GUIDE TO USING THE SCHEDULE PLANNER

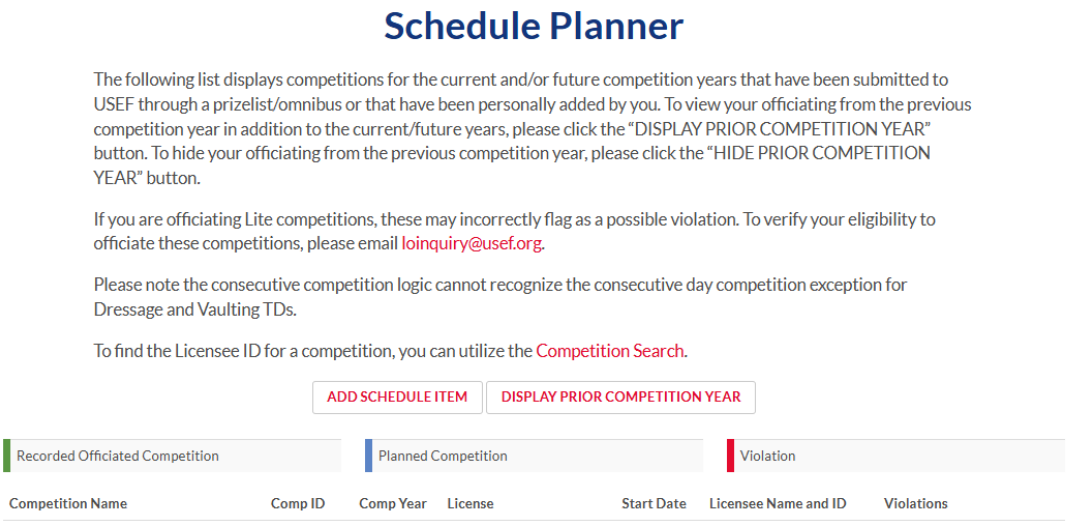
To help plan your future competitions, the Licensed Officials Department encourages you to use the Schedule Planner.

- Stewards and TDs can enter future competitions into the planning tool.
- The tool will flag competitions in red that may result in a GR1033 rotation rule violation.
- Want to confirm the potential flag with USEF? Email the Licensed Officials Department at loinquiry@usef.org.

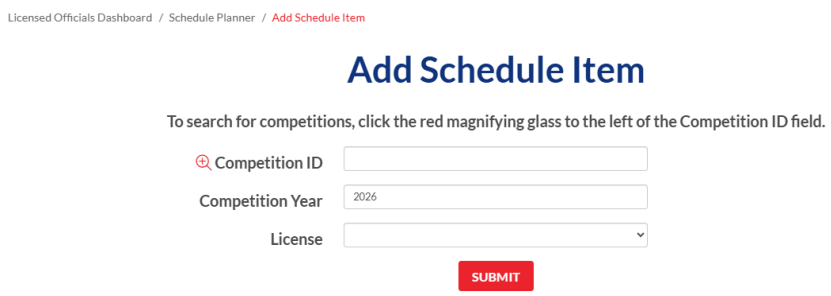
You can access the tool by following these steps:

1. Log into your account at usef.org.
2. Click on the Licensed Officials Dashboard tile on your My USEF Dashboard.
3. Click on the Schedule Planner tile.

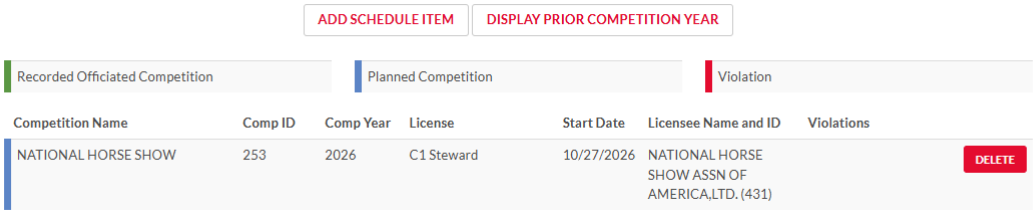
This is what you will see when you click on the tile:



You can add on competition at a time by clicking the "ADD SCHEDULE ITEM" button, filling out the three fields (Competition ID, Competition Year, and License) and clicking "SUBMIT". You can click the magnifying glass to the left of the Competition ID field to help you find competitions.



The schedule will update once you add a competition to the Planner:



You can add as many competitions to the Planner as you would like. Please note below is a theoretical example. Potential violations will be stated in the “Violations” column.

NATIONAL HORSE SHOW	335839	2026	C1 Steward	10/21/2026	NATIONAL HORSE SHOW ASSN OF AMERICA,LTD. (431)		DELETE
NATIONAL HORSE SHOW	253	2026	C1 Steward	10/27/2026	NATIONAL HORSE SHOW ASSN OF AMERICA,LTD. (431)		DELETE
TINGWICK AUTUMN IN NC	347539	2026	C1 Steward	11/07/2026	TINGWICK FARM (6029292)		
TINGWICK AUTUMN IN NC 2	347540	2026	C1 Steward	11/08/2026	TINGWICK FARM (6029292)		
DEVON	201	2027	C1 Steward	05/26/2027	DEVON HORSE SHOW & COUNTRY FAIR, INC. (177)		DELETE
DEVON	201	2027	C2 Steward	05/26/2027	DEVON HORSE SHOW & COUNTRY FAIR, INC. (177)		DELETE
LEXINGTON NATIONAL HORSE SHOW	727	2027	C1 Steward	08/11/2027	VIRGINIA HORSE CENTER FOUNDATION (688)		DELETE
NATIONAL HORSE SHOW	253	2027	C1 Steward	11/02/2027	NATIONAL HORSE SHOW ASSN OF AMERICA,LTD. (431)	Consecutive Officiating Under Same Licensee	DELETE