




How to Submit Your Entry

Getting Started

To get started with your registration, sign into your Pony Club account on ponyclub.org.

Once you are logged in, click on the "REGISTER HERE" link under the Special Events section.

Erin Dawne Roland - Member ID: 412805



Personal Information:
National Office Staff
2100 Evergreen Rd
Frankfort, KY 40601
Email: activitiescoordinator@ponyclub.org
Alt Email: N/A
Home Phone: N/A
Cell Phone:
Work Phone: N/A
[Update Username and Password](#)
[Update Personal Information](#)
[Membership Profile Resources](#)

Participating Membership:
None

Other Pony Club Memberships:
None

Additional Affiliations:
None

Special Events:
[Convention](#)
[Championships](#) - **REGISTER HERE**
[Festival - Championships - Education](#)

Leadership Positions:
[Championships](#)
[Leadership Resources](#)

Volunteer Positions:
[Volunteer of Bluegrass](#)
[Volunteer Resources](#)

National Committee/Board Positions:
Member, Virtual Pony Club
[Committee Resources](#)
[Committee Interest Form](#)

NOTE: Please adjust any of your personal information before beginning your Championships entry by Clicking on the "Update Personal Information" link.

Championships Eligibility

The Championships Eligibility section is where you can view all disciplines and division in which you are eligible.

Once you get to your Championships registration page, scroll down and you will find the Championships Eligibility section. This is where you can view all the competition eligibilities your regional supervisor (RS) or other designated volunteer marked you as eligible.

To register, click on the corresponding location you wish to register for.

DISCIPLINE/DIVISION	
Dressage/Standard Senior Training Level	Register for WEST
Dressage/Modified Senior Training Level	Register for WEST
Stable Manager	Register for WEST

Notice how the photo shows the option to enter as a stable manager. All competitors will have this option whether you have been marked by your RS or not.

If you do not see what you are eligible for, please contact your RS for clarification.

If you are a C-3, B, H-A or A member, your registration may look different due to your certification. If you are a C-3, B, H-A, or A member and you did not rally, you must have your RS's approval before registering for Championships. Please see all current rulebooks for more information on C-3, B, H-A, or A eligibility requirements.

National Members should contact events@ponyclub.org if they do not see their eligibilities on their table.

DISCIPLINE/DIVISION	
Approved for all Disciplines	Register for WEST
Stable Manager	Register for WEST

Completing Your Entry Form

When you open the application, you will see that all your information from your profile has been automatically uploaded. If this information is incorrect, please go back to your Pony Club Profile to edit the information. You will not be able to edit it here.

Lisa Reader
Championships WEST Registration
Dressage - Standard Senior Training Level

Please note: Certain fields are read-only and cannot be changed. Editable fields are indicated by blue arrows; required fields are indicated by a **red asterisk (*)**.

Are you willing to be a Team Captain? *
 Yes No ←

Name:

Address:

Email: * ←

Home Phone Number:

Cell Phone Number: ←

Participation Age:

Emergency Contact Name: * ←

Emergency Contact Email: * ←

Emergency Contact Cell Phone Number: ←

USEF Member Number: ←

Musical Freestyle: * ←

T-Shirt Size * ←

Complete all required fields including: your horse, volunteer, chaperone information, and your personal coach (if applicable). You CANNOT submit your entry without a volunteer or chaperone (Emergency Contact for those 18 and over)

There is a section for team notes. Your RS will be combining teams in the system, and it is very helpful for them to know who you'd like to be on a team with or if you are completing an entry for Mounted Games, your teammates.

Add Horse Info

No horse has been added. If you have a horse, use the *Enter Horse Information* button below to add the horse. (This form will be saved as *Incomplete* when you use the *Enter Horse Information* button).

Enter Horse Information

Team Notes

In the field below, please indicate the names of any competitors with whom you would like to be on a team. This includes if you would like to participate up in another age division of the same competition level. A reminder, team make up is at the discretion of the RS and Discipline Secretary who will consider your request.

Volunteers

Each competitor is required to submit a Volunteer to assist with the competition. This Volunteer may also be expected to serve as Team Chaperone if the competitor's team includes members under the age of 18. When entering your volunteer, please indicate if they are also willing to serve as a Team Chaperone if necessary.

Please enter one or more individuals who are willing to serve as a Volunteer during Championships.

Enter Volunteer

No volunteers entered.

At least one volunteer is required.

