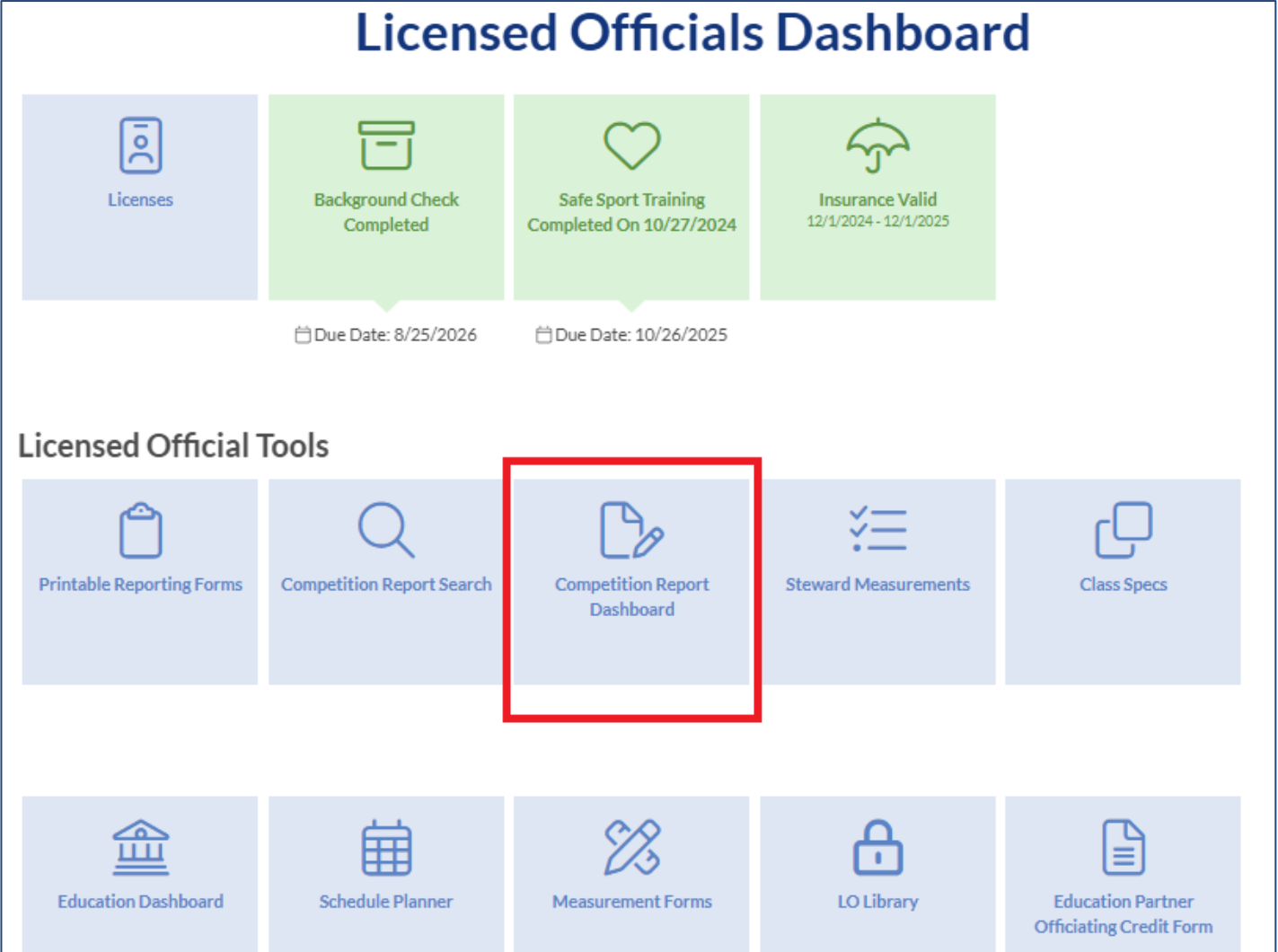




Where do I find the Steward/TD Report?

- It can be accessed via the Licensed Officials Dashboard under the Competition Report Dashboard.



The screenshot displays the 'Licensed Officials Dashboard' with a grid of icons for different functions. The 'Competition Report Dashboard' icon, which shows a document with a pencil, is highlighted with a red rectangular border. Below the main dashboard title, there are four green status boxes: 'Licenses' (blue icon), 'Background Check Completed' (green icon, due date 8/25/2026), 'Safe Sport Training Completed On 10/27/2024' (green icon, due date 10/26/2025), and 'Insurance Valid 12/1/2024 - 12/1/2025' (green icon). Below these are the 'Licensed Official Tools' which include 'Printable Reporting Forms', 'Competition Report Search', 'Competition Report Dashboard' (highlighted), 'Steward Measurements', 'Class Specs', 'Education Dashboard', 'Schedule Planner', 'Measurement Forms', 'LO Library', and 'Education Partner Officiating Credit Form'.

