



EQUESTRIAN CANADA (EC) GAMES & CHAMPIONSHIPS PORTAL

STEP-BY-STEP GUIDE

100-308 promenade Legget Drive
Ottawa, Ontario Canada K2K 1Y6
613 287 1515 equestrian.ca



CREATING AN ACCOUNT

Step 1:

Utilizing the link below, register as a new user:

<https://licence.equestrian.ca/gamesdb/register?user=new>

User Registration

https://licence.equestrian.ca/gamesdb/register?user=new

Login Contact Us

New User

- Personal Details
- Passport Details
- Contact Details
- Human Outfitting
- Create a Password

Register



Step 2:

Fill in the necessary personal, passport and contact details. During this time, ensure to select your discipline and role **first** as this will affect profile creation requirements.

Personal Details

Sport Discipline * Role * Secondary Role

Select Discipline ▼ Athlete ▼ Select Secondary Role ▼

Please note, it is recommended that you have the following information on-hand **before** beginning:

- ✓ EC Number (only applicable for athletes)
- ✓ FEI Number (only applicable for athletes)
- ✓ Accreditation Photo (picture must be bright, clear, and good quality taken in front of white/neutral background straight on. No smiling allowed.)
- ✓ Passport Details (number, issue date, expiry date and scanned copy)
- ✓ Emergency Contact Details
- ✓ Clothing Size



Personal Details

Sport Discipline *

Select Discipline

Role *

Athlete

Secondary Role

Select Secondary Role

EC Number *

FEI Number *

Language *

English

Given Name *

Middle Name(s)

Family Name *

Gender *

Select Gender

Preferred Given Name

Preferred Family Name

Date of Birth (yyyy-mm-dd) *

Nationality *

Canada

City of Birth *

Country of Birth *

Canada

Please upload your Accreditation Photo (JPG format only). *

Picture must be taken in front of white/neutral background and taken straight on (i.e., no profile or angled pictures). Picture must be taken from the shoulders up and include entire head with no cut-offs. No smiling/teeth allowed. Picture must be bright, clear, and good quality.

Dimensions: Minimum size: Width: 1000px; Height: 1000px. Resolution: Minimum: 150 dpi

Browse

Personal Details

Passport Details

Travel passports must be valid beyond April 1, 2019. If your passport has an expiry date prior to April 1, 2019, please submit information of current passport and update new passport information in EC Games Portal Profile once available.

Passport Issuing Authority *

Passport Number *

Passport Issue Date (yyyy-mm-dd) *

Passport Expiry Date (yyyy-mm-dd) *

Passport Scan (JPG,PDF formats only). *

Browse

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Contact Details

Communication Details

Primary Phone Number *

Select Phone ▼

Secondary Phone Number

Select Phone ▼

Email *

Home Address

Address line 1 *

Address line 2

City *

Province/State *

Country *

Postal/Zip Code *

Alternate Address

Start Date (yyyy-mm-dd)

End Date (yyyy-mm-dd)

Address line 1

Address line 2

City

Province/State

Country

Postal/Zip Code

Emergency Contact #1

Given Name *

Family Name *

Relationship *

Primary Phone Number *

Secondary Phone Number

Email *

Emergency Contact #2

Given Name *

Family Name *

Relationship *

Primary Phone Number *

Secondary Phone Number

Email *

Create a unique password for your account and then select 'Register.'

