

IHSA Individual Placement Form Help Guide

August 2012

Rider View

1. New rider joins IHSAinc.com and creates their membership account
2. Once logged into their new account note the "Fill Out Placement Form" item in the "Things to Do:" area.



3. Click the link to start filling out the placement form. The first page asks the rider to summarize their riding experience in either weeks or years.

Experience Summary

Please summarize your years/weeks of experience in each discipline and category.

Hunter Seat Flat

Riding: Years <input type="text" value="0"/>	Lessons: Years <input type="text" value="0"/>	Showing: Years <input type="text" value="0"/>	USEF Showing: Years <input type="text" value="0"/>
4H Showing: Years <input type="text" value="0"/>	AQHA Showing: Years <input type="text" value="0"/>	Breed Showing: Years <input type="text" value="0"/>	USDF Showing: Years <input type="text" value="0"/>
USEA Showing: Years <input type="text" value="0"/>	International Competition: Years <input type="text" value="0"/>		

NOTE: There is a "Save Draft" button on each page of the placement form. Rider may save their progress at any time and come back later to fill out the form. The form does not become final until the rider clicks the final submit button. After final submission Riders may NOT change their answers.

4. After filling out the experience, click the "Next Page" button to continue.
5. **READ the rules and guidelines.** These are important to filling out the questions correctly on the following pages.
6. Rider will enter name and membership number into any applicable field for associations they were affiliated with.

TO DOCUMENT / REFERENCE PRIOR COMPETITION RECORDS:

LIST YOUR NAME EXACTLY AS IT APPEARS IN ASSOCIATION RECORDS, AND list your ID# FOR each association in which you have actually competed (not just been a card holding member, but actually competed) :

United States Equestrian Federation (USEF):	<input type="text"/>
United States Eventing Association (USEA):	<input type="text"/>
American Quarter Horse Association (AQHA):	<input type="text"/>
National Reining Horse Association (NRHA):	<input type="text"/>
Other Associations:	<input type="text"/>

7. Click "Next Page" to continue the application
8. In the next two pages rider must answer each of the questions regarding their riding experiences. ALL questions must be answered.
9. After filling out all of the questions, rider will be presented with the final submit.
 - a. If rider agrees with placements, they will check the box and click the "Complete" button at the bottom of the screen.
 - b. If rider disagrees with any placement, do NOT check the box, enter reasoning in the comments box, and click the "Complete" button. This will flag the form for review.

Submit Placement Form

Your Hunter Seat Flat Placement is: Class 3 – Novice Hunter Seat Equitation on the Flat

I approve this Hunter Seat Flat Placement.

Your Hunter Seat Over Fences Placement is: Not Eligible for Over Fences

I approve this Over Fence Placement.

Your Western Placement is: Class 14 - Advanced Western Horsemanship

I approve this Western Placement.

Your Reining Placement is: Not Eligible for Reining

I approve this Reining Placement.

Rider Comments:

If you consider yourself a lower level rider than this form indicates, explain your circumstances below:

<< PreviousComplete

10. Once rider clicks complete, they will be asked to do a final submittal and confirmation.

By clicking the Final Submittal button, I release to IHSA, Inc. the use of my name, address, and photo images for use in IHSA, Inc. business. I have read and understand Rule I, 1200-1309 of the IHSA Rules and affirm that all submitted information is correct.

Final SubmittalCancel

11. After final submission, the rider can print out a copy of their placement form if they wish (or are requested to by coach/region president). A menu item "Placement Form" will appear once they have a final placement.

NOTE: In the current version, to print out ALL 4 pages of the placement form, you must PAGE through all 4 pages and print each individual page. We are hoping to fix this for future, but for now that is the only way to print out the form.

Coach View

1. Coaches can view the rider placement form in the Team Members view as shown below.
2. There are 4 number of options for what you can see for Rider Placement:
 - a. N/A = rider joined prior to this year and so does not have an online form to view
 - b. Pending = Rider has not yet finalized their form
 - c.  Review = Coach needs to review and approve (or disapprove) placement.
 - d.  = Placement form reviewed by Coach

Team Members

Quick Search: You are viewing the complete list of riders.

