

# How to Fill Out an Entry Form For USEF/USDF Competitions

By Cynthia Johnson

Dressage show secretaries wish for a lot of things: good weather on the day(s) of the show; lots of entries; an army of committed volunteers; judges whose flights aren't delayed; horses and riders who arrive at the show healthy and stay that way throughout.

I suspect, however, that there is one elusive item that would be at or near the top of the wish list for virtually all show secretaries: a mailbox full of competitors' entry forms that are **correct, complete and submitted on time**.

"Oh, sure," you say. "I'd LOVE to be able to turn in error-free entry forms. But have you ever tried to fill one out? What's up with all that information they ask for? And who has to be a member of what?" And on, and on.

In the interest of helping out competitors who are new to entry form filling out, as well as those who have been long at it but feel they've never mastered it, we're going to offer some information that will, hopefully, ease your task—not to mention improve the lives show secretaries throughout Region IV.

Keep in mind that, in this article, we're going to be talking about filling out entry forms for **USEF/USDF-recognized shows**. Filling out entry forms for schooling shows is much easier because they're not regulated by national organizations like USEF and USDF, and the requirements for showing are correspondingly less complicated.

Before we turn to the entry form itself, here are a few general tips that will help ensure that your entries are processed correctly.

## ⇒ GENERAL TIP #1: WRITE LEGIBLY.

Better yet, print. Even better, get on your computer and go to [www.dressageshowinfo.com](http://www.dressageshowinfo.com), where you can fill out your entry form online. (Once you're on the site, click on "Central USA Omnibus." At the top of the page that comes up, click on "Entry Form." Click on "Entry Form-Field Entry," and an entry form that you can fill out on-line and print out will come up.)

Illegibly written entry forms are, from the standpoint of the show secretary, inexcusable. If you consider how many forms the secretary has to process, you can understand why competitors should do everything possible to make his/her job easier. In many cases, the show secretary is a volunteer, who has a job, a family, horses, etc. just like you. He or she shouldn't have to spend his/her life trying to figure out your handwriting.

## ⇒ GENERAL TIP #2: MAKE SURE YOU FILL OUT A SEPARATE ENTRY FORM FOR EACH SHOW.

If you're going to show at the Cornhusker Classic Schooling Show (Friday), the Cornhusker Classic I (Saturday), and the Cornhusker Classic II (Sunday),

you need to submit THREE separate and complete entry forms because each day's event is a separate show.

## ⇒ GENERAL TIP #3: MAKE SURE YOU GET ALL NECESSARY SIGNATURES.

You don't want to delay your check-in while you run around at the showgrounds trying to round up your mom, your coach, and the owner of the horse so they can sign your entry form.

## ⇒ GENERAL TIP #4: SUBMIT COMPLETE DOCUMENTATION WITH THE ENTRY FORM FOR EACH SHOW.

Documentation includes the following:

- 1) A copy of a current Coggins test report for the horse you're entering. (Note that "current" is defined differently for different shows, so read the showbill for the show you're entering to make sure your Coggins is up to snuff. For most shows, if you have a Coggins done before the show season, in the year you'll be showing, you'll be fine.)
- 2) A copy of USEF and USDF membership-status documentation for the rider, owner, trainer, and coach, or proof that they have applied for membership or a nonmember I.D.
- 3) A copy of the horse's USDF and, depending on what classes you're showing in, USEF numbers.

Since a set of the foregoing documentation needs to accompany each entry form, it will mean a bit of photocopying for you if you're entering more than one show in a weekend. But imagine being the show secretary and having to photocopy documentation for a whole show full of competitors who haven't turned in enough paperwork. *Hint:* Savvy competitors make and keep on hand enough copies of their documentation to see them through the show season.

For the computer-users among you, life has become a lot easier in terms of show documentation. You can get all necessary documentation on the USEF and USDF websites. Of course, if you want submit your documentation the "old-fashioned" way, simply photocopy the relevant membership cards and horse registration or recording certificate.