Licensed Officials Dashboard

Licenses

Background Check Completed
Due Date: 8/25/2026

Safe Sport Training Completed On 10/27/2024
Due Date: 10/26/2025

Insurance Valid 12/1/2024 - 12/1/2025

Licensed Official Tools

Printable Reporting Forms

Competition Report Search

Competition Report Dashboard

Steward Measurements

Class Specs

Education Dashboard

Schedule Planner

Measurement Forms

LO Library

Education Partner Officiating Credit Form

Where do I find the Steward/TD Report?

Competition Report Dashboard

Filter/Sort Competitions

Enter Competition Name or ID

Steward/TD Report Status

Not Started/In Progress

Sort By

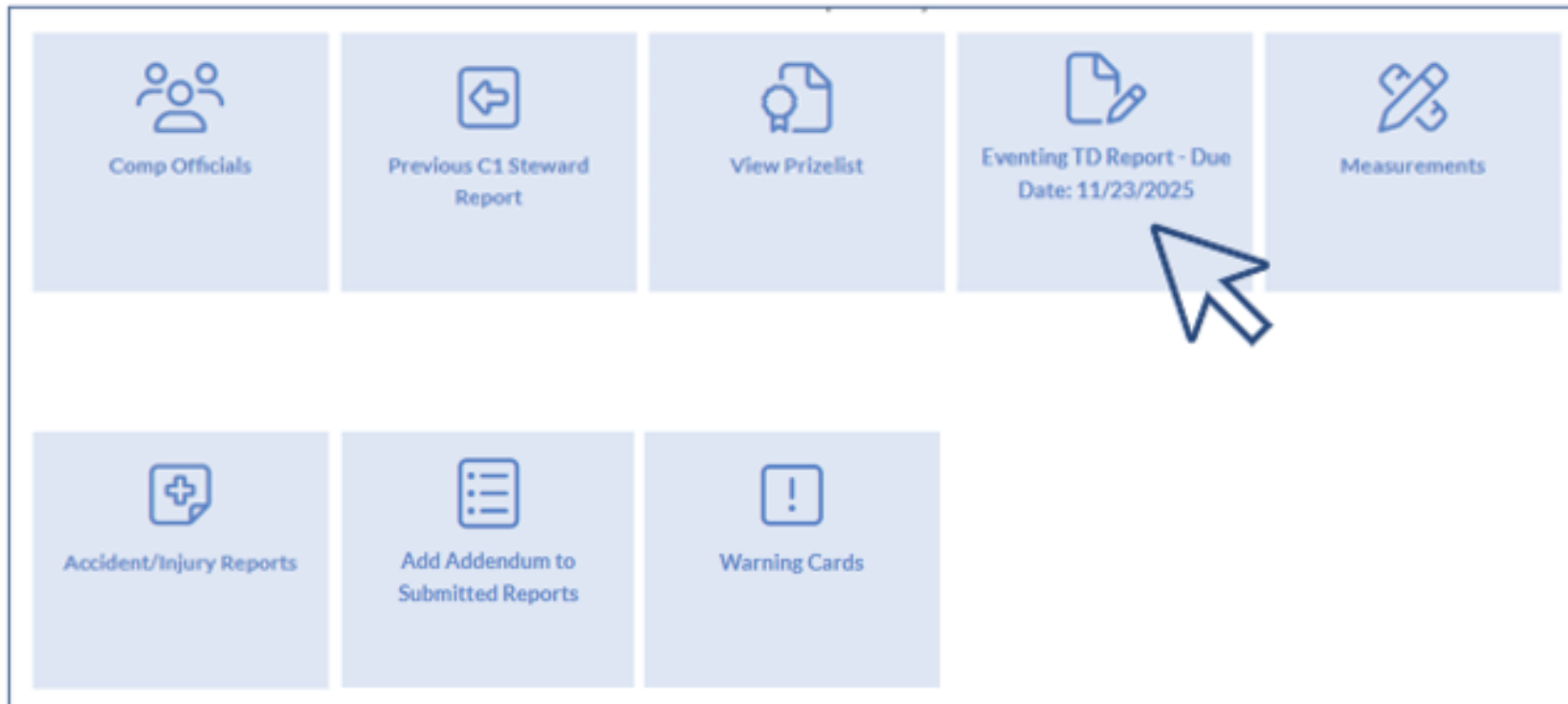
Start Date

ARABIAN TEST 10/24/2024 - 10/25/2024 Eventing Not Started - Due on 11/8/2024	TEST COMP 123 11/1/2024 - 11/3/2024 Eventing Not Started - Due on 11/17/2024	SUPER FUN HORSE SHOW 3/1/2025 - 3/2/2025 Regular/Multi-Discipline Hunter Rating: Regional Jumper Level: 1 Not Started - Due on 3/16/2025
--	--	--

- Once in the Competition Report Dashboard, click into the applicable competition tile.

Where do I find the Steward/TD Report?

- Select the Steward/TD Report tile to begin your report.
- This area can also be used to add an Addendum, update Competition Officials, or submit Accident/Injury Reports, Measurements, and Warning Cards.