Create a Password

Password *

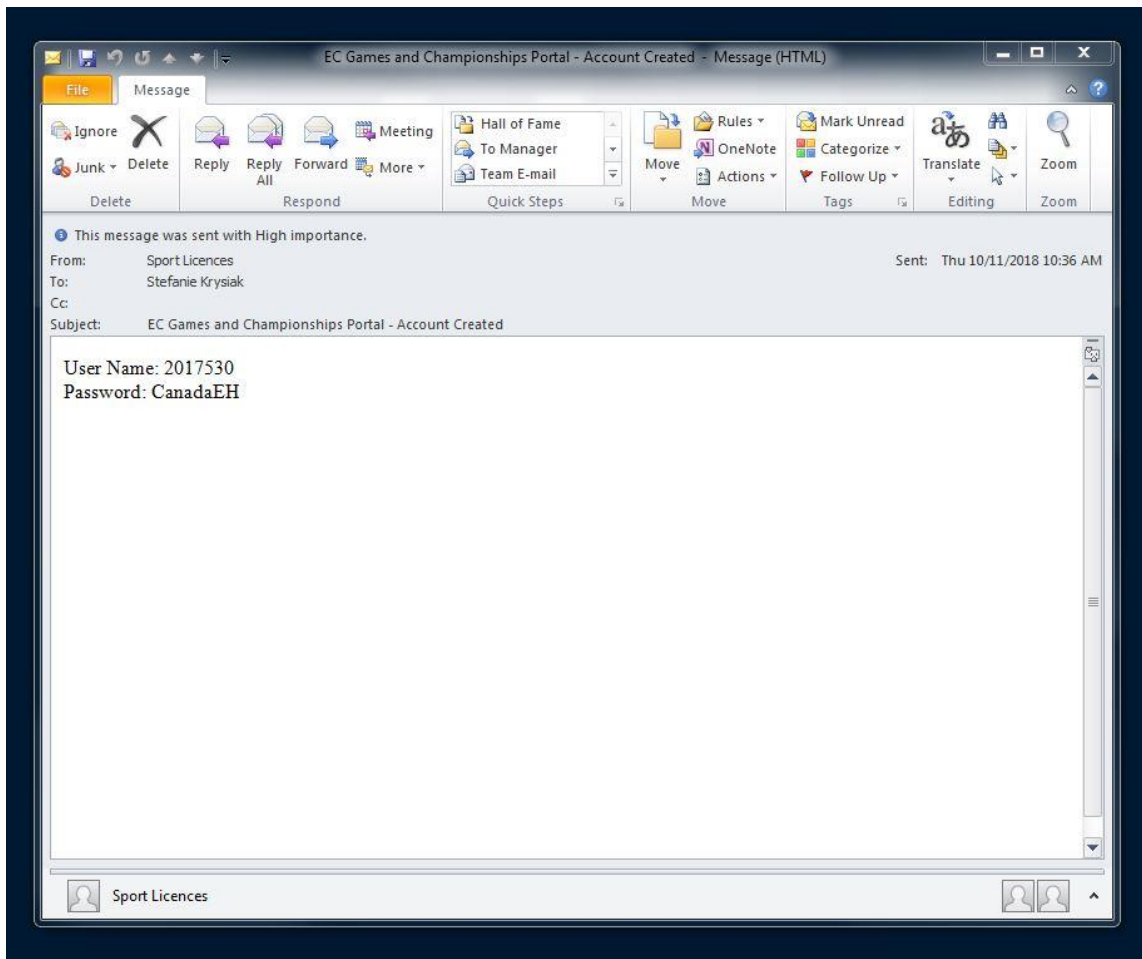
Register

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Step 3:

Once you have provided the necessary details and have registered for your account, you will receive an automatic email from EC Sport Licenses with a unique username and password. Note this username is **NOT** your EC or FEI number.





DECLARATION PROCESS

Step 1:

After creating a profile, **only athletes** may now declare for a Championship or Games. In order to do so, go to the top right hand of your screen and select 'Declarations', 'Add Declaration.'

The screenshot shows the 'Edit Profile - Example Account (2017530)' page. The top navigation bar includes 'Declarations', 'Example Account', and 'Contact Us'. A red circle highlights the 'Declarations' dropdown menu, which contains a '+ Add Declaration' button. Below the header, there is a list of profile sections: Personal Details, Passport Details, Contact Details, Human Outfitting, and Create a Password, each with a right-pointing arrow. An 'Update' button is located at the bottom left of the profile section.

