THE TRAINER CERTIFICATION PROGRAM IS PRESENTED BY
MARKEL INSURANCE COMPANY

SUMMARY INSTRUCTIONS FOR FILLING OUT YOUR TRAINER INPUT FORM

LOG INTO YOUR USHJA ACCOUNT: From the USHJA home page, click on Membership, then Online Account, and then enter your USEF ID and password.

CLICK ON THE TRAINER INPUT FORM: Under "USHJA Trainer Certification", click the "Trainer Input Form".

FILL OUT THE FORM: See detailed instructions below for any questions. There are three pages, fill out each page and click **"Save and Continue", and then "Save" on the last page.**

SEE YOUR NEW PROFILE: Click on "Programs" on the left side of the homepage, click on the "Educational Programs" tab, click on the "TCP" tab on the right, and then click on "Certified Trainers" in the horizontal line menu. Enter your name in the "Trainer's Name" box, and click search. Click on "View Full Profile" to see your detailed profile. *Note that it will take up to 24 hours for your profile to appear when you first create it; after that all changes will be immediate*.

QUESTIONS: You can email your questions and reports to TCP Administrator at USHJATCP@ushja.org.

DETAILED INSTRUCTIONS FOR FILLING OUT YOUR TRAINER INPUT FORM

It's easy to fill out your trainer input form to create your detailed trainer profile. No special knowledge is required, and the forms are intended to be self-explanatory.

Note that the first time you create your profile, it can take up to 24 hours for your updated detailed profile to appear (the update occurs each morning at 5:40 am Eastern). After your profile is visible, any further changes you make to your form should appear immediately after being saved.

STEP-BY-STEP WALKTHROUGH FOR CREATING A PROFILE:

1) LOOKING AT PROFILES:

It's probably best to look at some profiles first, to get a feeling of what you want to do with your own profile. (examples: Shelley Campf, Candice King, Julie Winkel)

FIND YOUR OWN PROFILE: If you are a Certified Trainer, you already have a blank profile loaded onto the site. From the USHJA home page, either click the "USHJA Certified Trainers Directory" box on the left side of the screen, or click on "Programs" on the left side of the homepage, click on the "Educational Programs" tab, click on the "TCP" tab on the right, and then click on "Certified Trainers" in the horizontal line menu.

In either case, you will be taken to the Trainers Basic Search page. Enter your first or last name or part of your name in the "Trainer's Name" box, and click the associated search button. You should be taken to a results page with your blank profile listed. Click on "View Full Profile" and it will take you to your profile page.

EXPLORE OTHER PROFILES: You can back up to the Basic Search page, and enter the name of a trainer you know has a profile. If you leave the "Trainer's Name" field blank and click the associated search button, you will see all trainers (most profiles are blank as of this writing).

At this point, to find some trainers with profiles, use the advanced search feature on the left side of the page. For example, click "Hunter" to get only trainers who have selected

that they teach hunters, and click the "Update" button. You will then see trainers who have completed the trainer input form (and indicated that they teach hunters). Browse their profiles to get a sense of what's going on.

NOW YOU'RE IN THE KNOW!

MAKE YOUR OWN PROFILE BY FOLLOWING THE INSTRUCTIONS BELOW.

2) LOGGING IN AND FINDING THE TRAINER INPUT PAGE

➤ On ushja.org, click on "Membership" and then on "Online Account". On this page enter your USEF number and your USEF password, and click "login".

➤ Scroll down and look for "USHJA Trainer Certification Program". Under this heading will be a link that says "Trainer Input Form". Click this link and get started making your page. This link should only appear if you are a Certified Trainer. If you are a Certified Trainer and this link does not appear please contact TCP Administrator at USHJATCP@ushja.org.

