

Competition Report Dashboard Guidelines

The Competition Report Dashboard can be accessed via the Licensed Officials Dashboard.



INTRODUCTION

The Competition Report Dashboard was created to provide a more organized environment for Stewards and Technical Delegates to review competition information and submit applicable reports.

You can access the Competition Report Dashboard by following these steps:

1. Log in to your online USEF account at usef.org
2. Click on the Licensed Officials Dashboard tile
3. Scroll down to the Licensed Officials Tools section and click on the Competition Report Dashboard tile
4. To view more information about a specific competition, click on a competition



Within each competition page you will be able to:

- Submit the Steward/Technical Delegate Reports
- Review competition information, such as:
 - Rating/Level
 - Competition dates
 - Location
 - Previous year's horse count
 - Manager and Secretary
- View the Previous Years Report
- View the Prize List
- Add Addendums
- Submit Measurement Forms
- Submit Accident/Injury Forms

Prior to the start of the competition, management is responsible for entering all national officials by utilizing the Officials List tile on the Competition Dashboard. Once a Steward/TD is entered on the Officials List tile, that competition will appear on that Steward or Technical Delegate's Competition Report Dashboard.

This Dashboard replaced the previous Competition Reports tile, therefore all Steward/TD reports and Accident/Injury Reports will be submitted through the Competition Report Dashboard. While the location of the above-mentioned items has changed, all processes and requirements for submitting a Report and associated documents remain the same.

COMPETITION REPORT DASHBOARD

Each competition within the Competition Report Dashboard will have a status based on the Steward/TD Report.

- **Not Started** – the report has not yet been started
- **In Progress** – the report was opened and started but not completed
- **Submitted** – the report has been submitted to USEF
 - Stewards, TDs, and Managers will still receive an automated email when the Report(s) has been submitted

Each competition tile will also include basic competition information including:

- Competition Name/ID
- Competition Dates
- Competition Type
- Rating/Level
- Steward/TD Report Status

The Competition Report Dashboard will allow you to search for a specific competition name/ID or sort the competitions by start date, end date, Stew/TD report status, or competition type.

Licensed Officials Dashboard / [Comp Report Dashboard](#)

Competition Report Dashboard

Filter/Sort Competitions Steward/TD Report Status Sort By

BRIARWOOD FARM HORSE SHOW 5882 5/20/2023 Regular/H/J Jumper Level: 1 C1 Steward Report - In Progress by *Stew/TD Name* C1 Steward Report - In Progress by *Stew/TD Name*	2024 VAULTING COMP 339614 5/10/2024 Vaulting Not Started - Due on 5/24/2024
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What if the competition does not appear on my Competition Report Dashboard?

- There are two options that can be utilized to resolve this issue
 - Contact management and request they add you through the Officials List tile on the Competition Dashboard
 - Competition organizers now have the ability to add/edit officials up to 7 days after the last day of competition.
 - Contact our Licensed Officials Department at loinquiry@usef.org to be added to that competition

WITHIN EACH COMPETITION

Once a competition is selected from the Competition Report Dashboard, a new page will open with that competition's information along with additional tiles.

The top of each competition page will display:

- Competition Name/ID
- Competition Dates
- Competition Type
- Rating/Level
- Manager/Secretary
- Previous years horse count

Some tiles will not require any action and are solely there to provide information:

- Comp Officials – this will display the list of officials that have been entered by Competition Management
 - Any edits to officials made by Stewards/TDs are still to be done within the Steward/TD reports
- Previous Comp Reports – this will open up the previous year's Steward/TD report for your review
 - If the competition is in its first year of operation, or was cancelled the previous year this tile will not be active
- View Prizelist – this will provide you with the competition's submitted Prizelist
 - If no Prizelist was received this tile will not be active

The remaining tiles require action or allow you to submit different items:

- Steward/TD Report – This tile will be utilized to submit your Steward/TD reports
 - The tile will change colors based on the status of the report
 - **Green** – Submitted
 - **Red** – Within 5 days of the Due Date or Past Due
 - **Yellow** – Past Competition End Date
 - **Blue** – Before Competition Ends
 - This tile will also show the report due date.
- Accident/Injury Reports – This will bring you to the Accident/Injury online submission queue specific to that competition
 - This tile will reflect any Accident/Injury reports that are in progress and are pending submission.
 - If there is no further action required this tile will remain blue
- Measurements – This tile will bring you to the Measurements Dashboard
 - Please ensure the correct competition is selected prior to submitting a measurement
- Addendums – This tile can be used to submit competition report addendums
 - Please note addendums can still be submitted via email to reports@usf.org