Here are the instructions for using the computer to call up and print off the necessary documentation:

### USDF

Go to [www.usdf.org](http://www.usdf.org). Click on "Membership" at the top of the homepage. On the page that comes up, click on "Search Membership & Horse Status," and you'll be able to call up and print all the documentation you'll need for your entry form—for yourself, your horse, and anyone else whose name is on your form. (Note that, for people, the member-status documentation may be

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found under one of several categories that you can click on, depending on what kind of membership status the person in question has.) You can even get verification that membership or horse registration has been applied for before it has actually been processed by USDF. And the show secretary will accept this documentation.

### USEF

Go to [www.usef.org](http://www.usef.org). On the homepage, along the left side, click on "Searches." Then click on "Horse Recording Search" or "Membership Search," depending on what you're looking for. Enter the horse's name, or the person's name, to bring up what you need. (The more information you enter, the more refined your results will be.)

What I'd recommend is that you take some time now, in the off-season, to go online and surf around. The USDF and USEF sites are fairly easy to navigate, and you'll find how easy it is to obtain the documentation you need.

⇒ **GENERAL TIP #5: LIFE WILL BE A LOT EASIER FOR YOU AND THE SHOW SECRETARY IF YOU TAKE CARE OF YOUR USEF AND USDF MEMBERSHIPS AND HORSE REGISTRATIONS WELL BEFORE THE SHOW SEASON SO YOU'LL HAVE ALL THE NECESSARY DOCUMENTATION WHEN YOU HAVE TO FILL OUT YOUR FIRST ENTRY FORM.**

If you don't have all of your USDF and USEF membership and horse documentation up to date when you send in your entry form, you'll have to do a supplemental submission of the necessary paperwork or you'll find yourself filling out (and paying for) affidavits when you check in at the show. There is a simple solution to this potential headache—have all the necessary documentation (for you and the other people who are named on your entry form) in place when you send in your entry form. Your check in at the show will be much easier if you do this.



Now that we've got the general tips out of the way, let's turn to an actual entry form, a copy of which is included as an insert in this issue of the *Contact*. (NOTE: The entry form insert was taken from the [www.dressageshowinfo.com](http://www.dressageshowinfo.com) website. There are a couple of forms on that site, and, despite the fact that they are slightly different versions, either can be used to enter shows.)

## ENTRY FORM, SIDE ONE

### *Name, Date of Show*

Remember that **you must fill out a separate entry form for each show you enter**. At the top of the form, you'll fill out the name and date of the show that you're entering with that form. For example, to enter the Saturday show during the 2006 Cornhusker Classic weekend, you'll write "Cornhusker Classic I" and put 5/20/06 in the space for the date. On the separate entry form for the Sunday show, you'll write "Cornhusker Classic II" and put 5/21/06 in the space for the date.

## Entry Form Lines 1-3

Looking at the first line of the entry form, you'll see spaces for: **Name of Horse; Previous Name of Horse (If Any); For Sale?; Breed Registry Initials; and Sex**. The main thing to keep in mind on this first line is to use the same name for your horse from show to show and from year to year, AND to use that same name when you register your horse with USDF, USEF, and NDA. **Do not** use the horse's barn name one time, his "formal" breed registry name the next, etc. If you do this, you run the risk of causing problems in the context of both the shows you enter and any year-end awards you may qualify for. For consistency's sake, it is better to use the horse's "formal" name for all paperwork—breed registry, USEF, USDF, and NDA.

The rest of the information asked for on line 1 is pretty self-explanatory. If there is no previous name for the horse or any breed registry initials (for nonregistered horses) you can leave the spaces blank or use "N/A" (not applicable).

On line 2, you're asked to provide the following information about your horse: **Height; Color; Coggins Date; Sire; Dam**. If you don't know the horse's sire and/or dam, you can just write "unknown." You should fill in the rest of the information on line 2 (and be sure to include a copy of the current Coggins report with your entry form; see page 3 of this article for more information about the Coggins report).

On line 3, you'll include: **Dam's Sire; Country of Birth; Year of Birth; Breeder; and Groom** (if any). (The "Passport #" called for is only for horses competing in international FEI-sanctioned events. In all other cases, you can leave this space blank or write "N/A".) You'll want to include whatever information on line 3 that you know about your horse. If you don't have the information, write "unknown" or, if you don't have a groom, write "N/A" in that blank.

