

## 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. 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>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>In the left-hand column, you will see “My Horses”. You can enter your horse(s) if it is not in the system already.</p> <p>Note that the date format in BHO is mm/dd/yyyy.</p>
<p>3. Create a new entry or find an entry that has been started</p>	<p>The system allows you to start your entry and come back later to edit information or enter more classes. From the left-side menu, select the “My Entries” button to find a list of your entries.</p> 
<p>4. Select classes</p>	<p>Many classes at ODF have multiple category options: open, amateur, and junior, e.g.: 14.0 Training 1 (Open), 14.1 Training 1 (Am), 14.2 Training 1 (Junior-Rising Stars). Make sure you choose the one that matches your category. Note that Test of Choice (ToC) classes are all “Open”.</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>Note that multiple horses for the same rider can all be put on the same entry. When you select a class, it will request the horse’s name. A separate bridle number will be assigned for each.</p>
<p>5. Non-competing horses</p>	<p>If you are bringing a non-competing horse, you can enter it in the same entry as your competing horse. You will see a button (“Add schooling horse”) in the Personal and Horse Information section.</p>
<p>6. Coaching information</p>	<p>Note that ODF is required to check coach status for all entries, as all listed coaches must be either EC Licensed or have Temporary Coach Status. If you do not have an Equestrian Canada licensed or registered coach, enter your own name as coach in the entry.</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 (usually the barn name).</p> <p>Only select “Day Stall” if you are just there for one day.</p>
<p>8. Adding stabling extras and golf carts</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	You must agree to the terms and conditions found in the ODF 2025 Prize List (located on the ODF website) and Waiver form (in Prize List and on ODF entry page). Click the dash (-) so it becomes a check (✓) and “Save” to indicate your agreement.  You must also list the “Responsible Person” for each horse and their contact information. (Responsible Person is defined in the Prize List and is an Equestrian Canada requirement.)
10. Required documents	Vaccination records and Coggins testing results are required and can be uploaded using the “Manage documents” button under Horse information.
11. Double-check before hitting “Submit”	Double-check your information before hitting the Submit button. Once you hit submit, your credit card will be charged with the fees. While the Show Secretary can change later, it’s easier to adjust before charges are made to your card. Contact the Show Secretary if you need any help.
12. More questions	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>