



# AFFILIATE EDUCATION TILE WEBINAR

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# WELCOME

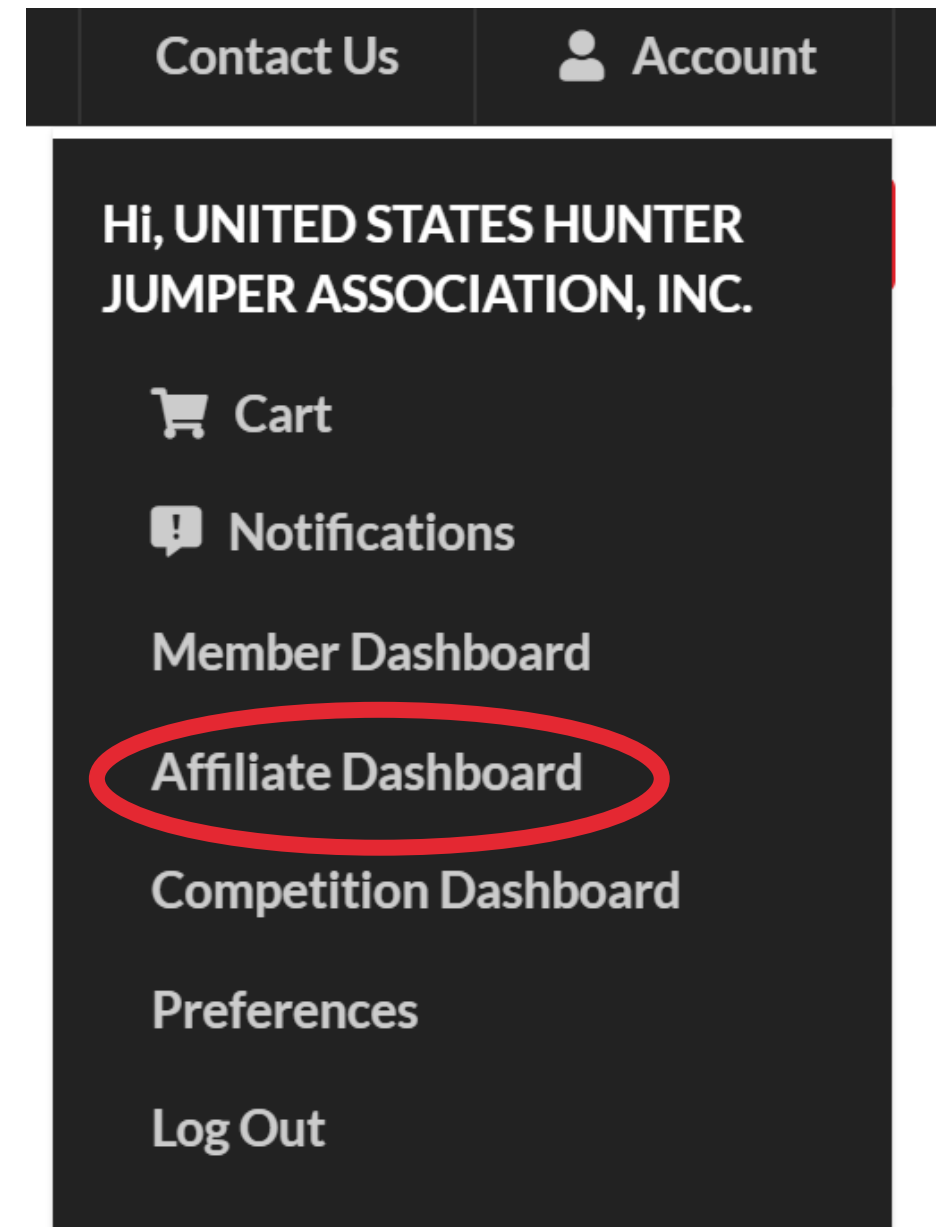
- ▶ Alina Brazzil, USEF Director of Licensed Officials
- ▶ Participant video and microphones are disabled for this webinar. If you have any questions, please submit them through the Q&A feature or “raise your hand.”
- ▶ Questions from the Q&A will be answered at the end of the presentation.
  - ▶ Any questions we do not have time for, will be answered via email.