You will be brought to the following page:

The screenshot shows the 'EC Games & Championships Portal - Declaration' page. The top navigation bar includes 'Declarations', 'Example Account', and 'Contact Us'. Below the header, there is a list of declaration categories: Game, Personal Details, Horse and Owner Details, Support Team Members, and Athlete Companion, each with a right-pointing arrow. A 'Submit Form' button is located at the bottom left of the declaration section.



Step 2:

Select the Championship or Games you wish to declare for.

EC Games & Championships Portal - Declaration

Game

Game Title *

Select Game

Step 3:

Confirm your personal details.

Personal Details

Given Name Example	Middle Name(s) Account	Family Name Account	Gender F	
Preferred Given Name Example	Preferred Family Name Account	Date of Birth (yyyy-mm-dd) 2018-10-01	Nationality Canada	
City of Birth Kanata	Country of Birth Ontario	Sport Discipline Dressage	Role Athlete	

Should your profile require changes or updates, please go to the top right hand of your screen and select 'Your Name', 'Edit Profile.'

EC Games & Championships Portal - Declaration

Game

Personal Details

Horse and Owner Details

Support Team Members

Athlete Companion

Submit Form

Declarations - Example Account - Contact

Edit Profile

Sign out



Step 4:

Provide details regarding your declared horse(s) including FEI passport number, blanket size and owner information. Do not forget to ensure that you have permission from all horse owners to declare.

Horse and Owner Details

Please list horses in priority order.
At least one horse owner must be listed in the FEI passport (please list first). In the case of syndicate ownership groups, individual horse owners do not need to be listed in the FEI passport, but please list individually declared horse owners in priority order for accreditation purposes.

Horse #1

Horse Name *

FEI Passport *

ExpiryDate *

Blanket Size *

Owner #1

Name *

Email *

Phone *

Owner #2

Name

Email

Phone

Horse #2

Horse #3

Horse #4

Horse #5

Horse #6

☐ I have the permission of all horse owners to submit the declaration for these horses on their behalf.



Step 5:

Provide the contact details of your known groom(s). While you may list up to four potential individuals, accreditation will only be available for one groom (except in the disciplines of Driving and Endurance).

Support Team Members

Please list up to four potential grooms in priority order. Accreditation available for up to one groom. (Exceptions: Up to two groom accreditations available for Driving & Endurance)

Groom #1

Name *

Email *

Phone *

Groom #2

Groom #3

Groom #4

Step 6:

In select events, an athlete companion/guest may be permitted. Please provide their contact details below. Note coaches do **NOT** automatically receive accreditation and will need to be listed below or purchased if not available.

Athlete Companion

Please list up to one potential athlete companion. Accreditation is not guaranteed.

Name

Email

Phone

Submit Form



Step 7:

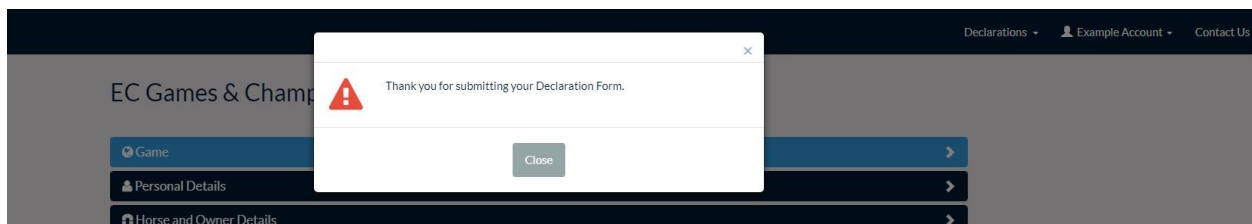
Once you have provided the necessary details, select 'Submit Form.'

