



UNITED STATES *Dressage* FEDERATION
Instructions for Submitting a Roster Online

The roster chair must be logged in to the USDF website in order to access the online roster. New members may be added to the roster for the current year and members previously on the roster may be renewed.

Group Roster Page

1. If you have multiple groups, select the group you wish to update.
2. Click the **Submit** button to continue to the roster.

Edit Group Roster Page

Add a New Member

1. In the *New Members* section, click the **Add New** button.
2. On the *Add new Group Member* popup, fill in the information for the new member (not all fields are required).
 - a. If the member is a Supporting Family Member, you must check the *Supporting Family Member* checkbox.
3. Click the **Add** button.
 - a. Click the **OK** button on the success popup that appears. The fields will be reset to empty and the popup will scroll back to the top.
4. If you need to add another new member, repeat steps 2 - 3.
5. When you are done adding new members, click the **Close** button.
6. All of the members added will appear in the *New Members* section.

Renew a Member

Below the *New Members* section, the page loads members that were on the roster the previous year, grouped by the first letter of the last name. If you wish to see members from any roster year, check the *Show members from all roster years* checkbox.

1. Click the arrow to the far-right of the letter to view all members with that first letter of the last name.
2. To add a member to the roster, check the *Add to Roster* checkbox in the row of the member.
 - a. If the member is a Supporting Family Member, you must check the *Supporting Family Member* checkbox.
3. If you need to edit the member information, click the *Edit* link in the row of the member.
 - a. On the displayed popup, edit the information for the member.
 - b. When you are done editing the member information, click the **Submit** button. If you no longer wish to edit the member information, click the **Cancel** button.

When you are done adding and renewing members, click the **Submit** button at the bottom of the page. The next page will display the members you have added and renewed, and the total payment due.

Confirmation Page

Pay Now

If you wish to pay now, complete the *Credit Card Billing Information* section and click the **Pay NOW with the above Credit Card** button.

Pay Later

If you wish to pay at a later time, click the **Pay LATER with Check or Credit Card** button.

IMPORTANT: The next page will display a batch number. Write the batch number on the check or make sure you have it to reference if calling in with a credit card.