**Returning Rider Check List  
(after the school account is activated)**

☐ Logon to your account

☐ Click on the rider name in the upper left-hand corner

☐ Click on the button that says “Edit”

☐ **Add the name of your school on your personal information page**. Change any other necessary data such as trainer, address, phone number, email address. I have already made the bold assumption that our riders were all promoted to the next grade. You will also need to acknowledge that you have read the Terms and Conditions and our new refund policy

☐ Pay Invoice for Membership ($75/rider)

☐ Complete your Waiver (either on line or submit signed PDF)

☐ Register for show:

* Order your Stalls and pay horse fees (Registration Fees)
* Register and Pay for Dressage Classes
* Register and Pay 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 ride times (at Hansen Dam the Saturday before the show)

☐ Show!