US EQUESTRIAN

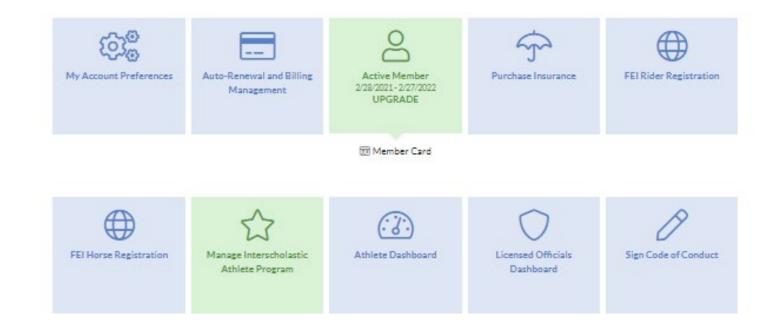# Interscholastic Athlete Program

How to navigate the dashboard

Requirements for the program

- To earn letters, athletes should be a competing or subscribing member

- Athletes looking to apply should be in 5th-12th grade and must provide proof of enrollment from their academic institution

- 2 ways to earn a Letter:

  - A student wishing to log his or her time needs to record a minimum of **100 hours of riding/driving/training**

  - A student wishing to use his or her competition experience must participate in at least **three (3) competitions (both USEF licensed and/or non-USEF licensed)** of any level or type to complete the requirements for that year

  - Lettering year runs from June1 – May 31

Member Dashboard

- Log into your Member Dashboard
- Select the Interscholastic Athlete Program Tile
  - This will be blue and say apply if you've never participated in the program in years prior
  - If you have submitted applications, this tile will be highlighted green and say "Manage Interscholastic Athlete Program"

Interscholastic Athlete Dashboard

- Once you click the tile- your Interscholastic Athlete Dashboard will appear
  - The dashboard will indicate which years you've applied for (UPDATE) and which years you have yet to submit an application for (APPLY NOW)

  - Next to the academic year it will say
    - Not applied
      - You need to click Apply now and fill out the online application as well as submit the $20 application fee
    - Requirements needed
      - You have not uploaded the required documents
      - In some cases, the proof of enrollment was accepted from your first submission and the hour log or competitions may appear as needed or vice versa
    - Reviewing
      - You have submitted the requirements and it is currently in our processing queue waiting to be approved/denied

Located at the top, you have access to 3 links- Requirements FAQ, Hour Log, and the Competition Verification Form

Interscholastic Athlete Dashboard

This page records your progress in the US Equestrian Interscholastic Athlete Program. If you have any questions, please email equestrianathlete@usef.org.

Requirements FAQ

Hour Log

Competition Verification Form

To complete the requirements you will need to upload your documents for each year by first clicking on the "Update" button for that particular year. Documents will not be reviewed until everything for the year has been submitted.

When a requirement is met the status will change to "Reviewing". Once all requirements are met and in the reviewing stage the application is then complete and awaiting approval.

Grade: 5 2015 - 2016	Not Applied		APPLY NOW
Grade: 6 2016 - 2017	Not Applied		APPLY NOW
Grade: 7 2017 - 2018	Not Applied		APPLY NOW
Grade: 8 2018 - 2019	Not Applied		APPLY NOW
Grade: 9 2019 - 2020	Reviewing	Proof of Enrollment - Reviewing, Competitions or Hour Log - Reviewing	UPDATE
Grade: 10 2020 - 2021	Requirements Needed	Proof of Enrollment - Needed, Competitions or Hour Log - Needed	UPDATE
Grade: 11 2021 - 2022	Not Applied		APPLY NOW
Grade: 12 2022 - 2023	Not Applied		APPLY NOW

Proof of Enrollment

- ‣ Click update next to the corresponding Lettering year
- ‣ Click Submit proof of enrollment
- ‣ This will take you to the following screen:

Upload Proof of Enrollment: 2020 - 2021

Documents will not be reviewed until everything for the year has been submitted.

Proof of Enrollment

Requirements: Submit transcript or report card from your school or home school program. Please black out your social security number if it appears on your transcript before uploading the document.

[Choose File] No file chosen

SUBMIT

Examples for proof of enrollment include:

- ‣ Schedule
- ‣ Student ID
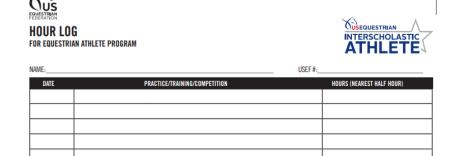- ‣ Enrollment letter
- ‣ Report Card
- ‣ Progress report

- ‣ Proof of Enrollment must state the NAME of the athlete, GRADE corresponding to application and SCHOOL of attendance. This may come in the form of transcripts, progress reports, report cards, a copy of a student ID or a signed letter from school administration
- ‣ Home schooling is perfectly acceptable; standard of proof is the same

Hour log

Interscholastic Athlete Program Update : 2020 - 2021

You may update information related to your appliction and/or upload documents to meet your requirements below. Documents will not be reviewed until everything for the year has been submitted.

