



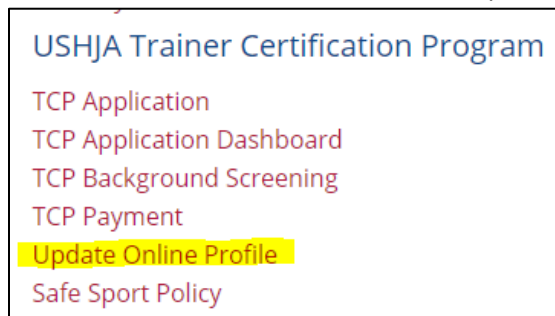
Create an Online TCP Profile

The online TCP profile allows Certified Trainers to create a detailed trainer profile outlining their history, accomplishments, and to advertise their business. No special knowledge is required, and the forms are intended to be self-explanatory. Note that the first time a profile is created, it can take up to 24 hours to become accessible on the directory. After a profile is visible, any further changes should appear immediately. Please see instructions below on how to create and update you online TCP profile.

Log into your [USHJA online account](#)

Scroll down to “Member Programs and Opportunities”

- Under “USHJA Trainer Certification”, click the “Update Online Profile” link



Complete the form

- There are three pages. Complete each page and click “Save and Continue”, and then “Save Form” on the last page
- See below for more detailed instructions

View Your new profile

- Under the “Education” drop down on any page of the website, click “Trainer Certification Program”
- Click “Certified Trainer’s Directory” in the side-bar menu
- Enter your name in the search tool and click “Search”
- Scroll until you locate your profile and click “View Full Profile” to view the entire profile in detail
- **Note that it may take up to 24 hours for a new profile to appear when first created; all subsequent changes will be immediate**

Please contact the TCP Administrator at USHJATCP@ushja.org or by calling 859-255-6700 should you have any questions regarding the TCP program or setting up your TCP profile.

Detailed Instructions for Completing/Updating the Online TCP Profile

Locate Your Profile

Once you become a Certified Trainer, a blank profile will automatically be loaded onto the site. Access the [USHJA Certified Trainers Directory](#) on the USHJA website to view your profile.

- Using the search tool, enter your name in the “Trainer’s Name” box, and click the associated search button
- You will be directed to a results page with your blank profile listed. Click on “View Full Profile” to view your profile page

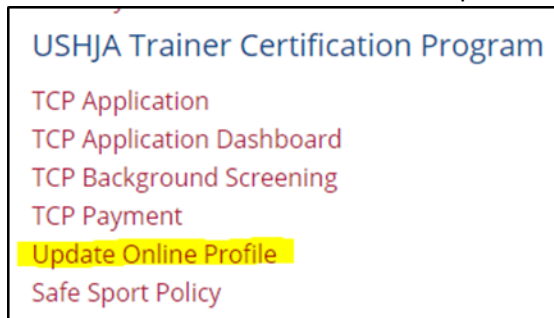
Explore Other Profiles

Before creating your own profile, take the time to view other established profiles to get a feeling of how you want yours to look.

- Using the search tool on the [USHJA Certified Trainers Directory](#), search for trainers who maintain a current profile (i.e. [Shelley Campf](#), [Diane Carney](#), [Julie Winkel](#), etc)
- Browse multiple profiles to get an idea of what you like and how you want your profile to appear

Create Your Online TCP Profile

- Using the yellow “Member Account” button at the top, right-hand side of the USHJA website, log in to your [USHJA online account](#)
- Scroll down past the USHJA sponsors to the “Member Programs and Opportunities” section
- Scroll to “USHJA Trainer Certification” and click the “Update Online Profile” link



- The “Update Online Profile” link will give you access to create and edit your online profile. This link will only appear if you are a Certified Trainer. If you are a Certified Trainer and this link does not appear, please contact the TCP Administrator at USHJATCP@ushja.org.
- The online profile consists of three information pages. Each form has a number of input fields, check boxes, and drop-down lists. We'll discuss each one in turn:

Page one: The first page of the profile allows you to introduce yourself and your program to the viewer.

NAME: Enter your name as you would prefer to see it. 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 (i.e. George "Tiny" Smith). This field cannot be blank.

USEF ID: Your USEF ID is displayed here.

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

PHOTOS: You may choose up to 5 photos to post on your profile. To select photos, click "Browse" and use the pop-up window to locate the photo on your computer. Once you select a 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 various pictures or cropping them in different ways until you are satisfied with the results.
- Once uploaded, if you wish to remove a photo, click "Remove" and it will be deleted. If you delete a photo, you may need to refresh your browser window in order to upload additional photos.
- You will need to designate which photo is your main/profile picture as it will be the most prominent to viewers. Select any of your photos for this purpose by clicking the box next to "Main Picture/Head Shot". It is recommended that one of your photos be a head shot (an image showing your face from the shoulders up).
- *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 (optional). If you have more than one trainer at your location, each trainer should enter the business name in the same way for the search filter to work properly. 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 may enter up to three addresses, and each address 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.

Click "Save and Continue"

Page 2: This page is most valuable if you have multiple Certified Trainers in your group or in your business. If this does not pertain to you or is confusing, you can skip this page (click "Save and continue").

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

SHARE RESULTS: If you list a co-trainer and they sometimes sign as the trainer on an entry form, you may feel that both are responsible for any results that are generated. In this section, you can "share" your training results with other trainers. Know that results can only be "given," not "taken," so if this is a mutual arrangement, you will need to get your co-trainer to share their results using this form on their profile.

- To share your results, enter the USEF ID of the person with whom you would like to share results, and click "Click to Share Results". You can do this any number of times. To stop sharing, click "Remove" next to that trainer's name.
- Sharing affects the trainer graphs only.

Click "Save and Continue"

Page 3: On this page you will further describe yourself as a trainer, include any business and facility information, enter a resume, and highlight any services 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, take their horses to competition, or they may want a trainer who does not ride at all. Check all the boxes that apply.

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:** Indicate if your facility offers self care, partial care, full care, or grooming services.
- **Turnout:** "Natural" refers to whatever is normal for your area, i.e. sand or dirt. If you have no turnout, leave all boxes unchecked.
- **Arenas:** An "Indoor" arena is closed to the elements versus 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. Ranges are provided in the recognition that programs often fluctuate.
- **Type of Training:** Clients may be looking for a barn that shows at large competitions, may be interested in only showing locally, or may not be interested in showing at all. Check all the boxes that apply.

- **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? Check all the boxes that apply. 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.

Click "Save Form" and your profile is complete!

Be sure to go back and view your profile using the [directory](#) to ensure that everything is displayed properly (remember, you may have to wait 24hrs before viewing). Follow the process listed above if you wish to make changes to your profile at any time. Please note that your TCP Profile will automatically display results data (from the last 12 months) in graph form compiled from the USEF. This information may not be edited manually. If graph information is not accurate, contact the TCP Administrator at USHJATCP@ushja.org.

How to Add a Link of Your TCP Profile to Your Webpage

- The URL to your profile page is <https://data.ushja.org/tcp/trainer-information.aspx?id=XXXXX>
- Replace "xxxxx" with your USEF number and use this URL to place a button or link to your TCP profile on your personal or business webpage

How to Correct the Years of Professional Experience

- The USEF database began tracking professional status in 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. Therefore, the number of professional years listed on your profile may not be accurate.
- 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.

The USHJA TCP Profile 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!

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