

### **Frequently Asked Questions**

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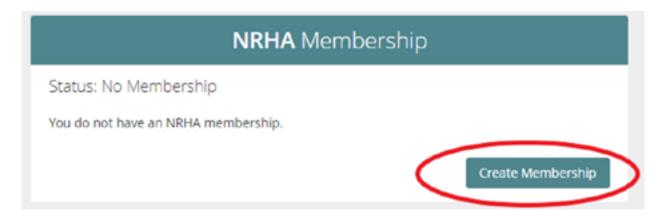
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### **Frequently Asked Questions**

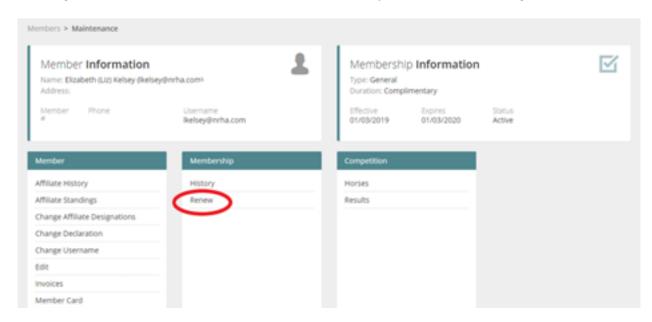
#### I am new to NRHA. How do I purchase a membership?

Click on "Create Membership," and follow the instructions to purchase an NRHA membership.



#### How do I renew my NRHA membership?

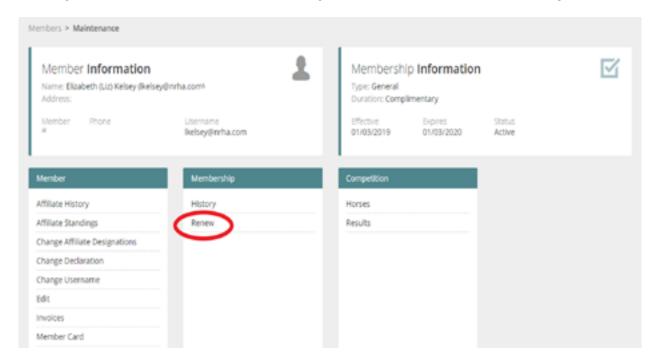
Click on "Account" on the left-hand side, and then click "Renew" underneath Membership. Follow the instructions to renew your membership.





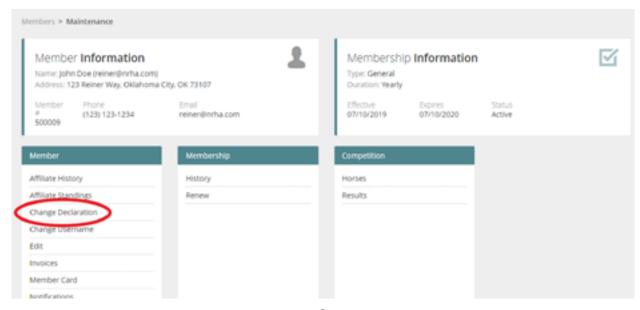
## I already have an NRHA Associate or Youth membership, but need to purchase a different membership. How do I do that?

Click on "Account" on the left-hand side, and then click "Renew" underneath Membership. Follow the instructions to purchase a new membership.



### I already have a membership, but I need to add a Non Pro or Professional Declaration. How do I do that?

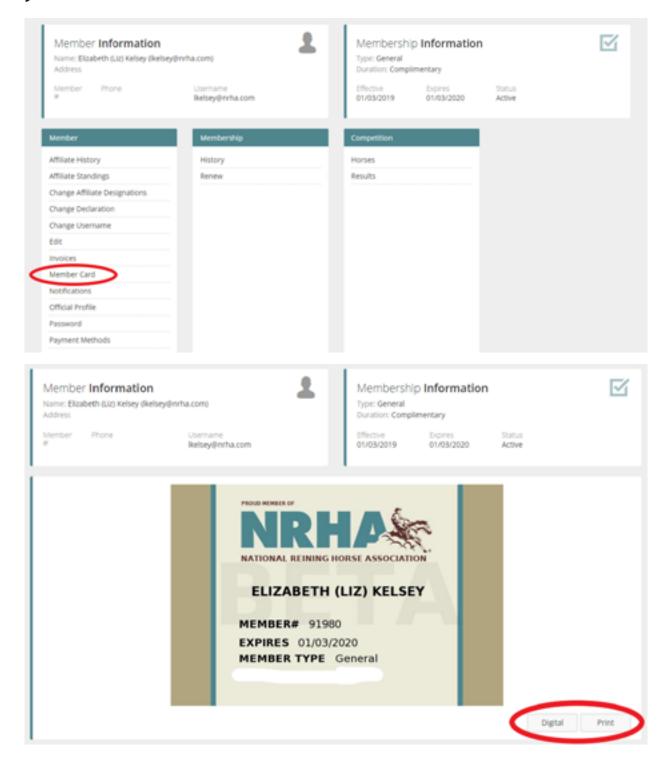
Click on "Account" on the left-hand side, and then click "Change Declaration." Follow the instructions to purchase a new membership.





