



UNITED STATES *Dressage* FEDERATION

**Group Member Organization Roster Submission
Instructions**

**These instructions apply to rosters submitted in Microsoft Excel via email*

Membership rosters and dues, and the name of the official USDF contact of each GMO are due in the USDF office by December 1st. Rosters must be submitted online, e-mailed, faxed, or postmarked on or before December 1st, along with dues to avoid late penalties. Payments can be submitted with a credit card number or by check, made payable to USDF.

Instructions for Submitting Active GMO Members:

- 1) The subject line in the email needs to have your GMO name (ex. United States Dressage Federation or USDF) or your GMO number (ex. GMO#100).
- 2) Copy and paste **ONLY** the members that are to be activated into a new excel file.
 - A. Only individuals can be USDF Group Members. (Stable or business names **cannot** be submitted as USDF Group Members.)
- 3) Please try to fill in the USDF number if the member is renewing. (This is **EXTREMELY** helpful in entering the data and avoiding duplicate records)
- 4) Fill in the member's first, middle (if available), and last name. *(If the member goes by a different first name than their legal name, please use the name they have signed up with before to avoid creating duplicate records.)*
- 5) You will notice that after the member's last name, there is a field titled "STATUS." This field is for you to let USDF know the status of your members.
 - A. Write "RENEW" if the member is rejoining the group.
 - B. Write "NEW" if the person has not been a member of your group prior to this membership year.
 - C. If you need to edit any part of an active individual's information please type "EDIT" in the status field. This will help to reduce the amount of duplicate records created and keep USDF member information up to date. (Also, please **BOLD** the "EDIT")
- 6) Next is a field titled "TYPE". In this field, you will denote the type of membership.
 - A. Individual member (use "I")
 - B. Primary member (use "P")

C. Supporting member (use "S")

- 1) Please make sure that all primary members are directly followed by the supporting members of that family. Please keep in mind that a family is defined as members in an immediate family who either live at the same address or who have the same legal last name.

- 7) Fill in the address, city, state, and zip code. *(Please keep USDF updated on address changes throughout the year, so that we can be sure your members are receiving their materials.)*

- 8) The daytime phone could be a work or cell phone number. The evening phone could be their house. If you only have one number for the member then please place it in the daytime phone column.

- 9) Please try to include an e-mail address because USDF sends information out to the members quite frequently via e-mail.

- 10) Please try to include a birth date. *(This is helpful for more than just youth members, as it helps USDF avoid creating duplicate records for members.)*

Please note:

All members on the original roster that are **NOT** current at the time of your submission should be saved by you to use for future submissions.

Updates to Rosters:

Please **ONLY** send in members that have not been submitted for the current membership year when submitting updates to the group's roster and follow the instructions given above. The GMO Roster Update Form can be found on the USDF Web site.

<http://www.usdf.org/downloads/forms/index.asp?TypePass=Clubs>

If USDF receives roster updates that are entire rosters it will be sent back to the GMO Roster Chair. Due to the large number of members in each group, the GMO coordinator cannot take the time to sort through an entire roster to find the members that need to be activated at that time. Your help in keeping this from being an issue is appreciated.

KEEP IN MIND THAT, ACCORDING TO USDF BYLAWS, "ALL INDIVIDUALS WHO ARE DUES-PAYING MEMBERS OF THE GROUP MEMBER ORGANIZATION SHALL BE CONSIDERED GROUP MEMBERS OF THE UNITED STATES DRESSAGE FEDERATION."

IF YOU HAVE ANY QUESTIONS ON UPDATING AND SUBMITTING ROSTERS, PLEASE CONTACT THE GMO COORDINATOR AT (859) 971-2277 OR VIA E-MAIL AT GMO@USDF.ORG .