SUBMIT PROOF OF ENROLLMENT   AND   SUBMIT COMPETITIONS   OR   MANAGE HOUR LOG

Update Application Information

Grade Level   10

School Name/Home School Program *   Catawba Ridge High School (9th) & SC Connections Academy (10t

Please check below if you would like USEF to notify your school of your participation in this program. A valid email address must be provided.

● Yes ○ No

School Email   ahughes@scca.connectionsacademy.org

UPDATE

If you are interested in earning a letter through logging hours training you have the option to download the hour log or logging the hours online.

‣ If you choose to log the hours manually, you would include the date, description of how the hours were earned, and the amount of hours for that day
‣ The program requires a minimum of 100 training hours to be logged between June 1- May 31st of the lettering year you wish to earn a certificate for

You also have the option to log hours online

‣ Click update for the Interscholastic year
‣ Click manage hour log
‣ Submit Hour log will then appear
    ‣ You have the choice to manually enter all hours or upload the document showing all hours
    ‣ Once you've entered in your hours you will hit add.
    ‣ If you've reached the 100hours min requirement then you would select done

Submit Hour Log : 2020 - 2021

Documents will not be reviewed until everything for the year has been submitted.

Log Hours

Requirements: Complete at least 100 hours of equestrian practice/training (riding, driving, vaulting, lunging, ground training, lessons) per year from June 1 through May 31.

Select which option you prefer to submit your hours:
● Manually enter all hours   ○ Upload a document showing all my hours

Start Date   m/dd/yyyy

End Date   m/dd/yyyy

Hours
Round to the nearest half hour, ex. 3.5

Description

ADD   DONE   EXPORT

Uploading Competitions

Interscholastic Athlete Program Update : 2020 - 2021

You may update information related to your appliction and/or upload documents to meet your requirements below. Documents will not be reviewed until everything for the year has been submitted.

[SUBMIT PROOF OF ENROLLMENT] AND [SUBMIT COMPETITIONS] OR [MANAGE HOUR LOG]

Update Application Information

Grade Level [10 ▼]

School Name/Home School Program * [Catawba Ridge High School (9th) & SC Connections Academy (10t]

Please check below if you would like USEF to notify your school of your participation in this program. A valid email address must be provided.

● Yes ○ No

School Email [ahughes@scca.connectionsacademy.org]

[UPDATE]

Manage Competition Requirements: 2020 - 2021

Documents will not be reviewed until everything for the year has been submitted.

Competition Requirements

Requirements: Compete in 3 competitions between June 1 and May 31.

Click update if you want to use these USEF competitions.

USEF Competitions

COOL DOWN DRESSAGE (328799)

Upload file for Competition 1
[Choose File] No file chosen

Upload file for Competition 2
[Choose File] No file chosen

Upload file for Competition 3
[Choose File] No file chosen

☐ Please check if one document is being used as verification for all three competitions.

[UPDATE]

Are you interested in earning a letter through competitions?

▸ The program requires 3 competitions between June 1- May 31st
▸ Once you click update for the lettering year, you will click submit competitions
▸ If you have competed in a USEF Show during that time frame it will automatically appear on your manage competitions page. If you have 3 competitions listed then you will just need to click update and they will attach
▸ If you are short 1-2 shows then you will need to upload a file for each competition and click update.

Competition Verification

Competition Verification Form

‣ If you have competed in non-USEF Licensed shows, you may need to utilize the competition verification form. There is a link to download the form which can be accessed on the main page of your Interscholastic Athlete dashboard
  ‣ Each competition must be completed on a separate page with signatures.

You also have the option to submit one of the following for competition verification:
  ‣ Screen shot of results from an online source, rider reports from a specific organization such as: IEA, USEA, specific breed registries or local organizations; a receipt from a paid invoice from a competition
    ‣ **All of these must CLEARLY state STUDENT'S NAME as a competitor, along with the COMPETITION'S NAME and DATE to meet the standards required by this program.**
  ‣ The following will NOT be accepted as competition verification: class lists, entry forms, news articles, photos of ribbons or awards, photos of an athlete sitting on a horse under a show banner, videos of an athlete riding at a competition, invoices for horse transport to and from competition grounds, email correspondence with trainer or coach about a competition, a word document that states that the athlete 'went to three competitions', certificates from completing a clinic, or compiled year-end results for an entire division of athletes.

‣ Multi-day shows will only count as **ONE** competition

Once you have uploaded three competitions, you will click update.

- Once all requirements have been uploaded/updated, your application will be submitted into our processing queue
- If you application was approved, you will receive an email with your Award Letter
  - If you have included an email for your school, your school will also be notified of your accomplishment with the Award letter and Certificate
  - We encourage each school to recognize their athletes in any type of year end award ceremony they may hold

  Please note until we receive all the correct documents, your status will show as reviewing/needed. Once completed, your update tab will show as certificate.

- Once you've completed your Lettering year- in addition to the Certificate you will receive the Interscholastic Athlete Patch for your first year as well as the Interscholastic Athlete Pin
  - Each additional year completed, you will receive an Interscholastic Athlete Pin

For any additional questions please reach out to equestrianathlete@usef.org

Be sure to check out [SHOP USEF](#) for the Lettering Jacket as well as other Interscholastic Swag