3) TRAINER INPUT FORM, PAGE 1

There are three pages in this form, and we'll walk through each one. Each form has a number of input fields, check boxes, and drop-down lists, and we'll discuss each one in turn,

NAME: You may want your name to appear differently than your official USEF name, perhaps you prefer to be Sam instead of Samantha or would like to include a nickname, e.g. George "Tiny" Smith. Here you can enter your name as you would prefer to see it. This field cannot be blank.

USEF ID: Your USEF ID is displayed here, and is not changeable.

TITLE: From this drop down list, you can select a title (e.g. "Trainer"). If you don't see the title you'd like, select "Other" and a text box will appear for you to enter the title you'd like.

PHOTOS: You can have up to 5 photos on your profile. If you know the path to the photo on your system, enter it into the box, and click "Upload". To select photos, click "Browse" and use the pop-up window to locate the photo on your system. Once you select the photo, click "Upload".

➢ Note that photos must be under 2 MB in size to be uploaded, and will be sized to the appropriate resolution to fit. You may want to try some different pictures and try cropping them different ways until you are satisfied with the results.

➢ If you upload 5 photos, the photo selection text box, "Browse" and "Upload" buttons will disappear. If you don't like one of your photos, click "Remove" and it will be deleted. Currently, if you have 5 photos and delete one, you must "Refresh" your browser window to be able to upload more photos (we will fix this).

➢ It is preferred that one of your pictures is a "Head Shot" (i.e. a picture showing your face from the shoulders up), and you can select any of your pictures for this purpose by clicking the box next to "Main Picture/Head shot" for that picture. This picture will appear in the basic search results, and will be the first one selected on your detailed profile page.

➢ A note on picture sort order: if this is important to you, upload your pictures in the order you would like to see them from right to left (except for the Head Shot, which will always appear on the left).

COPYRIGHT POLICY NOTICE: **You must have photo permission from the photographer prior to posting images. USHJA is not responsible for any copyright infringements due to photo uploads on your profile pages.**

BUSINESS INFORMATION

➢ **Business Name:** Enter your business name in this field. This is optional. Note: if you have more than one trainer at your location, and you want the "sort-order" feature to work, each trainer must enter the business name in **exactly** the same way. For example, "Oz Incorporated" and "Oz Inc." and "Oz Inc." will all be treated as separate businesses.

➢ **Business Zip code:** If you enter a business name, you MUST enter a business zip code. We want to be able to uniquely identify businesses that may have the same name but are separated geographically.

➢ **Business Cell phone:** Optional

- ➤ **Business Email:** Optional

- ➤ **Business Website:** Optional

- ➤ **Business Address(es):** If you would like your profile to show up on proximity searches (i.e. sorted by distance from a search city or zip code), you must enter at least one address. You can enter two or three addresses, and each address you enter will be separately matched during a proximity search. Addresses will be displayed on your profile, but searches are approximate and are mostly based on zip code.

<div align="center">

DONE WITH THE FIRST PAGE!
CLICK SAVE AND CONTINUE

</div>

4) TRAINER INPUT FORM, PAGE 2

This page is only interesting if you have multiple Certified Trainers in your group or in your business. If this does not pertain or is confusing to you, you can skip this page.

TRAINER SORT LIST: If other trainers have entered the exact same Business Name and Business Zip code as you, then all the trainers at that location will be listed in this section. The order they are listed is the order that they will appear in a basic Proximity or Business Name search. To change the order of the listed trainers click and hold on a name and move it up or down in the list.

SHARE RESULTS: Let's say you have a co-trainer, and sometimes you sign as trainer on the entry forms, but sometimes they do, and you feel that you are both responsible for any results that are generated. In this section, you can "share" your training results with other trainers. Note that results can only be "given", not "taken", so if this is a mutual arrangement you have to get your co-trainer to share their results with you.

- ➤ To share your results, enter the USEF ID of the person you'd like to receive your results, and click "Add ID". You can do this any number of times. To stop sharing, click "remove" next to the person's name you would no longer like to receive your results.

- ➤ Sharing affects the Trainer graphs only.

