**‘HOW TO’ Information to assist Clubs completing 2021 GRADED DRIVEN DRESSAGE PRO-FORMA**

***PLEASE NOTE THAT DUE TO COVID 19 AN ACDS BIO-SECURITY FORM IS CURRENTLY REQUIRED TO BE COMPLETED AND SUBMITTED TO THE EVENT SECRETARY ON THE DAY OF THE QUALIFIER.***

Each Club holding a Graded Driven Dressage Qualifier (GDDQ) needs to alter the Standard Pro-Forma by amending the **PURPLE WORDING** as listed below:

These amendments need to be made to suit each Host Club Individually by adding in:

* **Club Logo**
* **Sponsor (if applicable)**
* **Venue**
* **Date/s**
* **Number of days**
* **Entry fee**
* **Schedule Footer etc.**

**RED WORDING** – These are “options” – **if not being offered then please delete:**

If they are being offered then they become black.

* **If Freestyle and Cones are being offered – or not?**
* **Dogs permitted, Camping, Yards available or not? Catering etc.**

**The remainder of the document is not to be altered.**

Once amendments are made, the form needs to be emailed to the State Dressage Convenor – (as early as possible) who will then circulate with the Dressage Committee for comments and/or approval and reply *PRIOR* to uploading onto the websites and being sent to Clubs.

**OFFICIALS DETAILS**: Please place ‘TBA’ if Officials have not been secured/confirmed at the time of submitting the schedule to the Dressage Convenor. Once confirmed, official’s names will need to be sent ASAP to the Dressage Convenor and upon approval the schedule on the website updated accordingly).

(January 2021)