## Membership & Horse Numbers

The next segment on the entry form is for membership and horse numbers assigned by USEF, USDF, and the local organization (such as NDA). **For NDA members, it's not necessary to fill in the "Local #" blanks because NDA does not make use of membership or horse registration numbers.**

Here are the general rules (see the sidebar at the end of this story for additional information):

### Horses

◆ **USDF** ◆ Any horse competing at a USDF-recognized show must have **either** a USDF Lifetime Horse Registration or a USDF Horse Identification Number (HID) **unless** he/she is competing only in Introductory Level, Quadrille, or Pas de Deux classes (in which case, he/she doesn't need a USDF number).

◆ **USEF** ◆ Any horse competing at a USEF-recognized show needs a USEF recording number **ONLY** if it is being shown in regional championship "qualifying" classes. If your horse is not entered in regional championship qualifying classes, he/she does not need separate USEF credentials. Rather, you can use his/her

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USDF Lifetime Horse Registration Number or his/her USDF Horse Identification Number (HID) on your entry form in place of a USEF number.

#### People

◆ **USDF** ◆ All **owners and riders** competing at a USDF-recognized show must have USDF credentials, **in order to compete**. As you'll note on the entry form, **the trainer and/or coach does NOT need USDF credentials**.

There are number of different types of USDF memberships that will enable an owner or rider to compete—although **it's important to note that the type of USDF membership you hold determines which USDF year-end awards you'll be eligible for**. The types of USDF credentials available to individuals include: a USDF Non-member Identification Number; a USDF Group Membership; a USDF Participating Membership.

If you have a USDF Participating Membership *or* a USDF Group Membership (which you receive automatically when you join a USDF Group Member Organization like NDA), you do not need to get a USDF Non-member Identification Number in order to compete. Correspondingly, if you're neither a USDF Participating Member nor a USDF Group Member, you'll need to obtain a USDF Non-member Identification Number.

◆ **USEF** ◆ As you'll note on the entry form, the Rider/Handler, the Owner, the Trainer, and the Coach at a USEF-recognized show must have USEF credentials, **OR** they must **each** pay the USEF nonmember fee of \$20, plus the dressage "discipline" fee of \$5 (for a total of \$25).

It's important to note that a person who is going to pay these fees must pay them **for each and every USEF-recognized show entered**. In other words, if the owner of a horse that is going to be shown in the Cornhusker Classic I & II is not a USEF member, he/she must pay \$25 for Cornhusker Classic I and \$25 for Cornhusker Classic II, for a total of \$50 (not to mention any other non-Nebraska USEF-recognized shows the horse may be entered in). Since a basic annual USEF membership costs \$40, it is worth it for such an individual simply to buy a USEF membership (and pay the \$13 annual dressage discipline fee, which will be discussed later).

A couple of things to consider in conjunction with the memberships required at USEF-recognized shows:

1) A minor who owns a horse being shown **can** be listed as the owner of the horse.

2) The "trainer" of the horse is not necessarily a trainer, as the word is commonly understood. Rather, the "trainer" is **the person who is responsible for the horse on the showgrounds**. It can be the horse's trainer, a parent, or other person.

#### **NOTE THREE THINGS ABOUT THE TRAINER:**

The "trainer" **must be present on the showgrounds during the show**.

The "trainer" **CANNOT be a minor** (even if the owner is a minor).

**If the "trainer"—i.e., the adult who is responsible for the horse on the showgrounds—is the parent of the rider or rider/owner, he or she**

**DOES NOT have to be a USEF member or pay the nonmember fee.**

#### **Classes & Fees**

To fill out this portion of the entry form, you'll need to get out the showbill for the show you're entering. Most USDF/USEF-recognized shows in Region IV are listed in the *Central USA Omnibus*, the hard-copy version of which is delivered by mail, and which is also available online at [www.dressageshowinfo.com](http://www.dressageshowinfo.com).

