

ONLINE MEASUREMENT PORTAL USER GUIDE



For questions or comments, please email measurements@usef.org.

ACCESSING THE ONLINE PORTAL

Welcome to the USEF Measurement Portal. To begin, log into USEF.org, go to the Licensed Officials Dashboard, click on the Measurement Forms tile, and select “Continue To Online Measurement Process”.

Measurements Dashboard

☒ Continue To Online Measurement Process

☐ Upload Scan of Hard Copy Measurement Form

Online measurements pending submission to
USEF can be accessed in this area.

CONTINUE

Here, you can add a new measurement form, edit forms pending submission and submit completed forms. Click on the white “Add measurement” button to start an online measurement submission.

Online Measurement Management

ADD MEASUREMENT

VIEW SUBMITTED MEASUREMENTS

Measurements Pending Submission to USEF

Measurements listed here have not yet been submitted to USEF for Review. To submit, please click submit button below.

Submitted	Competition	Card Type	Horse	Height		
11/8/2023	THE LAS VEGAS NATIONAL (3110)	Parade			EDIT	DELETE
11/27/2023	THE LAS VEGAS NATIONAL (3110)	Hunter/Jumper/Welsh	(5179712) - SILVER LINING	15.3	EDIT	SUBMIT

SUBMIT ALL

Note: When using the online measurement portal, the paper measurement form can be used as a worksheet but does not need to be sent to USEF.

GENERAL SECTIONS – COMPETITION INFO

When adding a new measurement, please click the magnifying glass search icon to fill in the USEF ID numbers for the Competition and Second Measuring Official. The competition and Second Measuring Official's information will autofill once the respective ID number is inputted within the ID field. If the Veterinarian does not have a USEF ID, please fill in their name.

The competition drop-down menu will display all upcoming competitions where you are listed as an officiating Steward or TD. You can select the respective competition from the list to autofill the information for that competition or you can choose "other" and search by competition ID. When you begin a new measurement, the competition information will pre-fill with the information from the previous measurement you submitted so you will only need to update the information on this page when you are starting measurements for a new competition.

Online Measurement Management

Competition Info

Competition

Other

Comp ID * 🔍

3110

Comp Year *

2023

Comp Name *

THE LAS VEGAS NATIONAL

Measuring Steward/TD - Melissa Lawson(4684194)

Second Measuring Official ID 🔍

Second Measuring Official Name

Holly Helbig

Second Official Type

Veterinarian

When the magnifying glass search icon is clicked, please select the correct option.

Find Competitions

Comp ID

3110

Comp Name

Start Date *

12/01/2023

to

11/30/2024

State

City

SEARCH

CLOSE

Dates	Competition Info	
11/11/2024 - 11/17/2024	THE LAS VEGAS NATIONAL ID: 3110 LAS VEGAS, NV	SELECT

Please complete the Measurement Stick Number, Measurement Type, and Measurement Date fields. It is important to choose the correct Measurement Type, as the requirements vary. The Measurement Date field represents the day you completed the measurement.

Measurement Stick Number *	Measurement Type *
1235	Hunter/Jumper/Welsh
Measurement Date *	
11/01/2023	

GENERAL SECTIONS – MEASUREMENT INFO

Purpose

Select the type of measurement being conduct from the Purpose field.

Purpose *
First
- First - Replace Expired Card - Protest - Appeal - Re-measurement - Change in shoeing status - Show Purpose

Horse/Pony Info

The Horse/Pony and Owner information will autofill once you enter the respective ID numbers.

Please use the magnifying glass search icon button to find the ID, Horse/Pony Name, Owner ID, or Owner Name and select the correct option.

Horse/Pony ID * 🔍		Horse/Pony Name
5056903		TEST PONY
Owner ID	Owner Name	Owner Email
4684194	MELISSA LAWSON	
☐ Owner is different from what is listed		Owner Membership Status: Owner must renew membership to obtain measurement card

Find Horses ×

Horse ID

Horse Name

Owner ID

Owner Name

ID	Name/Owner	Location	
5056903	TEST PONY Owner Name: MELISSA LAWSON (4684194)	LEXINGTON, KY	SELECT

Microchips, Markings, and Foal Date

Verify the markings that are listed by checking the box. If the Owner is different than what is displayed, check the "Owner is different from what is listed" box and continue with the measurement.

The microchip number is not required, but can be added if provided. If a number displays that is incorrect, please add a note in the notes field for us to address the issue.

A Foal Date is required. If the foal date is different than what the owner provided, the measurement may continue, but the owner must contact USEF to correct the discrepancy at horseservices@usef.org. In this instance, please include a note in the notes field of the form.

