

ATHLETIC EQUESTRIAN LEAGUE

Hosting a Virtual Competition

Before:

- Hire Officials/employees
 - Judge(s)
 - Scorers
 - Competition Organizer
- Develop competition invitations and e-mail a copy to athleticequestrian@gmail.com
- Create a competition program
- Send a copy of your program to: jenna@athleticequestrian.com
 - Jenna will check that all competitors have signed up online and will inform you of any missing rider numbers or assist with any questions regarding the competition

During:

- Email official program out to all participating coaches
- Order ribbons and prizes
- Prepare judge's packet with correct number of sheets (See Virtual Judges Packet under "Virtual Competitions")
- As you receive the YouTube links from the participating teams please make sure you send an email reply confirming you have received the YouTube links
- Organize and email YouTube links to the judge (See Judging Links sheet)
- Helpful tip: As the judge completes a division have them email you the scanned judge's sheets
- As you receive the scoresheets back from the judge you can begin scoring
- Plan how you will announce the results for the virtual awards ceremony
- Start organizing the packages with awards that will be sent to coaches
- Make copies of all tests to mail to teams

After:

- Mail packages to teams
- Email official results to athleticequestrian@gmail.com
- Pay the judge
- Send a check for \$5/entry to: Athletic Equestrian League

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