Coach

Individuals may bring a coach with them to Championships. A coach may NOT also serve as Chaperone or Volunteer.

Do you wish to bring your own Coach? *

Yes No

NOTE: you MUST provide your horse's TIP number on this application to be eligible for TIP awards. We will not be accepting TIP numbers after the Championships closing date.

Volunteer

Each competitor is required to submit a volunteer to assist with the competition. This volunteer may also be expected to serve as team chaperone if the competitor's team includes members under the age of 18. Please indicate if your entered volunteer is also willing to serve as a team chaperone if necessary.

NOTE: if the competitor is under the age of 18, this team chaperone button must be selected before proceeding. If they enter a volunteer and do not mark them as willing to serve as team chaperone, they should get a message that reads.

"As a competitor who is under the age of 18, you are required to have a volunteer who is also willing to serve as Team Chaperone. Click here to enter a different Volunteer".

Competitors should search for the volunteer in the database and select the correct one.

Lisa Reader
 Championships WEST Registration
 Dressage - Standard Senior Training Level

Search For Volunteer

Use the form below to search the Pony Club database for your volunteer. You may enter in their First Name, Last Name or any combination of those to search the database.

First Name: Last Name: Email:

Type:
 Adult ▼

Find Volunteer Cancel

Coach – Field shows only for mounted disciplines

Coaches are only required for Show Jumping and allowed for all other mounted disciplines. Select the “Yes” button if you are bringing your personal coach to the Championships.

Coach

Individuals may bring a coach with them to Championships. A coach may NOT also serve as Chaperone or Volunteer.

Do you wish to bring your own Coach? *

Yes No

Enter Coach Information

If you would like to enter your own personal coach, please search for them below. Following the Championships closing, all entered coaches will receive an email directing them to required Championships forms and payment.

Lisa Reader
 Championships WEST Registration
 Dressage - Standard Senior Training Level

Search For Coach

Use the form below to search the Pony Club database for your coach. You may enter in their First Name, Last Name, or Email address, or any combination of those to search the database.

First Name: Last Name: Email:

Type:
 Adult ▼

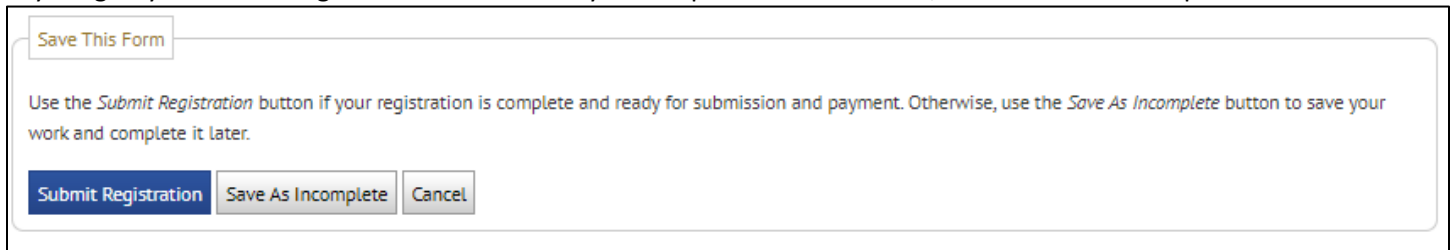
Find Coach Cancel

Please note that a coach may **not** also serve as a team chaperone.

Submitting Your Entry

You may either submit and pay for your entry or save it as incomplete to come back and finish later.

Once you hit the submit registration button, you will no longer be able to edit your registration. So, if you need to edit anything or you are waiting on information from your chaperone or volunteer, click “Save as Incomplete”.



The screenshot shows a registration form submission interface. At the top left, there is a button labeled "Save This Form". Below this, a text instruction reads: "Use the *Submit Registration* button if your registration is complete and ready for submission and payment. Otherwise, use the *Save As Incomplete* button to save your work and complete it later." At the bottom of the form, there are three buttons: "Submit Registration" (highlighted in blue), "Save As Incomplete", and "Cancel".

If you click the Submit button, it will ask if you’d like to go ahead and pay. You may either click, “Yes” or “No” button.

When submitting your payment, please only click on the payment button once to ensure the payment is only processed once.

Confirmation

After you’ve submitted and paid for your registration, you will receive a confirmation email of your entry.

Any questions about how to enter for Championships can be directed to events@ponyclub.org.