- Sharing is a complex subject and has generated a lot of questions and comments. We are working on continuing to refine and document this feature. Further suggestions and comments are welcome.

<p style="text-align:center; color:red; font-weight:bold">DONE WITH THE SECOND PAGE!
CLICK SAVE AND CONTINUE</p>

5) TRAINER INPUT FORM, PAGE 3

On this page you will further describe yourself as a Trainer, including your business and facility, if any, and enter a resume, highlights of your training business and what you have to offer clients.

TRAINER SPECIALTIES: Here you select your primary focus. Click each checkbox that applies. For example, if you would like clients to know that you train Hunters, click the Hunter checkbox.

TRAINING FOR HORSES: Clients may be looking for a trainer to ride their horses at home, or to take their horses to competition, or you may want a trainer who does not ride at all. You can click "Rides at Home" and/or "Rides at Shows". If you don't ride, click "Does not Ride".

TRAVELING TRAINER: If you are willing to travel to a client's location, click this box.

FACILITY: This next section will characterize your facility, if any. Check all the boxes that apply.

- **Care:** Self Care, Partial Care and/or Full Care. Grooming: Self Grooming and/or Full Grooming.
- **Turnout:** "Natural" refers to whatever is normal for your area, e.g. sand or dirt. If you have no turnout, leave all boxes unchecked.
- **Arenas:** An "Indoor" arena is closed to the elements, vs. a "Covered" arena, which has openings but is covered. This is significant in some (colder) areas, but is not significant in other areas.
- **Stabling Available:** Some training facilities are for haul-ins only, or only have school horses. Check this box if you have stabling for client horses.

- ➢ **Number of Horses in your Business:** Select the number of horses in your program from the drop down list. The ranges are provided in the recognition that programs often fluctuate,
- ➢ **Type of Training:** Clients may be looking for a barn that shows at large shows, may be interested in just local showing, or may not be interested in showing at all. Select "Goes to Rated Shows" and/or "Goes to Non-Rated Shows", or select "Does not Show".
- ➢ **Days of Operation:** Select the days of operation for your program, and provide an optional note if desired.
- ➢ **School Horses Available:** Select this checkbox if you can provide a horse for a client who wants lessons.

CLINICS: Are you available to teach clinics? Select either "Local" and/or "Available to Travel". There is no provision to say how far you will travel.

BUSINESS OVERVIEW: The contents of this text box will show up under the "Personal Profile" section of your detailed profile. You can cut and paste text into this box from another document, or type directly into the input box..

- ➢ You can include graphics, but you must host the graphics file on another site and include a pointer to that site. This can be complicated, and if there is great demand for this feature we can provide instructions and technical help.

This is your chance to market yourself and your program, and point out any highlights or anomalies the user may see in your profile. Express yourself!

CLICK SAVE AND YOU'RE DONE!

Remember that when you first build your profile, it will not be available until the next morning. Once it is visible, all changes will show up immediately.

6) HOW TO PUT A LINK TO YOUR PROFILE ON YOUR WEBPAGE

The URL of your profile page is
http://www.ushja.org/programs/tcp/search/trainerinformation.aspx?id=xxxxxx, where you
replace "xxxxxx" with your USEF number. You can use this URL to put a button or a link to
your profile on your webpage.

6) HOW TO CORRECT THE YEARS OF PROFESSIONAL EXPERIENCE

The USEF database began tracking professional status in around 1999. Although many trainers have
been professionals long before then, the number of years of professional experience listed on trainers'
profiles is directly pulled from the USEF database and therefore may be different from the true number.
If this is the case for you, email the TCP Administrator at USHJATCP@ushja.org with a request to
update the number by providing the year you became a professional.

7) BUGS AND PROBLEMS

This is a new project, and there are several known bugs and many more unknown problems. If
you see something wrong or have difficulty, don't assume it's your fault, please let us know and
we'll help you work through the problem. You can email your questions and reports to the TCP
Administrator at USHJATCP@ushja.org.