Microchip 12346578925	Note: Microchips are not required to be scanned as part of the measurement process but are permitted to be used as a method of identifying the animal
Color BLCK/WH TO	
Markings STAR. LH SOCK. CL ON FH.	☐ Verified Markings *
Foal Date 1/1/2006	Note: If foal date is different from what is listed, the owner of the pony must reach out to USEF to correct the foal date by emailing horseservices@usef.org

Height Section

The specific requirements by measurement type are outlined separately at the bottom of this document. Please click the respective link below to be directed to the corresponding pages:

[Hunter/Jumper/Welsh](#)

[Dressage/Combined Driving](#)

[Breed](#)

Notes

The Notes section is for any additional information that you wish to provide to the Federation or to add/correct markings. Please note any irregularities or inconsistencies in information on the measurement form in this section.

Notes

Signature and Saving of Forms

The signature field will need to be completed with the Steward/TD name in order to submit the measurement.

The “SAVE AND SUBMIT LATER” button can be used to save partially completed information. Any fields you have filled out will save and the measurement will show in the Pending Submissions area of your Measurement Dashboard.

The “SAVE AND COMPLETE” button will check the form to ensure all required fields are completed. If any missing information is found you will be directed to complete the missing field(s) before the measurement will be saved to your Measurement Dashboard.

Signature *

BACK TO COMP INFO

SAVE AND SUBMIT LATER

SAVE AND COMPLETE

Reviewing and Submitting

Saved and completed measurements can be reviewed on your Measurement Dashboard prior to submitting to USEF. Only completed measurements will be able to be submitted to USEF. The red bar to the left of the measurement indicates there information missing from the measurement that is required to be completed prior to submission. From this page, you can submit individual measurements by clicking the white “Submit” button for each measurement. You can also submit all complete measurements by clicking the red “Submit All” button at the bottom of the screen. The Submit All button will submit all completed measurements but will not submit any measurements with missing information.

Online Measurement Management

ADD MEASUREMENT

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HUNTER/JUMPER/WELSH MEASUREMENTS

For Hunter/Jumper/Welsh measurements, please verify that the Trainer provided the Horse/Pony Information and that the presented is 18 or older. Please use the magnifying glass search icon.

Trainer ID * 	Trainer Name *
☐ Verified Presenter is 18 or Older *	☐ Verified Trainer Provided Horse/Pony Information *

Next, verify Soundness and indicate shoeing status. *Note, if Horse/Pony Did Not Jog Sound is checked, you will be able to submit the measurement without filling out the height section.

Verified Soundness *
☐ Verified Soundness ☐ Horse/Pony Did Not Jog Sound
Shoeing Status *

Indicate Height in Hands. If the animal measures 14.0 ½, 14 will go in hands, 0 will go in inches, and ½ will go in Inch Fractions.

Hands *
14
Inches *
0
Inch Fractions
1/2

DRESSAGE AND COMBINED DRIVING MEASUREMENTS

Verify that Presenter is 18 or older and add Trainer ID. Verify soundness for Dressage, and indicate shoeing status. Please use the magnifying glass search icon.

Presenter ID * 	Presenter Name *
☐ Verified Presenter is 18 or Older *	
Trainer ID * 	Trainer Email *
Verified Soundness *	
☐ Verified Soundness ☐ Horse/Pony Did Not Jog Sound	
Shoeing Status *	

For Dressage and Combined Driving, indicate height in centimeters. Decimal points are permitted:

Centimeters *

148.0

BREED MEASUREMENTS

Verify that Presenter is 18 or older and add Trainer ID. Indicate shoeing status. Please use the magnifying glass search icon.

Presenter ID * 🔍	Presenter Name *
☐ Verified Presenter is 18 or Older *	
Trainer ID * 🔍	Trainer Email *
Shoeing Status *	

Add height in hands and heel heights in inches. If the animal measures 12.1 ½, 14 will go in hands, 0 will go in inches, and ½ will go in Inch Fractions. Arabians do not require heel measurements so the heel height boxes will not display if Arabian is selected for the measurement type.

Hands *	Inches *	Inch Fractions
12	1	1/2
Left Heel Height	Right Heel Height	
2 1/2	2 1/2	

For Saddlebreds, please indicate height with pads/plates, deduct thickness of pad/plate and list the true height. Please see example below:

Height with pads/plates		
Hands *	Inches *	Inch Fractions
Left Heel Height *	Right Heel Height *	
Thickness of pad/plate (pad/plate may not exceed ¼")		
LF *	RF *	
True height (Deduct thickness of pad/plate)		
Hands *	Inches *	Inch Fractions