Submitting a Steward/TD Report

- 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

FUN HORSE SHOW

Nov
08
2025

OCALA, FL
11/8/2025 - 11/9/2025

Manager

KAYLEY DIPERT (5709407)

Secretary

KAYLEY DIPERT (5709407)

BACK

CONTINUE

Submitting a Steward/TD Report

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

2025 Eventing TD Report

Competition Information

0%

BEGIN

Compliance With Rules

0%

BEGIN

Duration of Competition

0%

BEGIN

Safety Coordinator

0%

Submitting a Steward/TD Report

- To start 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

Submitting a Steward/TD Report

- Once a section is selected you will move into the report. The left side of your report will show all sections along with the percentage complete.
- Each section title listed is a direct link to the applicable section.

Competition Information	0%
Compliance With Rules	0%
Duration of Competition	100%
Safety Coordinator	0%
Safety and Welfare	17%
Accident/Injury	100%
Standards for Management and Facilities	0%
Dressage	100%
Show Jumping	0%
Cross-Country	0%
Officials	0%
Comments	0%
Attachments	0%

Compliance With Rules

- 1) * Were there any instances of equine cruelty or abuse reported or made known to you? (GR839) If yes, please explain.
☐ Yes ☐ No
- 2) * Were any charges or protests filed? (GR602 - GR604) If yes, please explain.
☐ Yes ☐ No
- 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](#)

Submitting a Steward/TD 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.

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

Submitting a Steward/TD Report

- 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.

FUN HORSE SHOW (346004)

Rachel Hurst

Competition Information

UPDATE

Dates: 11/8/2025 - 11/9/2025

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

The logo for the United States Equestrian Team, featuring a stylized horse head in profile, facing right, with the letters "US" in red and "EQUESTRIAN" in blue below it.

Submitting a Steward/TD Report

- 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.

FUN HORSE SHOW (346004)

Rach

Start Date *

11/08/2025

End Date *

11/09/2025

City *

OCALA

State

Florida

Facility *

Reason for Change:

BACK

SAVE AND UPDATE

FUN HORSE SHOW (346004)

ID

5709407

Name *

Kayley Dipert

Email *

kirwin@usef.org

Phone *

Reason for Change:

BACK

SAVE AND UPDATE

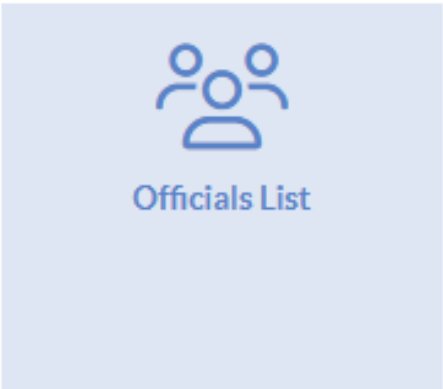


Updating Competition Information

Updating Manager/Secretary

Submitting a Steward/TD Report

- The competition officials are edited within the Officials List tile found within your Competition Report Dashboard.



HORSES AND PONIES (346088)

Rachel Hurst

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

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 within the report will bring you directly to that tile.



Submitting a Steward/TD Report

- Within the Officials List tile you will have the ability to add, edit, or delete officials as needed.
- This should allow 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 and resolved in a timely manner.

List of Officials for HORSES AND PONIES (346088)

FEl Officials and Guest/Special Officials are not editable. Updates to FEl 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	5209363	RACHEL HURST	C1 Steward, 'r'	Official violates Steward/TD eligibility rule	<div>UPDATEDELETE</div>
	5510116	JULIA BROZEK	C1 Steward, 'R'	Official violates Steward/TD eligibility rule	<div>UPDATEDELETE</div>
	5510116	JULIA BROZEK	C2 Steward, 'r'	Official violates Steward/TD eligibility rule	<div>UPDATEDELETE</div>
	5209363	RACHEL HURST	C2 Steward, 'r'	Official needs to renew membership	<div>UPDATEDELETE</div>



Submitting a Steward/TD Report

- Any items under the Required Documents section must be submitted prior to submission of the report.
- This can be done by uploading the document or checking off that it was Sent via Email.

FUN HORSE SHOW (346004)

Rachel Hurst

Attachments

Required Documents

Accident Preparedness Plan

☐ Sent via Email

File:

Choose File No file chosen

ADD

File size must be under 200 MB.

Additional Documents

Attachment

Type:

File:

Choose File No file chosen

ADD

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.

BACK

SUMMARY



Submitting a Steward/TD Report

- 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.

2025 C1 Steward Report

Your report has been submitted.

Competition Information

100%

UPDATE

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.



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

US Equestrian is requesting
additional information.

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

Competition Information100%

UPDATE

Compliance with Rules0%

BEGIN

Duration of Competition100%

UPDATE

Safety and Welfare0%

BEGIN

The Summary page will indicate any sections that require additional information by showing them as 0%. Any section still showing as 100% does not require any follow-up.

Report Follow Up

- 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

Report Follow Up

- 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.

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

Completing the Report

- 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.
- Please keep in mind that email is still available for any sensitive information or items that require additional discussion.
- Additional resources for reporting can be found [here](#).
- If you have any questions, please reach out to reports@usef.org.

