



GUIDE TO ADDING OFFICIALS THROUGH THE OFFICIALS LIST TILE

The following information contains helpful tips and reminders for Competition Management, Stewards, and Technical Delegates (TDs) to add and edit national USEF Licensed Officials through the Officials List tile on the Competition Dashboard (Management) and Competition Reports Dashboard (Stewards & TDs). Competition Management is responsible for adding national officials at least 30 days prior to the start of the competition. Any questions regarding officials' eligibility or requirements can be directed to the USEF Licensed Officials Department at loinquiry@usef.org.

Note for Stewards & TDs: Competition Management should have already added their officials by the time you access the report. However, you can use the information below if you need to add additional officials or licenses when you complete your review of this section of the report.

To add licensed officials:

- Please note only the individuals listed in the below roles may enter and edit licensed officials for the competition:
 - Manager
 - Secretary
 - Any others with access to the account for the licensee
 - Stewards or TDs added by Competition Management
- Select the competition from the Dashboard.
- Click the Officials List tile.
- Click the ADD NATIONAL OFFICIAL button.
- Enter the ID number of the licensed official.
 - Open the [Licensed Officials Search](#) in a different internet browser tab to have all officials' USEF ID numbers readily available.
- Select all License(s) they will be using.
 - If applicable, select the National Function. See the National Function section below for more information.
- Click the ADD OFFICIAL button.
- Repeat until all national licensed officials are added.

General tips and reminders:

- Add all national officials, including Judges, Stewards, Technical Delegates (TDs), and Course Designers.
- Add all licenses each official will be using. For example:

- Hunter Judge **and** Hunter/Jumping Seat Equitation Judge, etc.
- Stewards and TDs cannot access the Steward or TD Report for a competition until they are added to the list of officials.
- Competition Management, Stewards, and TDs may edit the list of officials until the Steward or TD submits their Report for the competition.

FEI Officials:

- U.S. FEI Officials should not be listed with their FEI license in the National Officials section because they will use the respective USEF license for the national competition.
For example:
 - If an official holds both a USEF 'R' Jumper Judge license, and a Level 3 FEI Jumping Judge license, please only list them as using their 'R' Jumper Judge license.
 - Exception: U.S. FEI Jumping Stewards should be entered as FEI Jumping Steward Acting as Schooling Supervisor if they do not hold a Certified Schooling Supervisor license.
- If a Foreign FEI Official is officiating national classes, please select "Foreign FEI Official" as the license and the correct function from the National Function drop-down. For example:
 - FEI Foreign Official – Judge, FEI Foreign Official – Eventing CD, etc.
 - Do not list foreign FEI officials as an Unlicensed Official.
- Amendments to FEI Officials officiating the FEI portion of a competition must be submitted to feicomp@usef.org.

When to use the National Function drop-down:

- A National Function should always be entered when you are entering someone as an Unlicensed Official or a Foreign FEI Official.
- Eventing Judges should be identified as President or Member of the Ground Jury if acting in that capacity.

When to use the Unlicensed Official option:

- The Unlicensed Official option should only be utilized in the following situations:
 - Lite Competitions when using an Applicant Steward or Technical Delegate.
 - When entering an unlicensed Jumper CD or Combined Driving CD.
 - If an official has not renewed their license at the time you initially add your officials, we recommend checking again and entering them once they have renewed as opposed to entering them as an unlicensed official.