# AFFILIATE EDUCATION TILE

- ▶ The USEF LO Department appreciates your role in hosting licensed official education.
- ▶ The tile has been created to provide support and improve communication with Affiliates.

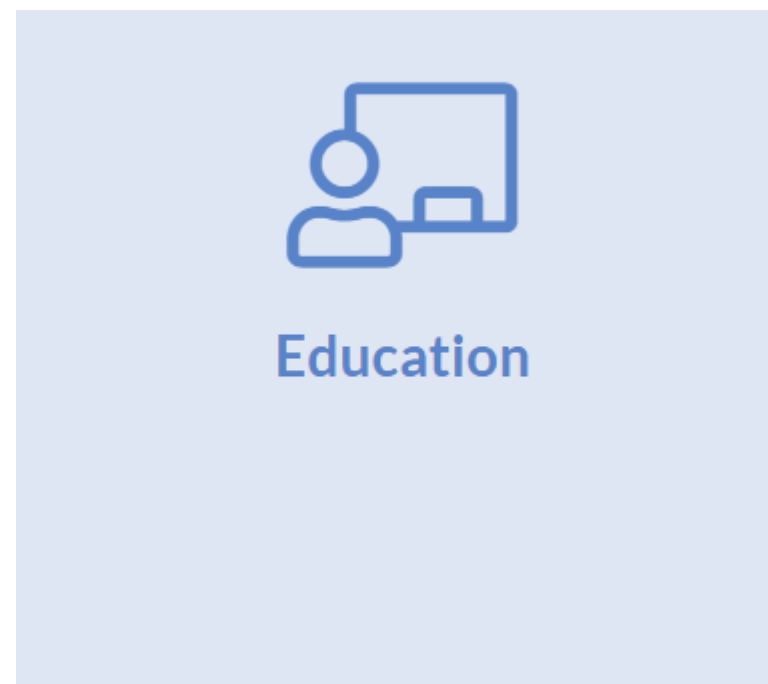
# AFFILIATE DASHBOARD

- ▶ The Affiliate Education tile is located in the Affiliate Dashboard.
- ▶ Log into your USEF Affiliate Account at usef.org
- ▶ In the upper right-hand corner, click on Account
- ▶ In the dropdown menu, select Affiliate Dashboard



# EDUCATION TILE

- ▶ The tile says Education with a person and blackboard icon



# FUNCTIONS

- ▶ The tile has three functions that we will explore further.
  1. Forms & Publications
  2. Clinic Notice Form
  3. Clinic Attendance Upload



# FORMS & PUBLICATIONS

- ▶ Located on the landing page once you click on the Education tile

## Affiliate Licensed Official Education Communication

Dear Recongized Affiliate,

Thank you for hosting licensed official education. The tiles and forms/publications below are useful resouces to assist you with your clinics. If you need assistance, have questions or suggestions on how we can better help you, please contact loinquiry@usef.org.

**Forms and Publications**

Keywords

Sort

SEARCH

**USEF Licensed Official Education Policies**

Policies for licensed official applicant and continuing education.

Download

# FORMS & PUBLICATIONS

- ▶ The location for the most recent communications and resources from the LO Department.
  - ▶ Clinic Planning Outline – *an outline for organizing in-person clinics*
  - ▶ USEF LO Education Policies – *the requirements for LO education*
  - ▶ Attendance sheet template
  - ▶ USEF PPT template



# FORMS & PUBLICATIONS

- ▶ LO Education memorandums – *any official communications sent out will be archived*
- ▶ Developing and Presenting Educational Materials – *an informative PowerPoint about how to make education for adults engaging for optimum retainment of information*

# CLINIC NOTICE FORM

- ▶ Scroll down past the Forms & Publications to the two picture tiles

## Attendance Sheet Template

 Download

Attendance sheet template for in-person clinics.

