Eligibility Information

Information regarding Championships Eligibility can be found in either the discipline rulebooks or on the " Championships Eligibility Explained" chart on the Championships Information page.

For instructions on Marking Eligibilities, please see the Championships Information page.

Creating Teams

Navigate to your Regional Profile

To access the championships eligibility module, begin by logging in to your Pony Club profile by clicking the profile icon in the top right corner of your screen.

TIP: On the newly redesigned USPC website, you may no longer log in with your email address. You must use your username. Call the National Office for assistance if you are having trouble logging in.

Once logged in, scroll down your profile page to the "Leader and Volunteer Information" section. Here, select the light blue button that says "_____ Region Profile."

Championships Module

On your regional profile, scroll down to administrative tools, and select the Championships Management module.

Administrative Tools

Officer Roster	Member Management	Volunteer Management	Location Insurance Management	Centralized Financial Reporting System	Access/Submit Regional Documents
Championships Management	Request a National Certification	Promote Pony Club	Region Reports		

Registrations and Teams

At the time of team creation, all eligibilities should be marked and all registrations should be submitted. Click the blue "Championships Registrations and Teams" button.

Home > ███████ > Championships Management

Championships Management

Regional access to maintain various facets of Championships including marking members eligible to compete and creating and managing Championships teams are contained within this page.

Listed below are members in the region for whom you may record competition eligibility and/or approve their participation in Championships.

Members of the region will not be listed below if:

- They have not achieved the minimum D-2 HM certification,
- They will not meet the participating age requirement of 10 in the Championships year,
- Or are National Members.

As members complete their Championships registration, they may be viewed by clicking the Championships Registrations and Teams button. Championships teams may also be created in this area.

Championships Festival [Championships Registrations and Teams]

Member Registration Opens: 5/6/2024 8:00 AM (Eastern)

Member Registration Closes: 6/24/2024 12:00 PM (Eastern)

Regional Championship Team Formation Closes: 6/26/2024 12:00 PM (Eastern)

From here, you can create and edit teams, view registrations and volunteers, and print a registration report. After team are posted, you will be able to view posted teams. You can also see a breakdown of registrations and their team status.

Region Team Formation Deadline: 6/26/2024 1:00pm (Eastern)

[Create Team] [View Registrations] [View Volunteers] [View Posted Teams] [🖨 Print Registration Report]

2	2	0	0
Rider/Competitor Registrations Received	Rider/Competitor Registrations Not Assigned to a Team	Stable Manager Registrations Received	Stable Manager Registrations Not Assigned to a Team

Creating Teams

To create a team, press the blue "Create Teams" button. Select a discipline and division, and choose to either cancel, save team, or save team and add members.

Championships Management - Add New Team

Please complete the form below to add a new team to the application.

If you are creating a junior team or a team with a combination of junior and senior competitors, the team will be considered *Incomplete* until a Stable Manager is added. A Stable Manager is **REQUIRED** for teams with a junior competitor; teams submitted without a Stable Manager may be split at the Discipline Secretary's discretion.

SelectedDiscipline *	SelectedDivision *

Cancel		Save Team		Save Team and Add Members

If you select cancel, you will return to the Registrations and Teams page. If you save team, you ill return to the Registrations and Teams page with a new, empty team. If you select save team and add members, you will be led to the team page.

There are 3 sections: team members, team chaperones, and team coaches. Press the corresponding light blue buttons to add people to the team.

Tetrathlon - Midsouth Modified Intermediate Team

Team Members (+ Add Members)

ID	Name	Participating Age	Position
	No members have been added yet.		

Team Chaperones (+ Add Chaperone)

ID	Name	Dates Available
	No chaperones have been added yet. Chaperones are required for teams with members under 18 years old.	

Team Coaches (+ Add Coach)

ID	Name	Dates Available
	No coaches have been added yet.	

Team Members

If you select "Add Team Members, a pop-up will show with all members of a team that are entered in the division you selected. Check the box for every member you would like on the team, and press the blue "Add Selected Members" button.

On the team page, there is a dropdown for Team Captain. All members on the team that chose to be a potential team captain on their registration will populate in the drop-down. Select a team captain.

Team Chaperone

All teams with junior members must have a chaperone.

You may add a chaperone from the Pony Club database, or select a chaperone that was submitted with the registration of a team member. The chaperone submitted with a registration will only appear if that member is already on the team.

Team Coaches

Similarly to Team Chaperones, you may add a chaperone from the Pony Club database, or select a coach that was submitted with the registration of a team member. The coach submitted with a registration will only appear if that member is already on the team.

NOTE: More than one coach may be added to a team.

Press the "Save as Completed" button to submit your team or press "Save as in Progress" if you would like to return and edit the team.

Comments on the Team

Please place any comments you have for the discipline secretary in this field.

Teams in Progress

Choose the light blue pencil icon to edit any team, and the trash can to delete a team. Any members on a deleted team will be available to assign to a different team.

Click the arrow on the far left of the row to see a dropdown summary of who is on the team.

Teams in Progress

	Discipline	Division	Team Num	Team Nickname	Added		
>	Dressage	Standard Senior Training Level			6/5/2024	✏️	🗑️
>	Gymkhana	Senior Advanced			6/20/2024	✏️	🗑️
>	Quiz	Standard Senior C & Up			5/21/2024	✏️	🗑️

Teams Completed

Teams that are "Saved as Completed" can't be deleted, but team members, chaperones, and coaches can be edited.

If you save a team as completed that needs to be deleted, press the blue pencil icon to edit, and from here, you can opt to save as in progress or completed again. Save as in progress, and then press the blue trash can icon for that team.

Incomplete/Scramble Teams

If you can't create a full team in any discipline, discipline secretaries will merge and scramble teams after regional supervisors lose access.

Regional supervisors are unable to merge divisions in order to create full teams. If a team member wishes to ride up a division, please put that in the comments for the team. Any incomplete team or member not placed on a team will be placed on scramble teams. Discipline secretaries will merge and scramble teams after regional team creation ends.

For all information regarding Championships, check out the Official Festival Website. Any questions about eligibility or the approval process can be emailed to activitiescoordinator@ponyclub.org.