**HOW TO ENTER CVDA DEVELOPMENT DAY**

**Preparation to Enter:** Prepare by making sure you have all three necessary documents uploaded to your computer. You will need:

* Negative Coggins (within 1 year)
* Proof of Rabies Vaccination (2024)
* Signed CVDA-GMHA Liability Waiver (NOT a USEF waiver), which can be found on the CVDA website under Development Day

**Where to Find Entry:** Under Development Day on the CVDA website, press “click here” to enter or if you are already at the entry page, then scroll down to the very bottom left to the gray “Register” button and click.

**E-Mail:** Enter your e-mail. If you have not used the system before, you will need to set-up your e-mail. There will be some checks to make sure you are not a robot, so just follow those instructions. Once entered, click “Next”.

**Member/Non-Member:** Select “CVDA Member” or “Non-CVDA Member” to select your type of entry, then click “Next”. If you are a non-CVDA member, you may see a screen asking if you want to join, if not, then just enter as a non-CVDA member.

**Fill in Rider, Owner, Horse, Emergency Contact and Test Information:** Complete all the information that has a red \*. When listing what test you are doing, be sure to list level and test. List only one test. Examples: Intro Test A, First Level Test 3, WDAA Basic Level Test 1, Beginner Novice Test A.

**Upload Documents:** Upload your Coggins, Proof of Rabies Vaccination, and signed CVDA-GMHA Liability Waiver one at a time by clicking “Choose Files” and select each file. Click “Choose Files” for each file. Each will take a moment to upload and then will be listed.

**Terms and Conditions:** Click “Terms and Conditions” and then click “Acknowledgement of Terms and Conditions”. Also click “minor” if rider is a minor. Once completed, click “Next”.

**Review and Confirm:** If all is correct, continue to Payment.

**Payment:** Payment can be online with a credit card (preferred) or by mailing a check. Click correct button and complete payment.

All done!