## US Equestrian PowerPoint Template

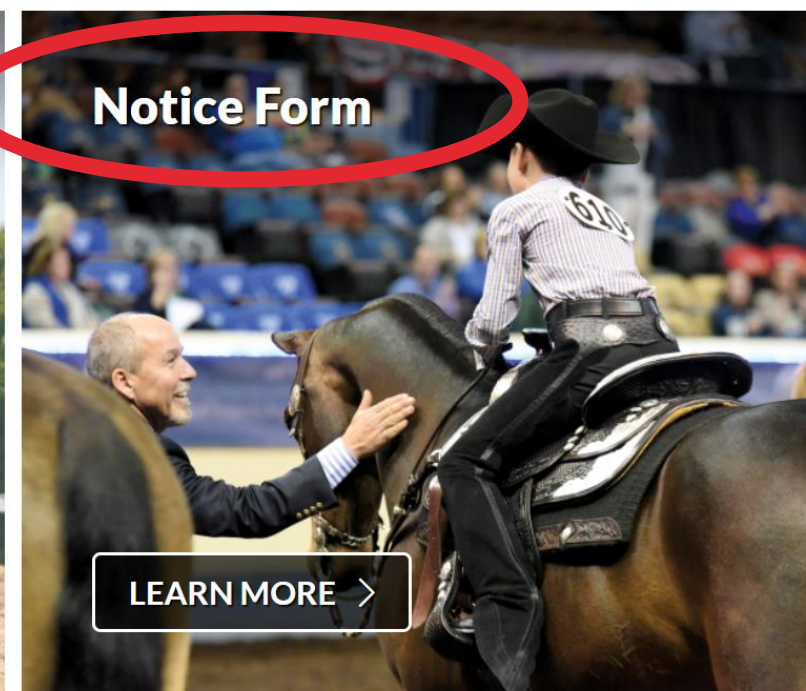
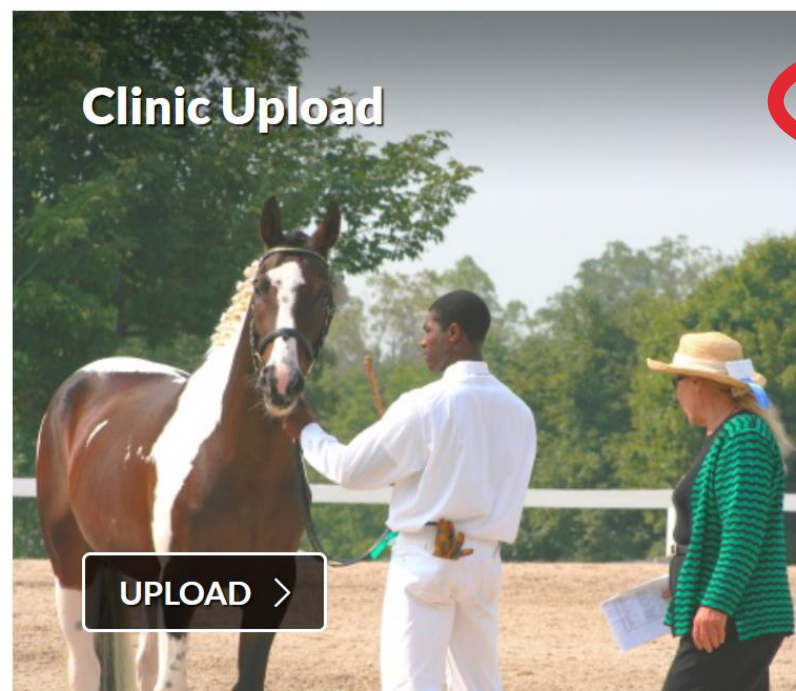
 Download

The standard template used for USEF licensed official education.

## June 8, 2020 Memo - 2021 Licensed Official Education

 Download

Memorandum sent out to Recognized Affiliates from the Licensed Officials Department regarding 2021 licensed official education.