## I have lost my membership card. How do I access my digital membership card?

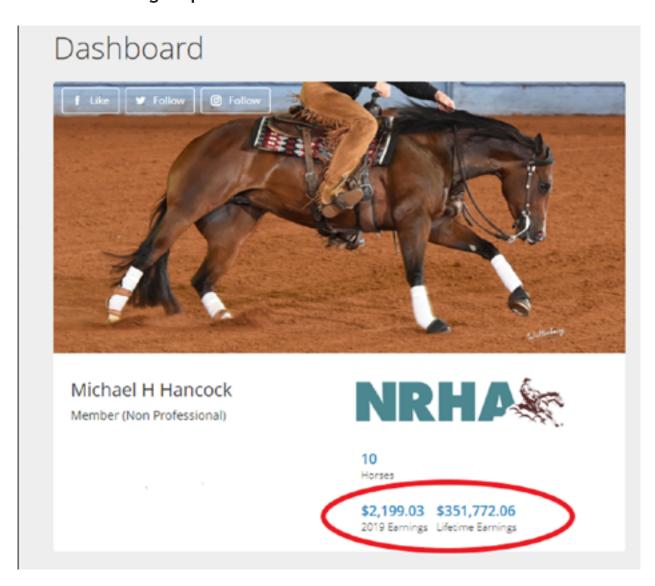
Click on "Account" on the left-hand side, and then click on "Member Card." You can then choose "Digital" to have the card emailed to you or "Print" to print your card.





#### How do I check my show record and earnings?

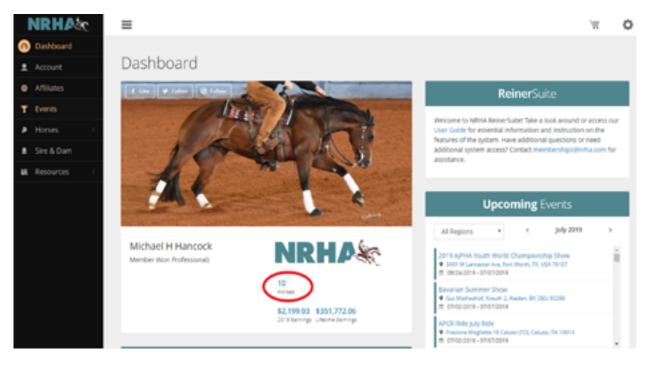
On the dashboard, click on the current year's earnings or the lifetime earnings for a detailed earnings report.



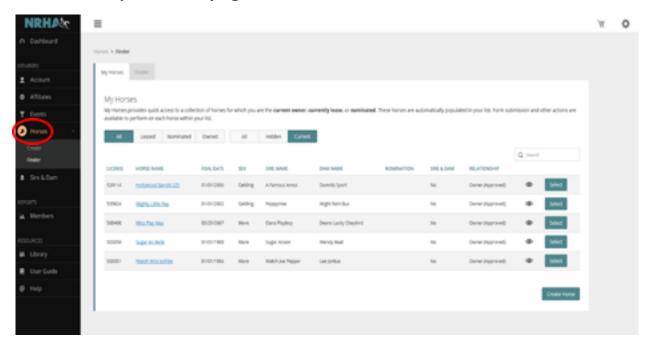


#### Where can I find a list of my horses?

The horses you currently own and have licensed with NRHA will be on your dashboard. If you click on the number, it will take you to a detailed list of the horses.



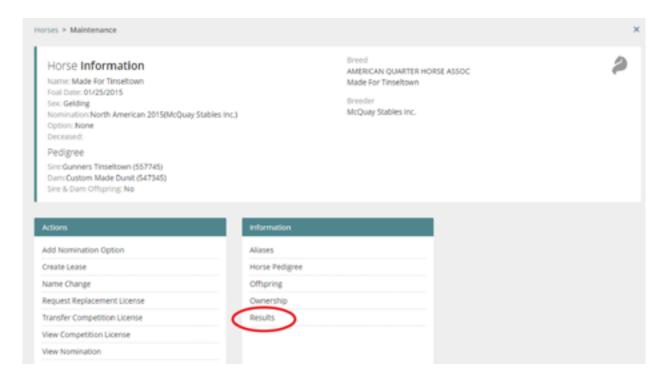
You can also click on the "Horses" tab on the left-hand side and then click on "Finder." The "My Horses" page will be listed.





