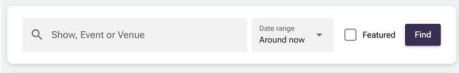
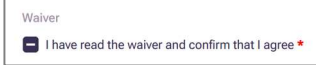
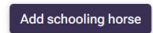


## Equestrian Hub – Tips for Ottawa Dressage Festival Entries

<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”. Type in “Ottawa” and the Ottawa Dressage Festival (ODF) shows (CDI/CPEDI and National) should appear. Select the one you wish to enter.</p> 
<p>2. Select your role</p>	<p>At the initial screen, 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>3. 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>▪ 15.0 Training 1 (Open), 15.1 Training 1 (Am), 15.2 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>4. 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>5. 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>6. 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>7. 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>
<p>8. Required Question</p>	<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.</p> <p>Click the dash (-) so it becomes a check (✓) and “Save” to indicate your agreement.</p> 
<p>9. Required documents</p>	<p>Vaccination records are required and can be uploaded using the “Manage documents” button under Horse information.</p> <p>Note that Coggins testing results are no longer required.</p>
<p>10. Non-competing horse</p>	<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> 
<p>11. More questions</p>	<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>