# CLINIC NOTICE FORM

## Clinic Notice Form

Clinic Name *	<input type="text"/>
Affiliate Name *	<input type="text"/>
Affiliate URL *	<input type="text" value="http://"/>
Max Seats *	<input type="text"/>
Start Date *	<input type="text" value="m/dd/yyyy"/>
End Date *	<input type="text" value="m/dd/yyyy"/>
Virtual Clinic	<input type="checkbox"/>
City *	<input type="text"/>
State *	<input type="text" value="v"/>
Clinician 1 Name *	<input type="text"/>
Clinician 1 USEF ID *	<input type="text"/>



# CLINIC NOTICE FORM

Clinician 2 Name (Optional)

Clinician 2 USEF ID (Optional)

Additional Clinicians (Optional)

Separate names with a comma

Contact Person/Organization \*

Organizer Email \*

Organizer Phone \*

Applicable License \*

☐

Maintenance

☐

Promotion

☐

Designation

SUBMIT

# BENEFITS

- ▶ Receive official Federation clinic credit
- ▶ Increased visibility for your clinic
- ▶ Centralizes information for LOs
  - ▶ The clinic is posted to the USEF Upcoming Clinic Schedule page, with a link to further clinic information/registration
  - ▶ If your Affiliate organization hosts several clinics, the USEF Upcoming Clinic Schedule page links directly to your LO education webpage
- ▶ Allows the LO Department to give accurate information to LO inquiring about Affiliate education offerings

# BENEFITS

- ▶ When the LO Department receives a Clinic Notice form, the Affiliate is sent an Education Packet:
  1. Attendance Sheets (if applicable for in-person clinics)
  2. A data pull of the licensed officials due for education at the clinic

# COMMUNICATION

- ▶ Consistent with the past several years, we will send a memo to Affiliates to begin submitting Clinic Notice Forms for the 2022 competition year around June.
- ▶ Our goal is to be able to have an education calendar by October 1 for the LOs.



# ATTENDANCE SUBMISSION

- ▶ Scroll down past the Forms & Publications to the two picture tiles

### Attendance Sheet Template

Attendance sheet template for in-person clinics.

 [Download](#)

### US Equestrian PowerPoint Template

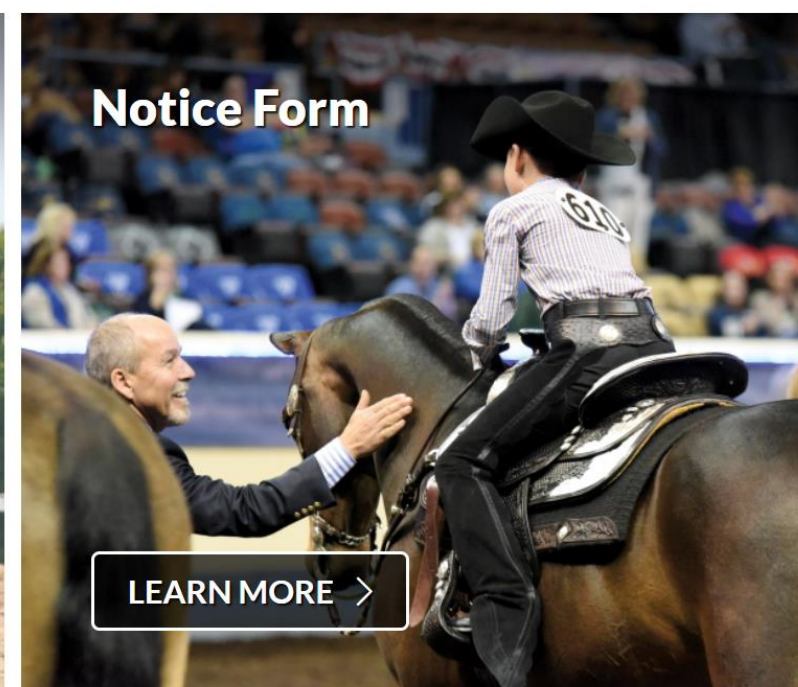
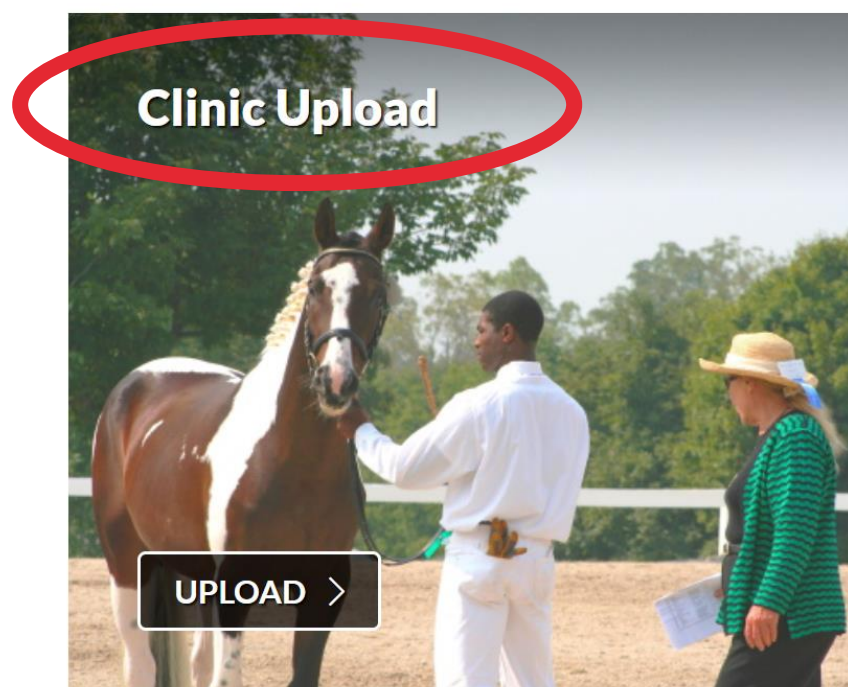
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 [Download](#)





