# EQUESTRIAN CANADA (EC) GAMES & CHAMPIONSHIPS PORTAL

# STEP-BY-STEP GUIDE

# CREATING AN ACCOUNT

**Step 1:**

Utilizing the link below, register as a new user:

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

**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.



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

# EQUESTRIAN CANADA ÉQUESTRE

## 👤 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**

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## 👤 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 ]

**Contact Details**

**Communication Details**

Primary Phone Number ✱     Secondary Phone Number     Email ✱

Select Phone ▾     Select Phone ▾

**Home Address**                   **Alternate Address**

Address line 1 ✱     Address line 2        Start Date (yyyy-mm-dd)     End Date (yyyy-mm-dd)

City ✱     Province/State ✱       Address line 1     Address line 2

Country ✱     Postal/Zip Code ✱       City     Province/State

Canada

Country     Postal/Zip Code

**Emergency Contact #1**               **Emergency Contact #2**

Given Name ✱     Family Name ✱       Given Name ✱     Family Name ✱

Relationship ✱     Primary Phone Number ✱     Relationship ✱     Primary Phone Number ✱

Secondary Phone Number     Email ✱       Secondary Phone Number     Email ✱

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

**Create a Password**

Password ✱

**Register**

**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.
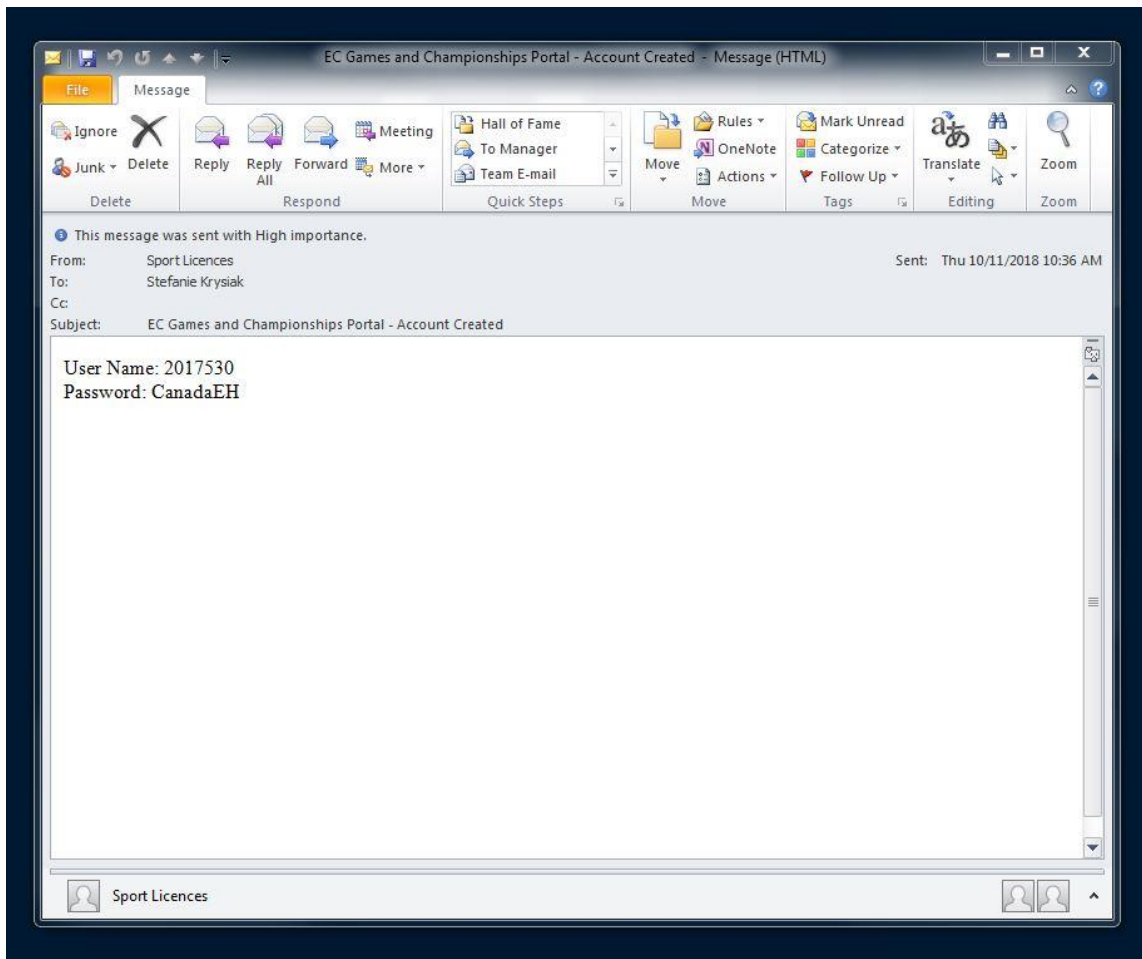
# DECLARATION PROCESS

## 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.'



You will be brought to the following page:

**Step 2:**

Select the Championship or Games you wish to declare for.