Once you've opened the [www.dressageshowinfo.com](http://www.dressageshowinfo.com) site, click on "Central USA Omnibus." When that page comes up, you'll need to figure out which pages of the booklet contain the show you're interested in. This year's Cornhusker Classic weekend shows are included in pages 49-50 of the 2006 Omnibus, so you'll need to click on "pages 41-50" to access the Classic showbill.

The information you'll need for the classes/fees portion of the entry form will be found in the showbill. For each class you want to enter, you'll fill in the **Class #** (get that from the showbill), **Division** (open, adult amateur, junior/young rider), **Class Description** (e.g., First Level, Test 2; Second Level, Test 4 Qualifying), and **Fees**. (NOTE: There are two, slightly different, entry forms on the [www.dressageshowinfo.com](http://www.dressageshowinfo.com) site. The two forms ask for basically the same information, although in differing formats.)

Note that when you enter a qualifying class 1) it will always be the highest test of the level, 2) it will be listed in the showbill with a "Q" following the class number. In other words, you can enter Training Level, Test 4 at the Cornhusker Classic I as either #46 or #46Q, depending on whether you want it to count as a qualifying score or not. If you enter it as a qualifying test, be sure to show the "Q" after the class number on the entry form, and pay the \$10 qualifying fee.

Once you've recorded all the tests you want to enter in the show for which you're filling out the entry blank, you can total the class fees and write that number in the box labeled "Subtotal Class Fees."

The other fees listed should be filled in as appropriate to your entry, as follows:

**Discipline Fee** – This is a fee that people usually pay when they join USEF. (Juniors do not have to pay the Discipline Fee.) If you have paid the dressage discipline fee (\$13 annually) upon joining USEF, your USEF membership card (or the credentials you can print out online) will say "May compete in dressage". If you're an adult USEF member who hasn't paid the fee, you will have to pay a \$5 "discipline fee" for each USEF-recognized dressage show you enter.

**IHP Discipline Dues** – This fee applies to international competitions only. Leave blank or put "N/A" in all other circumstances.

**USEF Non-member Fees** – This is the fee, discussed earlier, which has to be paid by any rider/handler, owner, trainer (except when a parent serves as the "trainer"), or coach who is listed on your entry form who is not a member of USEF. The fee is \$20 for juniors, and \$25 for adults (whose fee also includes a \$5 discipline fee). NOTE: If you pay the \$20 nonmember fee and the \$5 discipline fee indicated on this line, **do not** also pay the Discipline Fee in the space above. It's the same fee.)

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**USEF Horse Fees** – This fee of \$12 (also known as the “Drug & Medication Fee”) must be paid for each horse entered in each show. (The other, \$20 fee indicated on this part of the entry form for CDIs is a fee for horses competing in international dressage competitions—and can be ignored for shows like the Cornhusker Classic.)

**Office Fee and/or Bridle # Fee** – Check the showbill to see what the office fee is for the show you’re entering and whether or not there is a bridle number fee. Enter that total amount on this line.

**Stabling Fees** – Here, you need to enter the number of stalls you want **for the duration of the show for the horse whose entry form you’re completing**, the per-stall fee, and the total. Note that you only need to put the stabling fee down on one of your entry forms—usually on the entry form for the earliest show you’re entering the horse in. (In the case of the Cornhusker Classic, you should try to put the stabling fees for the whole weekend on the entry form for the Schooling Show, if you’re entering that, or the entry form for Cornhusker Classic I, if that’s the first show you’ll compete in.) Stabling fees for each show will be listed in the showbill.

**Tack Stalls** – Again, indicate your tack stall needs for the entire weekend and enter the total cost in the last column.

**Bedding** – If you are not going to bring your own bedding, put down how many bales of shavings you want, the price per bale indicated in the showbill, and the total amount for shavings. Note that some shows require you to buy shavings from the show. As is the case with stabling, this amount should be entered on only one entry form per weekend. (In other words, buy however many bales you’ll need for the weekend on one entry form—usually the entry form for the first show you’ll be in that weekend.)

**Late/Change Fee** – These are fees that will be listed in the showbill for each show, and cover circumstances in which you send in your entry after the closing date, you post enter, or you make a change in the classes you have entered after the closing date.