# ATTENDANCE SUBMISSION

- ▶ This two-step process is any easy way to bulk upload your attendance (1) Enter clinic name and LO IDs (2) Verification

## Clinic Attendance Submission

Please enter the member IDs you wish to submit, as well as the clinic they are associated with. Member IDs can be separated by commas and new lines. You will have a chance to review and fix any incorrect or unmatched member IDs before final submission.

Clinic Name \*

IDs

SUBMIT

# ATTENDANCE SUBMISSION

- ▶ IDs can be entered two ways

1. Separated by line
2. Separated by comma

## IDs

1234

5678

8910

1234,5678,8910|



# ATTENDANCE SUBMISSION

- ▶ Once you submit the IDs, you will be taken to a verification page to ensure that all of the IDs correctly correlate to the correct LO

## Clinic Attendance Submission Review

### Matched IDs

The following are IDs that were able to be matched with member names.

5419384	AMBER BRAUN	Test Clinic - Jan 1, 2021	REMOVE
5082867	ALINA BRAZZIL	Test Clinic - Jan 1, 2021	REMOVE
5298523	LINDSEY SANQUENETTI	Test Clinic - Jan 1, 2021	REMOVE
5339780	ISABELLA O'BRIEN	Test Clinic - Jan 1, 2021	REMOVE

SUBMIT

# FUTURE PROJECTS

- ▶ The expertise and individualized education provided by the Affiliates is essential to well-trained LOs.
- ▶ USEF's goal is to provide comprehensive, consistent education to our LOs on topics pertaining to Federation policies, processes, reporting, etc.
- ▶ In order to supplement current clinic materials, the LO Department is working on a library of standardized educational PowerPoints that Affiliates will have access to for Affiliate-hosted LO clinics.

# USEF CURRICULUM

- ▶ Examples of what you might see in the Affiliate Library include:
  - ▶ Navigating the USEF Rulebook
  - ▶ LO Dashboard Navigation
  - ▶ Application Checklist System
  - ▶ Social Media for the Licensed Official
  - ▶ Regulatory Responsibilities
  - ▶ Presidential Modifications, Dispensations and Classification

# Q&A

- ▶ Is there something else we could provide within this tile to assist your organization?
- ▶ If you think of any questions after the webinar, please email [loinquiry@usef.org](mailto:loinquiry@usef.org)
- ▶ Clinic questions can be directed to Amber Braun, Education Specialist, [abraun@usef.org](mailto:abraun@usef.org)

# THANK YOU

- ▶ We hope this has been informational and look forward to your feedback.