Complete How To Guide for ILHA Competition

After this guide you'll be able to:

- Log in to your FREE ILHA Competitor Account included with your ILHA membership
- Register for any ILHA show
- Submit videos for virtual competitions
- View results of ILHA Shows
- View your scores from ILHA Shows
- View yours and your horse(s) ILHA Competitor points

HOW TO LOG INTO YOUR ILHA COMPETITOR ACCOUNT:

The ILHA uses All Sports Equine (ASE) to run all ILHA competitions. A free ASE is included with your ILHA Membership. Below is how to access and login to your ILHA Competitor Account.

Step 1: Turn on your computer, laptop, ipad, phone or electronic device.

Step 2: Make sure you have Wi-Fi connection.

Step 3: Go to the ASE Platform.
1. Open internet browser
   - Note: Google Chrome is recommended for optimal performance of the Competitor Platform.
2. Enter the web address: https://ilha.allsportsequine.com

Step 2: Sign in to your account
1. Click the menu icon (3 bars) in upper right-hand corner
2. Click "Sign In"
3. Enter the email address associated with your ILHA account (the one you entered when you filled out your ILHA membership form)
4. Enter your password
   - Your password is: ilhaXXXX (ilha all lower case and the last 4 numbers of your phone number – the one you entered on your ILHA membership form)
   - When you log in the first time we recommend that you update/change your password

Step 3: Update Your Profile
1. Click menu icon (3 bars) in upper right corner
2. Click your name
3. Enter your information into the form
4. Chang your password.
5. Click Save

Step 4: Add Yourself As A Competitor
1. Click menu icon (3 bars) in upper right corner
2. Click "My Competitors:
3. Click blue "+ Competitor" button
4. Fill out the form with your name, DOB, email, and phone
5. Click Save
   NOTE: All ILHA Members must have their own ILHA ASE account. However, in the case of minors or family members it may be easier to manage multiple competitors from one account. If the email for your ILHA account is associated with more than one member, go ahead and enter the other competitors names here as well.

Step 5: Add Your Horse(s)
1. Click menu icon (3 bars) in upper right corner
2. Click "My Horses"
3. Click blue "+ Add Horse" button
4. Fill out name, DOB, color, breed, breed association if applicable
   - *You will note the Gaited and Rescue check boxes - this is data tracked by the All Sports Equine software for their own records*
5. Click Save

Step 6: Add Your Liberty Team(s)
1. Click blue "+ Liberty Team" button if you wish to add/compete in any of the Liberty Teams Classes with a team of 2 or more horses
   NOTE: The "+ Liberty Team" Action only applicable if you have 2 or more horses already entered in "MyHorses"
2. Choose a name for your Liberty Team and enter it for your Liberty Team name.
3. Select the horses for your team
4. Click Save
   NOTE: You can have different teams made up of different combinations of your horses. Simply name each team and select the

horses for that team.
>> *Example*:
>>> **Team Name**: *Awesome*
>>>> *Horses: Barret & Ozzie*
>>> **Team Name**: *Amazing*
>>>> *Horses: Barret, Ozzie & Montana*

HOW TO REGISTER FOR AN ILHA SHOW

Step 1: Go To The ILHA Events Page
1. **Go to: https://ilha.allsportsequine.com**
   OR
   If you are already logged into your ASE Account - Click the menu icon (3 bars) in upper right-hand corner

2. Select "All Events"
   - You will see a complete list of ILHA Shows
3. Select the show you would like to register for
   - You will be directed to a page listing all the classes offered in that show along with the patterns that will be used for each class.

   NOTE: Be sure to note the show dates and when entries open. For monthly virtual competitions, entries usually open at 5:00am EST on the first day of the show and closes at 11:00pm EST on the last day of the show.

   IMPORTANT: For virtual competitions you can only register & upload your videos while the show is OPEN. That way you only pay and register once you know you have a video you would like to submit. For in-person shows you can register BEFORE the show.

Step 2: Register for Classes
1. Click blue "Register" button.

   NOTE: If you are not a current member, an error message will pop up and you will need to the 'JOIN' Page the ILHA website (www.libertyhorseassociation.com) to join.

   NOTE: We highly recommend for virtual shows that you do not register until you have your videos ready to submit. However, you can register and pay for classes as soon as the show opens and submit

your videos before the show closes if you prefer.

2. Select the Competitor (you)
3. Select the Horse you are competing with
4. Select your Division
5. Select the Class
   NOTE:
   To register for <u>Liberty from Ridden Horse</u> Class you will need to select both a Liberty horse and Ridden horse
   To register for <u>Liberty Team Division</u> class you will need to select your Liberty Team
   To register for <u>Freestyle</u> select the Liberty horse being used for the compulsory pattern
6. Select the Level
7. Click Add to Cart
   - **NOTE**: If you change your mind about a class, you can remove it when checking out.
   - **NOTE:** Add as many classes as you want before checking out
8. Click "Checkout"
9. Select Payment Method
   a. PayPal or Credit accepted
10. Click "Register"

Step 3: Upload Videos for Virtual Shows
1. Click menu icon (3 bars) in upper right-hand corner
2. Select "My Entries"
   - Lists events by date along with the competitor(s) and horse(s) entered
3. All of your entries will be listed.
4. Select the entry (Class, level, competitor) you want to submit a video for.
5. Click Video Icon on the right.
6. Copy/Paste the link to your video into form
   - **NOTE:** ONLY Vimeo and YouTube links accepted. You cannot upload your video directly into ASE. You must upload the video you want to submit to Vimeo or Youtube then copy and paste the link to your video into your entry in ASE to be judged.
   - **NOTE:** Make sure your video is set to 'public' not 'private' or the judges will not be able to view it to score it.
   - **NOTE:** For specific videos of how to upload your videos to submit for an ILHA virtual show please CLICK HERE.
7. Click Save

HOW TO VIEW YOUR SCORES AND POINTS

1. Log into your ASE Account
2. Click menu icon (3 bars) in upper right-hand corner
3. Click 'My Scores'
4. Your scores will be visible
5. Your total ILHA points for the year and Lifetime ILHA points will be visible in the upper right corner under 'Points'
6. To learn more about the ILHA Point System go to www.libertyhorseassociation.com/competition .

NOTE: For Virtual Shows - Judges will judge all entries within 48 hours after the show closes.

NOTE: You can view your scores by clicking "My Scores" in the upper right-hand corner when logged into your ASE account.

Ribbons for 1st, 2nd and 3rd will be mailed out after the show.

HOW TO VIEW ILHA SHOW RESULTS

1. Go to www.ilha.allsportsequine.com
2. Click the blue 'Results' button in the upper right corner
3. Click the show you want to view