**Step 3:**

Confirm your personal details.



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

**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.

## 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
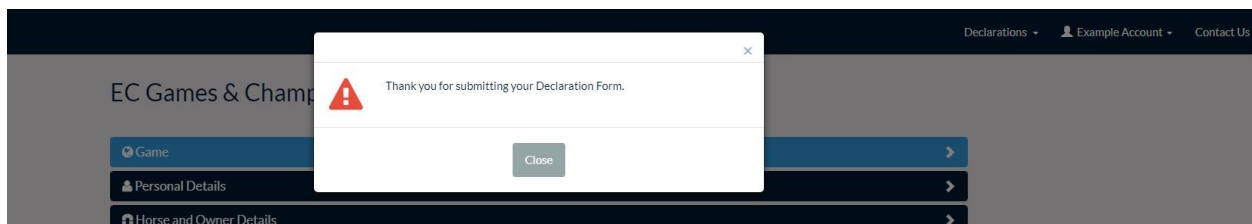
**Step 7:**

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



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 pertain information.*
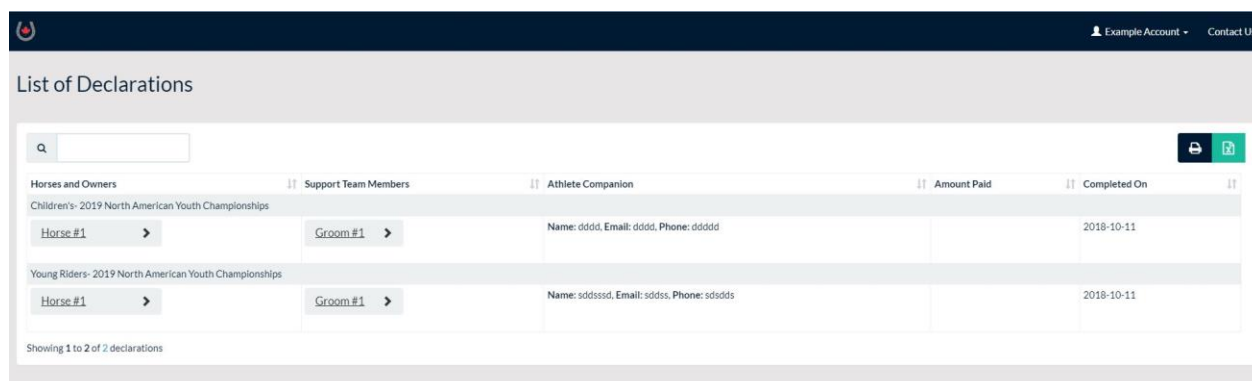
# VIEWING YOUR DECLARATIONS

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.
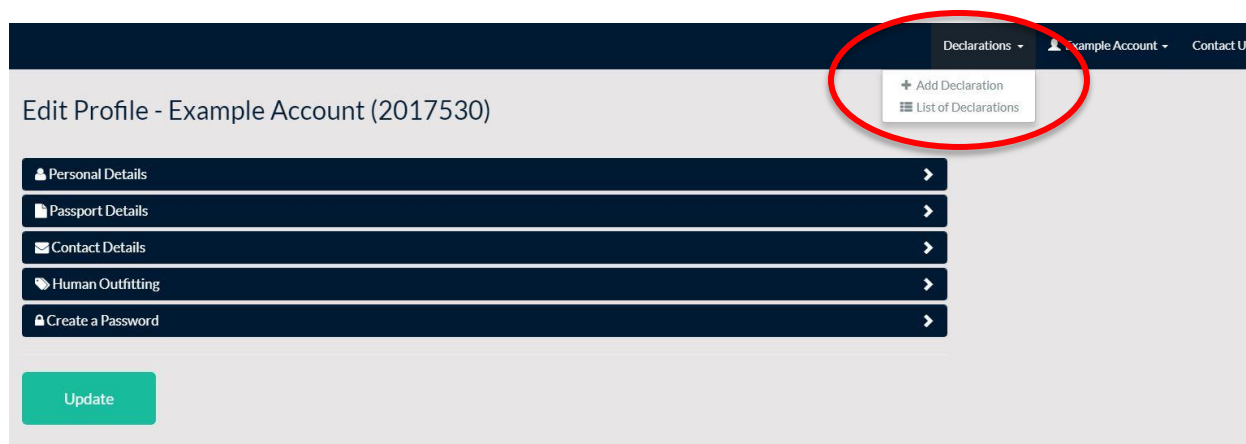


You will be brought to the following page:

# 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