EC Games & Championships Portal - Declaration

- Game
- Personal Details
- Horse and Owner Details
- Support Team Members
- Athlete Companion

Submit Form

You will then receive the following message on your screen:

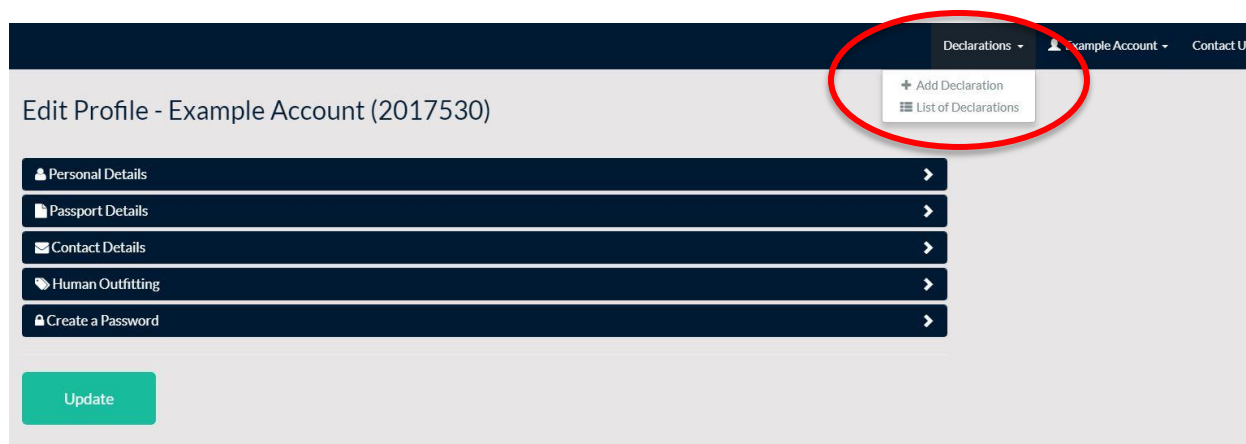


Be aware that all individuals listed during the declaration process will be sent an automatic email to create or update a portal profile. This information will then be utilized to create accreditation and to communicate pertinent information.

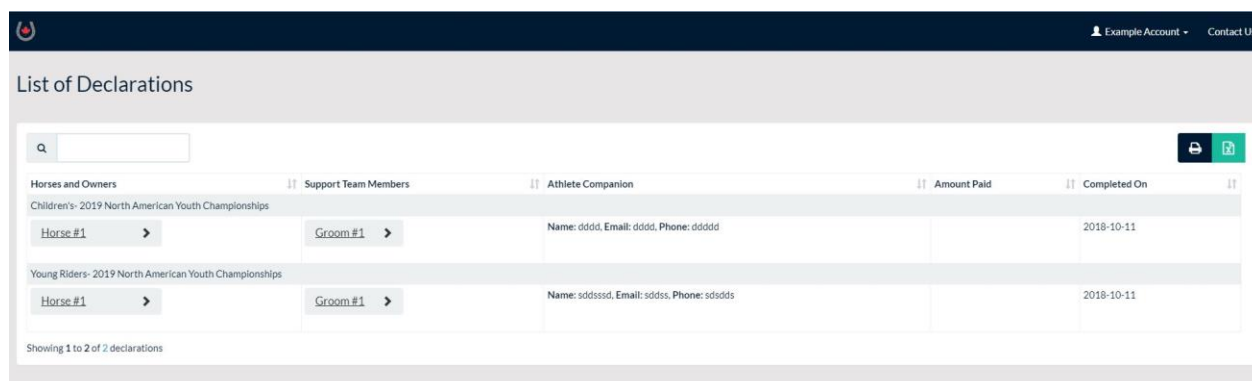


VIEWING YOUR DECLARATIONS

Should you wish to view your current declarations, please go to the top right of your screen and select 'Declarations', 'List of Declarations.' Be aware that you may not edit declarations. Changes must be done through your Discipline's contact.



You will be brought to the following page:





LOGGING IN TO YOUR ACCOUNT

For existing users, if you would like to review or edit your profile please utilize the following link with your previously created username and password:

<https://licence.equestrian.ca/gamesdb/login.aspx>

EC Games & Championships Portal



User Name

Password

Sign in

Please refer to the Equestrian Canada discipline selection document for the EC Games Portal submission timelines

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