



# NHSRA GRADES SUBMISSION



1. Go to <https://nhsra.equestevent.com/>

Account Portal

important information

Welcome to the NHSRA Member Management Portal.  
**NEW** member to NHSRA? Please use **Register New Member**  
After that Login with **SIGN IN**

**Returning NHSRA Member**

To access your NHSRA account, claim your profile & enter your bio  
**LOGIN HERE**

Watch the Renewal Process demo video.

Username

This is a required field

Password

This is a required field

**New to NHSRA?**

If you are a current or renewing NHSRA member, you already have an account.  
*Use the SIGN IN on the left.*  
**[Please DO NOT create another account!]**

New Members, start registration here:  
Watch the New User Signup demo video.

Username

First Name

Last Name

2. Log on. If you don't know your username and click on Forgot Username and it will send your username to your email address. Once you have your username you can click forgot password and you will be able to reset your password as well.

**DO NOT CREATE A NEW PROFILE, YOU ARE A RETURNING NHSRA MEMBER!**

3. Once logged in you will see your account profile which will look like this.

Account Portal

important information

Welcome to the NHSRA Member Management Portal.  
**NEW** member to NHSRA? Please use **Register New Member**  
After that Login with **SIGN IN**

Signed in as Josee Newman **LOGOUT**

Profile Documents Transactions Horse of the Year Nominations Edit My Profile Report a Problem

**Josee Newman**  
Status: Active

**Contact Info**  
Main / Mobile: (509) 431-7179  
Email: joseenewman@gmail.com

**Mailing Address**  
10278 Road 15 Ne  
Moses Lake, WA, 98837  
United States of America

**Shipping Address**  
10278 Road 15 Ne  
Moses Lake, WA, 98837  
United States of America

**Parent/Guardian Information**

First Name	Last Name	Email	Phone
TJ	Newman	tjnewman102@gmail.com	(509) 431-7179
IAN	Newman	iannewman@live.com	(509) 288-0664

**Membership Details**

Membership Number: H-WA-000043  
Years in NHSRA: 5  
Receiving Newsletter/Magazine: Yes  
Event Interests: Goat Tying, Breakaway Roping, Team Roping

4. Click on Documents, then type in spring 2019 for the document type and the document category is Grades. Click on Browse to upload your grades.

The screenshot shows a web browser window with the URL [https://nhsra.equestrevent.com/profile/josee\\_newman/documents](https://nhsra.equestrevent.com/profile/josee_newman/documents). The page title is "Account Portal". The navigation menu includes "Profile", "Documents", "Transactions", "Horse of the Year Nominations", "Edit My Profile", and "Report a Problem". A "GO TO PROFILE" link is visible in the top right.

### Documents for Josee Newman

**Add a New Document**

**Document Title**  
Spring 2019  
If you do not use your own title, one will be made for you. This may slow down processing the application, so please name your documents appropriately.

**Document Category**  
Grades  
If unsure if this is a State or National document, please check with your secretary.

**Document File**  
Browse...

**Document File**

**Current allowed file types:**

- JPEG Image (.jpg)
- PNG Image (.png)
- GIF Image (.gif)
- PDF Document (.pdf)
- Word Document (.doc)
- Word Document (Office 201x) (.docx)
- OpenDocument Text Document (.odt)

**Current other restrictions:**

- Maximum Number of files you can upload at once: 5
- Maximum Size of each individual file: 16MB

While you are on your member profile, I encourage you to look everything over and make any changes needed. Also, if you hit edit profile and scroll down, please fill out the announcer biography too.

Make sure you make a note of what your username and password are because this is how we will have to be submitting things from now on.