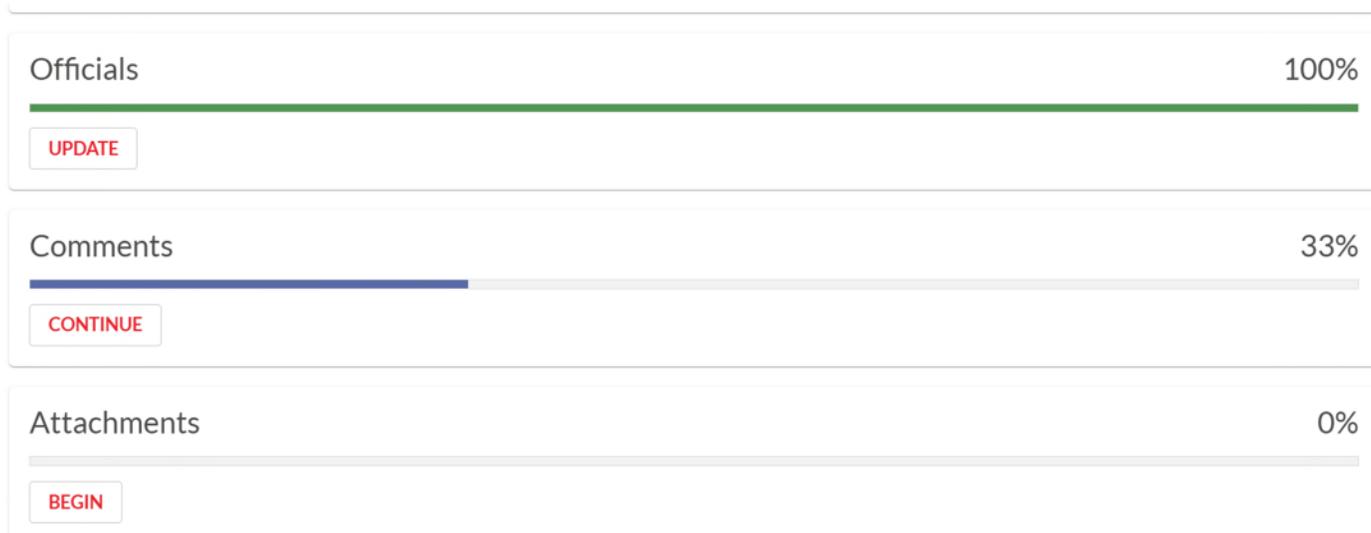
Secretary
KAYLEY DIPERT (5709407)

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



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.

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%

Safety and Welfare

- 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 the applicable section.

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.

Standards for Management and Facilities	0%
Dressage	100%
Show Jumping	0%
Cross-Country	0%
Officials	0%
Comments	0%
Attachments	0%

- 3) * Were any USEF yellow warning cards issued? (GR1038) If yes, please explain.
 Yes No
- 4) * Were any divisions that were not approved by the Federation held on licensed dates? (See GR301 for exemptions.) If so, please indicate name(s) of class(es) or division(s):
 Yes No N/A

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.

OFFICIALS

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



Officials List

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 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'	UPDATE DELETE
5510116	JULIA BROZEK	C1 Steward, 'R'	UPDATE DELETE
5510116	JULIA BROZEK	C2 Steward, 'r'	UPDATE DELETE
5209363	RACHEL HURST	C2 Steward, 'r'	Official needs to renew membership UPDATE DELETE

Within the Steward/TD report a list of officials will be visible, however any edits will be completed within the Officials List tile. The Edit button in the Officials section of the report will bring you directly to that tile to make any necessary changes. If accessed through the report, the Back button will bring you back to the report.

Officials and Licenses

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

Id	Name	License	
5209363	RACHEL HURST	C1 Steward, 'r'	EDIT
5510116	JULIA BROZEK	C1 Steward, 'R'	
5510116	JULIA BROZEK	C2 Steward, 'r'	
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

To add or edit an official select the ADD NATIONAL OFFICIAL button.

List of Officials for DESERT CIRCUIT 2 (343081)

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](#)

To find the correct official, utilize the highlighted box below to enter their ID, or select the magnifying glass next to that box to search for that individual.

Add Official for DESERT CIRCUIT 2

ID*

License(s)* National Function

Once the individual is correctly entered you will select the drop down next to License(s) and check off all that apply. If the individual is already entered with one license you will only need to check off any additional licenses.

You will not enter anything in the National Function box unless the individual is using an FEI license or is unlicensed.

Add Official for DESERT CIRCUIT 2

ID*

License(s)* National

- Unlicensed Official
- FEI Foreign Official
- C1 Steward - 'R'
- C1 Steward Acting as Schooling Supervisor - 'R'
- Certified Schooling Supervisor
- Hunter - 'R'
- Hunter/Jumping Seat Equitation - 'R'

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.

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 *

End Date *

City * State

Facility *

Reason for Change:

BACK SAVE AND UPDATE

Updating Manager or Secretary:

ID

Name *

Email *

Phone *

Reason for Change:

The Attachment section will also have a required section 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.

Attachments

Required Documents Sent via Email

Accident Preparedness Plan

File: No ...sen

File size must be under 200 MB.

Additional Documents

Attachment Type:

File: No ...osen

File size must be under 200 MB.

Please be aware that all documents attached to report can be viewed by competition management. If document is confidential please email to reports@usef.org.

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

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.



C2 Steward Report -
Submitted on 6/11/2025 at
9:39 AM by Rachel Hurst

US Equestrian is requesting
additional information.

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.

One or more sections have feedback from US Equestrian staff that requires your review.

Competition Information	100%
<input type="button" value="UPDATE"/>	
Compliance with Rules	0%
<input type="button" value="BEGIN"/>	
Duration of Competition	100%
<input type="button" value="UPDATE"/>	
Safety and Welfare	0%
<input type="button" value="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.