

## Registering Instructions for Riders & Parents

IEL is coming into the 20th Century! We are no longer accepting paper show registrations, but our lawyers still require us to have copies of Rider Membership, Rider Eligibility, and Liability Waiver forms with signatures on them. All riders, parents, and trainers are welcome to attend the August 28<sup>th</sup> (7pm) meeting at Hansen Dam Equestrian Center to get questions answered and submit forms.

All of the mandatory registration forms requiring signatures are posted on the IEL website. The forms are available online in PDF format such that they can be completed electronically (typed) and saved or printed.

Every rider will need to submit the following forms for the 2017-2018 Season.

- Rider Membership Form
- Rider Eligibility Form
- Rider Liability Form [2017-2018 Waiver and Release is required by all riders]

Show dates are available on the Home Page at <http://www.theiel.org>

The 2017-2018 Rule Book is available on line. You must download the new files and review them.

Trainers need to complete an IEL membership form. There is no cost for Trainer Membership, and the form is available on the website.

### **Here is our new process:**

1. Please download and complete ALL forms (including signatures). Each rider member **MUST** submit the **Rider Membership, Rider Eligibility, and Liability Form** together as one packet. Incomplete forms will be returned and will delay the processing of your membership.
2. You may submit the forms one of two ways:
  - a. Mail all forms AND the check or electronic payment receipt (you must set up a rider account, see below) to:  
IEL, Attn: Show Secretary, 11333 Moorpark St. #204, Studio City, CA 91602
  - b. Scan the forms and electronic payment receipt and email them to [showsecretary@theiel.org](mailto:showsecretary@theiel.org).
3. Packets missing forms, signatures or payment will NOT be processed and will be returned
4. If you are a returning rider, please look up your IEL number on the website (under the tab labeled DIRECTORY). All points are tracked by your member number, and it will remain the same every season. We are missing some IEL numbers for riders who did not participate in IEL last year. If your number is not on the list, let the Show Secretary know so she can put it in the system.
5. Riders cannot complete their membership registration until the school is a member in good standing.
6. You may pay the Membership fee (\$75/rider) by check if you are mailing in the forms. You can pay by credit card, or PayPal via the IEL website after you create an account online (see below) . There is a \$25 penalty for rider membership forms postmarked after Oct. 1.
7. Once the school application has been processed, the rider application must be completed online. The instructions for creating a login and the registration form are found below and online. If the school name is not appearing on the pull-down menu, it means that the school has not completed the school registration.
8. Parents with multiple riders must indicate how many riders they are registering on the "Create Account" page.
9. The total number of dressage rides is 120. Ride times will be assigned first to Dressage only riders, followed by Jumper only riders. If enough spots remain open, other riders will be assigned times based on the date of electronic entry. The application for the senior awards is available on

the IEL website. Please make sure seniors understand they must compete in **three** shows this season to be eligible for the awards.

10. Be sure to update of any changes in your email, address, or phone during the year. We also need to know about changes in school and trainer.

#### **To create your rider online account:**

1. Please make sure your browser is accepting session cookies.
2. On the Home Page, click on the top menu "Registration." On the submenu, click "Create Login."
3. Indicate how many riders you will have under your email address.
4. The form will popup to create your login. If your school is not on the list, it means that your school has not completed their registration, and you can't complete your registration process. Check back.
5. **THE EMAIL ADDRESS YOU USE, IS THE EMAIL ADDRESS WHERE THE INVOICES WILL BE SENT!!!** Please think twice about using your rider's email address.
6. You will have the option of paying your membership fee (\$75/rider) either through the website (PayPal, credit card, or debit card) or receive an invoice which you can pay by check. Your membership fee must be paid before you can sign up for the first show.
7. After you have completed the login process, you will receive an email with your temporary password in it. You will need this temporary password when you come back to the website to login. As usual, you will need to change your password on the account settings to something you can remember. The button to change your password is located in the upper left hand corner of the website after you have logged in with your temporary password.

#### **Multiple Riders**

The new system is not well suited for family memberships, so please bear with us.

1. On the "Create Login," you need to indicate the number of riders you have.
2. You will only be able to register one rider on your membership. But don't worry, the show secretary will add your other riders on her end. They will be part of IEL as long as your membership is paid.
3. Pay your invoice.

#### **Show Signup**

We will NOT be accepting paper entries any more. All show registrations are done through the IEL website. The Show Entry deadline is the "Forms Due" date shown on the Home Page of the website. There will still be a \$75 late entry fee for show registrations received after the entry deadline. \* NO ENTRIES WILL BE ACCEPTED THE WEEK BEFORE THE SHOW. NO EXCEPTIONS!

The show signup is a 3-step process. We apologize for the inconvenience, but this is the way the system works. Once your membership fee (\$75/rider) is paid, you can sign up for the show. There will be a delay in signing up as it takes a while to get the payment through the system. It will happen.

It is easiest to click on the registration events on the left side of the Home Page.

1. **MANDATORY DEPOSIT** - Order and pay for your stalls or ground fee (non-refundable) and pay your mandatory show fees (refundable). **IF THIS MANDATORY DEPOSIT IS NOT MADE BY THE "FORMS DUE" DATE SHOWN ON THE HOMEPAGE OF THE WEBSITE, YOUR RIDER WILL NOT RECEIVE A SHOW NUMBER AND WILL NOT BE RIDING.** We must have your deposit when the forms are due.

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\* In the case of the first show, entries received Oct 15-21<sup>st</sup> will need to pay a \$75 late fee. No entries will be accepted after October 21<sup>st</sup> under any circumstance.

With the new system, this is a firm rule.

2. Pay for your Dressage classes (non-refundable). These must be received AND PAID by the Forms Due date for the show shown on the Homepage of the website!
3. Pay for the Hunter/Equitation/Jumper classes (refundable). These can either be paid at the time of registration or you can pay them at Hansen Dam the Saturday before the show when you sign up for classes – the old fashioned way.

If you have multiple riders to sign up for a show:

1. Register your first rider
2. Hit the “Invoice Me” button on the payment page
3. Hit the “New Registration” button at the bottom of the next page
4. Hit the “Next” button on the next page
5. And now, you can enter your second rider
6. After this entry, you can pay your invoice through PayPal if you want.

If your 3 invoices (Deposit, Dressage, and H/E/J) are paid by the Forms Due date for the show shown on the Homepage of the website, then you just need to come to signups to pick up your rider number and signup for class times. It may be wise to bring a print out of your paid invoices just because our system is so new.

Please have patience with us. We are all still learning the new system.

If you have any questions, email Carolyn Eberhard, Show Secretary at [showsecretary@theiel.org](mailto:showsecretary@theiel.org).

## Rider Check List

- Create account (you will be notified when your membership has been processed)
- Change Password on Account (temporary password received in an email)
- Pay Invoice for Membership (\$75/rider)
- Submit the following forms to IEL (signed):
  - Rider Membership Form
  - Rider Eligibility Form
  - Rider Liability Form [2017-2018 Waiver and Release is required by all riders]
- Register for show:
  - Order your Stalls and pay mandatory fees
  - Register for Dressage Classes and pay the mandatory fees
  - Register for Hunter, Equitation, and Jumper Classes
- Pay Invoice before Forms Due Date shown on the Home Page of the website
- Pick up show number (at Hansen Dam the Saturday before the show)
- Sign up for rider times (at Hansen Dam the Saturday before the show)
- Show!