Riders (Current Year) Rider Account Information (All Years)

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z - All

View	HSA #	Entered	Name	Paid Status	Credit Card Payment		Membership Type	Placement Form	Make Alumni	Remove
					Approve Payment	Deny Payment				
	41212	10/6/2010	[REDACTED]	Paid	Not Applicable	Not Applicable	Combined [\$40.00]	N/A		
	47761	7/30/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Hunter Seat [\$30.00]	Pending		
	47764	8/2/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Hunter Seat [\$30.00]	Pending		
	47758	7/27/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Combined [\$40.00]			
	41615	10/20/2010	[REDACTED]	Paid	Not Applicable	Not Applicable	Western [\$30.00]	 Review		

3. To review rider placement form, click on the . You can click through the pages to review the questions/answers, or go to the "Display Print Version" for an easier review. "Cancel & Go Back" button returns you to the previous screen you were in.

IHSA Individual Membership Placement

Rider Name: Tester Rider
Team: Oregon State University

In order to compete in IHSA shows, an individual member new to IHSA showing must submit a completed IHSA Individual Placement Form online which will then be submitted to the team coach who will sign and forward it to the President College prior to the member's first show. Each rider must answer these questions honestly and fully to be placed in the appropriate level.

4. **Coaches cannot change any of the rider's answers on the form.** If you find a discrepancy, contact your Region President who can help you make the fixes needed.
5. To do the final submission, review the form and at the end of the form, there is a comments box and a checkbox.
 - a. To APPROVE the listed rider placements, check the "I approve this placement" check box and click the Final Submit button

- b. If you do NOT AGREE/APROVE the rider's placement, make sure the checkbox is NOT selected, enter your comments and click the final submit.

Rider submitted this Placement Form on 8/7/2012

Coach Comments:

Please give your comments below:

If you do not approve the Placements, this form will be reviewed by the Region President.

I approve these Placements.

6. Once the final submit is completed, the form will be "stamped" with the coach's name who logged in as well as date of the final submission.

Region President/Zone Chair View

1. Board members can view the rider placement forms per team in the Team Members view as shown below.
2. There are 5 different options for what you can see for Rider Placement:
 - a. N/A = rider joined prior to this year and so does not have an online form to view
 - b. Rider Pending = Rider has not yet finalized their form
 - c. Coach Pending = Rider has finalized their form, but coach has not
 - d. Review = Coach has flagged the membership form for review/stewarding and does not agree with the placements selected.
 - e. = Coach agreed with placement and form is completed and finalized.

Team Members

Quick Search:

You are viewing the complete list of riders.

Riders (Current Year) Rider Account Information (All Years)

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z - All

View	Print	HSA #	Entered	Name	Paid Status	Credit Card Payment		Membership Type	Rider Placement	Make Alumni	Remove
						Approve Payment	Deny Payment				
		47761	7/30/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Hunter Seat [\$30.00]	Rider Pending		
		47764	8/2/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Hunter Seat [\$30.00]	Rider Pending		
		46605	10/5/2011	[REDACTED]	Paid	Not Applicable	Not Applicable	Western [\$30.00]	N/A		
		47758	7/27/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Combined [\$40.00]			
		47767	8/4/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Hunter Seat [\$30.00]	Coach Pending		
		47759	7/29/2012	[REDACTED]	Unpaid	Not Applicable	Not Applicable	Western [\$30.00]	Review		

- To view a placement form click on the .
- To resolve placements that need to be evaluated the Region President will fill out the information similar to what we did on the old paper form. There is an area for Hunter Seat Evaluation and area for Western Evaluation. Region President needs to fill in comments, the two stewards who evaluated and date of evaluation. See below for example:

Regional President Comments:

If this rider is later moved to a lower division than is indicated on this form (per IHSA Rule 1304 and 5304, Rule 8102C), it must be indicated in this section, with names of 2 show stewards and the regional president. This form will automatically add the dates when it is submitted.

Hunter Seat Review

Final Flat Placement:
Class 1 – Walk-Trot Hunter Seat Equitation ▼

Final Over Fences Placement:
Not Eligible ▼

Explain circumstances below (Hunter Seat):

By typing a name in the entries below, this person approves this form.

Region President Name:

Steward 1 Name:

Steward 2 Name:

Review Date:

Western Review

Final Western Placement:
Class 11 -- Beginner Western Horsemanship ▼

Final Reining Placement:
Not Eligible ▼

Explain circumstances below (Western):

By typing a name in the entries below, this person approves this form.

Region President Name:

Steward 1 Name:

Steward 2 Name:

Review Date:

5. Once the final submit is completed by Region President, the “Review” designation will be removed and you will just see .
6. To print placement form, click on the . At the top of the form, there are two buttons:
 - a. Cancel & Go Back = returns you back to the previous screen you were at
 - b. Display Print Version = Opens new window with a printable version of the placement form.

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Team: Oregon State University

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