**Trailer In Charges** – This is a fee charged by shows that allow competitors to show out of their trailers. It is sometimes referred to as a “jump out” fee. Note that competitors at the Cornhusker Classic must have stalls; not jump out is allowed.

**Camping/Grounds Fee** – The showbill will indicate whether camper hookups are available on the showgrounds and how much they cost. Enter this amount here if you’re planning on hooking up an RV or camper.

**Schooling, Non-Compete Fee** – This is a fee, listed on one of the forms available on the [www.dressageshowinfo.com](http://www.dressageshowinfo.com) site, that is charged for people who want to bring their horse to the showgrounds without competing, usually for the purpose of acclimating the horse to the atmosphere of a show. The amount of this fee will be indicated in the show bill. Please note that **every horse on the grounds during a show must have an entry form and bridle number, even if they’re not competing**. So be sure to fill out and submit an entry form if you’re bringing a non-competing horse to the show. In such a case, you do

not have to show any USDF or USEF membership or horse registration numbers, nor do you have to pay any of the USEF fees such as the non-member fee or the drug/medications fee. Typically, you’ll just pay the non-compete fee, stabling, bedding, and tack. But you must fill out an entry form with all but the non-required information. (If you’re not sure how much of the information is required, contact the show secretary. If you’re using the form that does not have this category of fee specifically listed, include the “non-compete” fee under “Miscellaneous Fees”. )

**Miscellaneous Fees** – Check the showbill to see if there are any other, miscellaneous fees and enter them here if they apply to you.

**Total Fees** – Here, you will total all of the fees you’ve entered, including the class fees. You will write a check for this amount to the entity putting on the show and attach it to the entry form. If you’re entering more than one show, you can add all of the fees from all of the shows and just write one check. Be sure to be accurate in your addition when you total up your fees, so that show management does not have to deal with a refund or an amount due. They will thank you for your accuracy!!

### **Participant Information**

On the lower left portion of the entry form, you’ll enter information about the rider, owner, and trainer of the horse. The information requested is self-explanatory.

**Be sure to fill in the birthdate for the rider if he/she is a junior.**

Also **be sure the email address for the rider is legible**, as ride times may be sent out via email.

Finally, **be sure to circle the status of the rider** (open, adult amateur, junior/young rider).

### **ENTRY FORM, SIDE TWO**

Once you’ve made it through side one of the form, flip it over and complete side two.

Side two is generally easier to fill out, but there are some things that you should be aware of:

1) Under “Stabling Information”, fill in who, if anyone you’d like to be stabled with. If there is a group of people who want to stable together, they should decide on one person’s name/stable name/etc. to put on their entry forms and *everyone* should use that name so the person making stall assignments can figure out your wishes.

2) It is under “Stabling Information” that you should also put any special requests such as “Stallion—need corner stall”, or “stall next to Trigger”.

3) Check the days (or part days) you’ll be in the stall.

Moving to the bottom of the form, the following people **MUST** sign the form: the rider, the owner, the trainer (remember, this is the adult responsible for the horse on the grounds, not necessarily the actual trainer). **There must be a signature in all of these boxes, even if the same person is the rider, owner, and trainer.**

If there is a coach, he/she must also sign the form.

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In all cases, be sure that signatories print their names under the signatures.

The name and phone number of the rider's emergency contact must be filled in, and the appropriate box checked under the question having to do with the rider's citizenship.

Finally, **and this is very important**, if the rider is under 18, the parent or guardian **must** sign where indicated and print his/her name following the signature.

Once all the above is done, attach your documentation (rider/owner/trainer/coach's member numbers as appropriate, along with horse registration information) to the form—as well as to each subsequent form you fill out. Include one copy of your Coggins test report and a check covering all fees with the packet of entries and mail it in to the person indicated on the showbill by the entry closing date.

**The following information describes the human and equine credentials that must be obtained in order for a horse-rider pair to compete in a show recognized by the United States Dressage Federation (USDF) and the United States Equestrian Federation (USEF). All credentials can all be applied for online by going to [www.usdf.org](http://www.usdf.org) and [www.usef.org](http://www.usef.org).**

## HORSES

### USDF

Horses competing at USDF-recognized shows must have **either** a USDF Lifetime Horse Registration or a USDF Horse Identification Number (HID) **unless** he/she is competing only in Introductory Level, Quadrille, or Pas de Deux classes, in which case he/she does not need USDF credentials.

