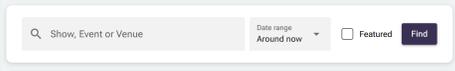


## Equestrian Hub – Tips for Ottawa Dressage Festival Entries

<https://equestrian-hub.com/>

<p>1. Find the ODF show</p>	<p>On the Equestrian Hub site, scroll down and you will see a search bar for “Show, Event or Venue”. Type in “Ottawa” and the Ottawa Dressage Festival (ODF) shows (CDI/CPEDI and National) will appear. Select the one you wish to enter.</p>  <p>If you have not used Equestrian Hub before, you will be required to create an account. Otherwise, you can log in with your previous username and password.</p>
<p>2. Create a new entry or find an entry that has been started</p>	<p>The system allows you to start your entry and then come back later to edit information or enter classes.</p> <p>If you hit “Select classes” from the opening screen, you create a new entry.</p> <p>To find your entry once you return to the system:</p> <ul style="list-style-type: none"> <li>▪ Open Equestrian Hub link/app</li> <li>▪ Go to the left-side bar and select the correct show (National or CDI/CPEDI)</li> <li>▪ Select the “Read details and enter”</li> <li>▪ Select the entry you would like to edit.</li> </ul> <p>If you create a duplicate entry by mistake, continue using one of the two and submit only one entry. (We will delete the duplicate later)</p> <p>Note that multiple horses for the same rider can all be put on the same entry.</p>
<p>3. Select your role</p>	<p>For the initial creation of your entry, you can specify if you are entering as the athlete/rider or entering as a coach, owner or manager. The easiest way is to enter as an athlete. If you are entering for someone else, choose a role other than “athlete” i.e., either coach or manager. Otherwise, it will assume you are the athlete and use your profile as the rider and make other assumptions and defaults.</p>
<p>4. Select classes</p>	<p>Many classes at ODF have multiple category options: open, amateur, and junior, e.g.:</p> <ul style="list-style-type: none"> <li>▪ 14.0 Training 1 (Open), 14.1 Training 1 (Am), 14.2 Training 1 (Junior)</li> </ul> <p>Make sure you choose the one that matches your category.</p> <p>If you enter a class by mistake, you can delete it by scrolling to the bottom of the main screen to “Entry Summary” and clicking the x beside the class you’d like to delete.</p>
<p>5. Adding and editing personal and horse information</p>	<p>If you have used Equestrian Hub before, your information will already be in the system. If not, you will need to create new profiles for you and your horse(s). Information can be updated/edited at any time before you submit your entry.</p> <p>Note that the date format in BHO is mm/dd/yyyy.</p>
<p>6. Coaching information</p>	<p>Coaches must be EC licensed or registered.</p> <p>If you do not have a EC licensed or registered coach, enter yourself as coach.</p>
<p>7. Stabling information</p>	<p>If you have a stable group, add the name when you “reserve” your stabling stall. Try to have everyone in your stable group enter the same stable group name.</p> <ul style="list-style-type: none"> <li>▪ The CDI/CPEDI show has an option to add a tack stall.</li> <li>▪ For the National show, if you require a tack stall, add a second stall for your horse.</li> </ul>
<p>8. Stabling Extras</p>	<p>Stabling extras (hay, shavings, extra stall days) can be added when you add your stabling or can be added separately in the “Entry Summary” section.</p> <p>Golf carts can be added in the “Entry Summary” section under “Other Fees”.</p>

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9. Required Question	<p>You must agree to the terms and conditions found in the Prize List and Waiver form. These documents are found at the top of the ODF show page. Click the dash (-) so it becomes a check (✓) and “Save” to indicate your agreement.</p> <div data-bbox="456 323 769 390"><p>Waiver</p><p><input checked="" type="checkbox"/> I have read the waiver and confirm that I agree *</p></div>
10. Required documents	<p>Vaccination records and Coggins testing results are required and can be uploaded using the “Manage documents” button under Horse information.</p>
11. Non-competing horse	<p>If you are bringing a non-competing horse, you can enter it in the same record. You will see a button by Horse information.</p> <div data-bbox="467 585 686 632"><p>Add schooling horse</p></div>
12. More questions	<p>You can send questions or notify us of issues through Equestrian Hub using the “Notes” button at the bottom of the “Entry Summary” section or send an email to <a href="mailto:secretary@nationalcapitaldressage.ca">secretary@nationalcapitaldressage.ca</a></p>