



Dear School Representatives,

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 School and Rider Membership, Rider Eligibility, and Liability Waiver forms with signatures on them. All riders, parents and trainers are welcome to attend the August 28th (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.

IF YOU ARE A SCHOOL REP AND THE PARENT OF A RIDER, YOU MUST HAVE TWO EMAIL ACCOUNTS: ONE FOR THE SCHOOL REP AND ONE FOR THE RIDER ACCOUNT

Like last year, you will need to download all 2017-2018 forms from the IEL website. All forms must be filled out completely. You may bring completed forms to the August 28th meeting.

- School Membership Form – School Reps can register online and create an invoice to give to the school officials or you can pay the membership online via PayPal.

Please make copies of the following to give to your team members, or ask them to download them from the website.

- Checklist & Instructions for Riders & Parents
- Rider Membership Form
- Rider Eligibility Form
- Rider Liability Form [2017-2018 Waiver and Release is required by all riders]
- Show Dates and Deadlines
- 2017-2018 IEL Rule Book. It is available on line at <http://www.theiel.org>. Riders, parents and trainers should be instructed to download and review a copy.

Instructions.

1. All PDF forms are available online and they can be completed electronically (typed) and saved or printed. Once the forms are signed please email them to the show secretary or mail them to the IEL.
2. School Reps must register online with IEL in order to complete the school registration process.
3. School Membership Forms need to be filled out completely, including the insurance information and signatures, and returned to the IEL with payment of \$150 by check or online payment receipt. Incomplete school submissions will NOT be accepted and returned to the Team Representative. There is a \$25 penalty for forms postmarked after September 15, 2017.
4. If you are submitting the forms to a school Accounting Department PLEASE let them know that the payment MUST accompany the forms, and supply them with a backup copy for their records if needed.
5. Please review the Rider & Parent Instructions and make sure every rider receives them.
6. Riders cannot register or compete until the school is a member in good standing. Rider memberships received before the completed school application will NOT be **processed**.

7. If your school is paying the \$75 rider membership, then we will need the rider forms (PDF version) included with the payment. It will be your responsibility to submit the entire packet. If you are submitting the entire school rider membership, please verify the forms needed are included and properly completed including signatures. Encourage the rider to set up an account online and generate an invoice for the school.
8. IEL requires schools provide an actual certificate of insurance naming IEL as additionally insured, which **MUST** accompany the School Membership application. If the school does **NOT** have its own insurance, an additional \$200 must be remitted for the school's team to be covered under the IEL's policy.
9. The designated Team Representative information is to be listed on the School Membership form. Please remember to inform IEL of any changes of address or representative during the year using the contact update form online.
10. 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 date of the electronic entry.
11. A notice to seniors regarding the senior awards criteria 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.
12. Trainers need to complete an IEL Membership Form. There is no cost for Trainer Membership. The forms are available on line. Please let your riders know and have them email their trainers.

To create your online School Rep account:

1. 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. Click on "School Rep."
4. The form will popup to create your login.
5. **THE EMAIL ADDRESS YOU USE, IS THE EMAIL ADDRESS WHERE THE INVOICES WILL BE SENT!!! YOU MUST HAVE A SEPARATE EMAIL ACCOUNT THAT THE ONE YOU ARE USING TO REGISTER RIDERS FOR CLASSES!**
6. All schools **MUST** have liability insurance that meet the current IEL year's limits and would cover a claim arising out of a student's participation at a show, or the conduct of its team; the school must submit a certificate of insurance naming IEL as additionally insured as a condition of membership. If you do not have insurance coverage, please indicate that you need to purchase the IEL insurance for the season. The cost is \$200.
7. You will have the option of paying your school membership fee (\$150) and insurance (\$200 if required) either through the website (PayPal, credit card, or debit card) or receive an invoice with which you can pay by check.
8. Many of you will need to submit the invoice to your school for processing. The check and the signed forms must be returned to IEL by **SEP 15, 2017**.
9. 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 "change password button" is located in the upper left hand corner of the home screen when you are logged in with your temporary login.

If you have any questions, email Carolyn Eberhard, Show Secretary at showsecretary@theiel.org

School Rep Check List

- Create account
- Change Password on Account (temporary password received in an email)
- Pay Invoice for School Membership (\$150/school)
- Submit the School Membership Form