**USDF Lifetime Horse Registration** – Cost: \$65 (does not have to be renewed). Benefits: enables horse to compete at USDF-recognized shows and to qualify for USDF Year-End Awards and regional championships.

**USDF Horse Identification Number (HID)** – Cost: \$25 (does not have to be renewed). Benefits: enables horse to compete at USDF-recognized shows. Drawback: horse cannot compete for USDF Year-End Awards or qualify for regional championships. Note that an HID can be upgraded to a USDF Lifetime Registration at any time for \$45.

### USEF

If your horse is not entered in regional qualifying classes at a USEF/USDF-recognized show, he/she does not need separate USEF credentials. Rather, you can use his/her USDF Lifetime Horse Registration Number or his/her USDF Horse Identification Number (HID) on your entry form in place of a USEF number. However, if you enter qualifying classes, the horse must be recorded with USEF.

**USEF Annual Horse Recording** – Cost: \$75 (must be renewed annually). Benefits: enables horse to compete in regional qualifying classes.

**USEF Lifetime Horse Recording** – Cost: \$200 for horses three years of age and older; significantly less for younger horses (does not have to be renewed). Benefits: same as for USEF Annual Horse Recording.

## PEOPLE

### USDF

Any individual competing at a recognized show as an owner or rider must have either a USDF membership or a USDF Non-member Identification Number. (Trainers and coaches do not have to have USDF credentials.) The types of individual memberships available include Participating Membership and Group Membership. The latter membership is automatically granted when an individual joins a USDF Group Member Organization like NDA. If an individual does not have a USDF membership, he/she can still compete in USDF-recognized competitions by obtaining a USDF Non-member Identification Number. Competitors should be aware that, while one can show at a USDF-recognized show with any of the credentials mentioned, not all credentials entitle the holder to USDF Year-End Awards.

**USDF Non-member Identification Number** – Cost: Free, unless you want USDF to send you a Non-member Identification Number card, in which case the charge is \$10. If you don't get a card, non-member credentials can be downloaded from the USDF website. The Non-member Identification Number does not have to be renewed. Drawback: does not allow holder to compete for any USDF Year-End Awards.

**USDF Adult Participating Membership** – Cost: Adult - \$62, less \$15 if you also belong to a GMO (\$47 total). Must be renewed annually (but note that you can also purchase a five-year Participating Membership or a Lifetime Participating Membership). Benefit: holder can compete for all USDF Year-End Awards (horse and rider awards) as well as qualifying for and competing in Regional Championships.

**USDF Junior Participating Membership (less than 21 on December 1)** – Cost: \$35 (no discount for GMO membership). Must be renewed annually. Benefit: holder can compete for all USDF Year-End Awards (horse and rider awards) as well as qualifying for and competing in Regional Championships.

**USDF Group Membership** – Automatically granted when person joins a USDF Group Member Organization like NDA. Benefit: holder can compete for USDF Rider Awards. Drawback: holder cannot compete for USDF Awards other than Rider Awards and cannot qualify for or compete in Regional Championships.

### USEF

Any individual participating in a recognized show as an owner, rider, trainer, or coach must either be a USEF member or must pay a USEF Non-member Fee (\$25 adult; \$20 junior) at each show entered. (NOTE: When a junior rider or junior rider/owner's parent serves as "trainer"—i.e., the adult who is responsible for the horse on the showgrounds—the parent does not have to be a USEF member.)

**USEF Adult Membership** – \$40, plus Dressage Discipline Fee of \$13; total \$53. Must be renewed annually.

**USEF Junior Membership (less than 18 on December 1)** – \$35 (no Discipline Fee required) . Must be renewed annually.

**Amateur Cards** – In order to compete as an amateur, USEF adult members must indicate on their membership applications that they are amateurs as USEF defines that term. There is no charge for this for members. However, if a USEF non-member wants to compete in the amateur division, he/she must obtain a Non-member Amateur Card, which costs \$30 annually.