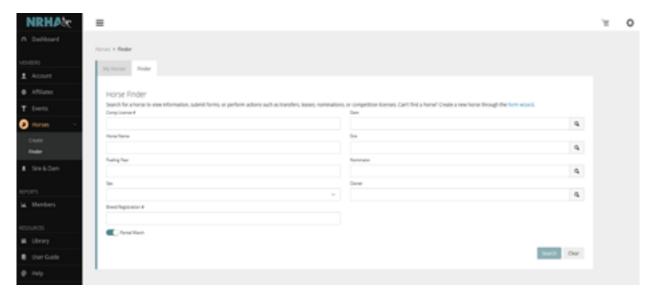
#### How do I check my horses' show records?

After you pull up your horses, click on the horse's name that you want to check the show results for. Then click on "Results" under "Information."



#### How do I run a search for horses I do not own?

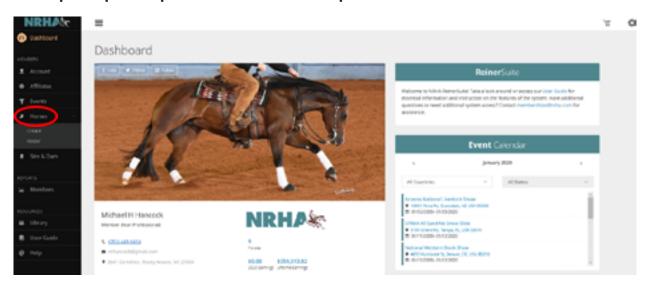
Underneath the "Horses" tab on the left-hand side, click on "Finder." Then click on the "Finder" tab next to the "My Horses" tab. You can then use the available fields to search for the horse(s) you are looking for.



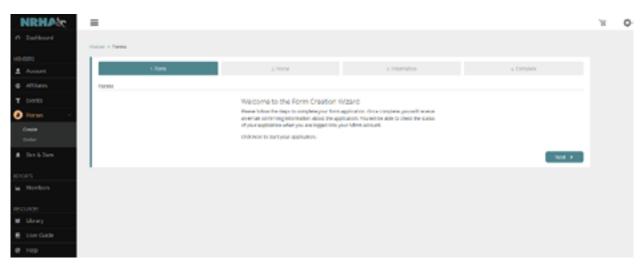


#### How do I purchase a new competition license?

Underneath "Horses" on the left-hand side, click on "Create." You will then follow the prompts to purchase a new competition license.



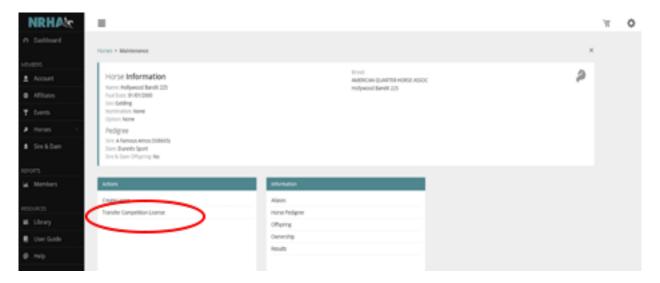
Follow the steps in the wizard to create a competition license application or create a nomination. You will be required to upload a copy of the registration papers. Once you have submitted and paid for the competition license application, it will be sent to NRHA via ReinerSuite for approval.





# I recently bought a new horse. How do I transfer the competition license into my name?

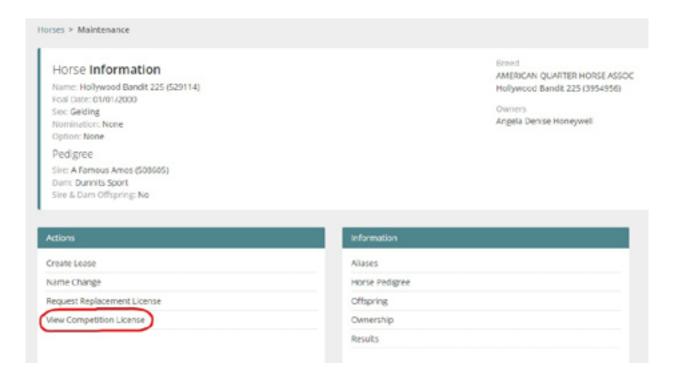
Find the horse in the "Horses" finder, hit select next to the horse you purchased, then click on "Transfer Competition License." Follow the steps to successfully transfer the competition license. You will need to upload a copy of the signed transfer or a copy of the breed registration papers showing you as the owner. Once you have submitted and paid for the transfer, it will be sent to NRHA via ReinerSuite for approval.





#### Can I view and/or print my horse's competition license?

Find the horse in your list of horses or through the "Horse" finder, click "Select Horse" next to the horse whose competition license you want to view or print.



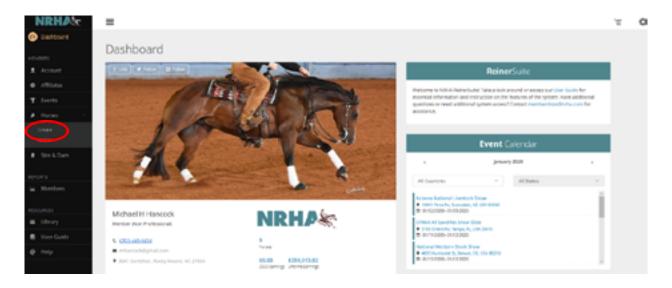
Click "View Competition License" from there you can view and hit "Print."



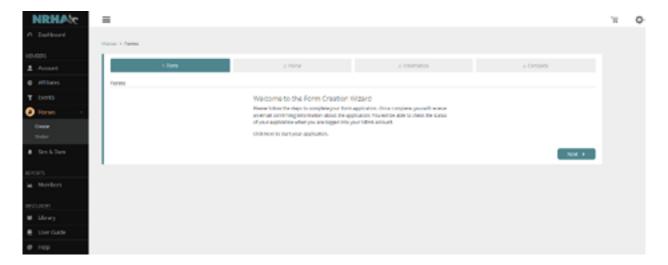


#### How do I nominate a horse not yet licensed with NRHA?

Underneath "Horses" on the left-hand side, click on "Create."



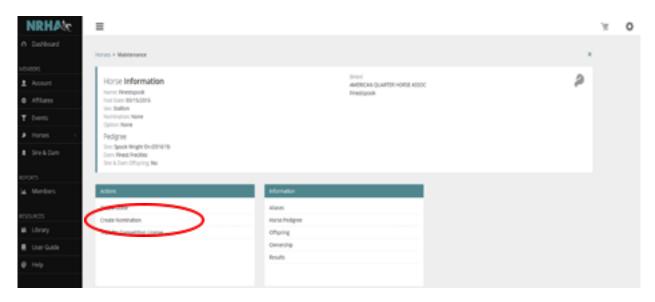
Choose "Nominate" in the wizard, and it will walk you through the nomination process.





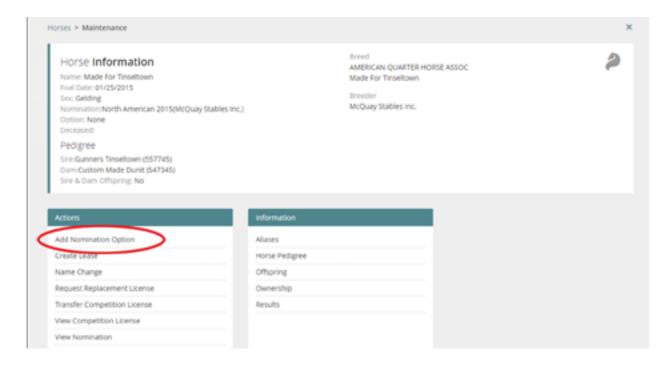
#### How do I nominate a horse that is already licensed with NRHA?

Find the horse in your list of horses or through the "Horse" finder, click "Select" next to the horse you want to nominate, and click "Create Nomination." Follow the steps.



#### My horse is already nominated. How do I add an option?

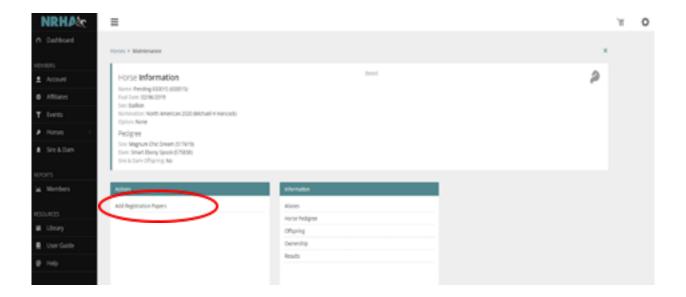
Find and select the horse, click on "Add Nomination Option," and follow the steps to purchase a nomination option.





# How do I complete a nomination by adding registration papers once they are received?

Find your pending horse in your list of horses nominated, select the horse you have papers for, click on "Add Registration Papers," and follow the steps to complete information and create your competition license. You will need to attach a copy of the registration papers proving ownership. Your competition license will then be sent to NRHA via ReinerSuite for review.





#### How do I lease a horse?

After finding the horse in the horse finder select the horse, click "Create Lease" and follow the steps to successfully purchase a lease. The lease form signed by both parties will need to be attached and submitted electronically with the lease.

