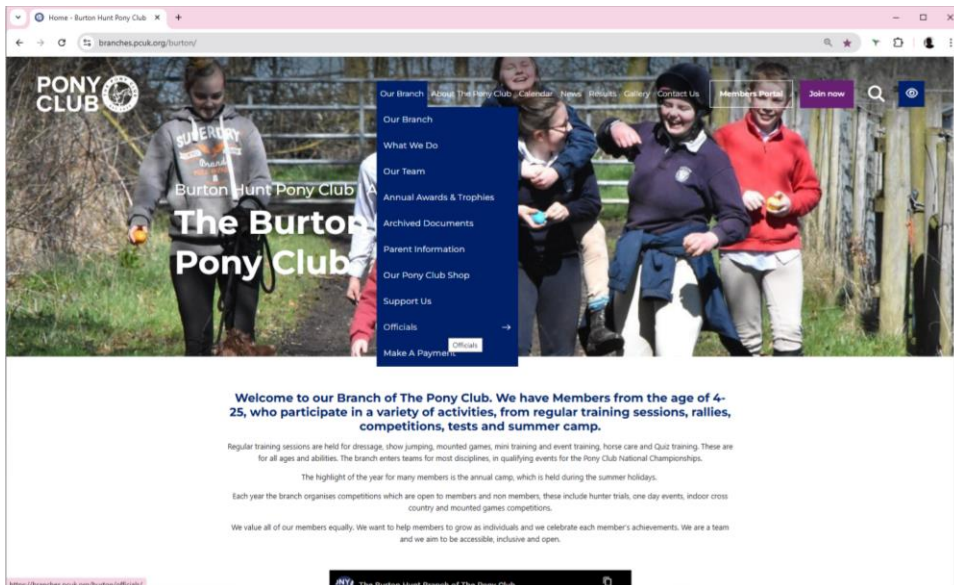
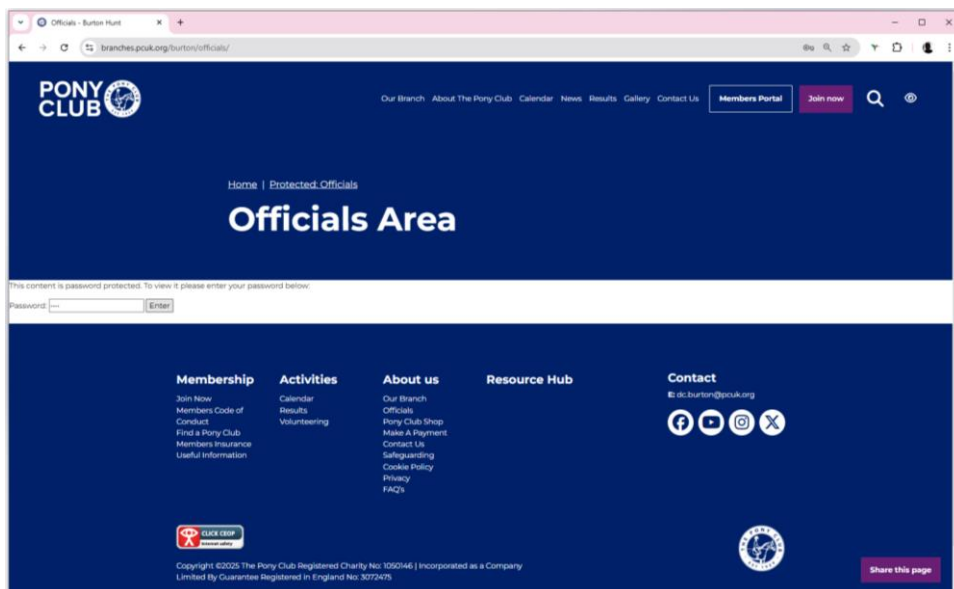


Desktop Version



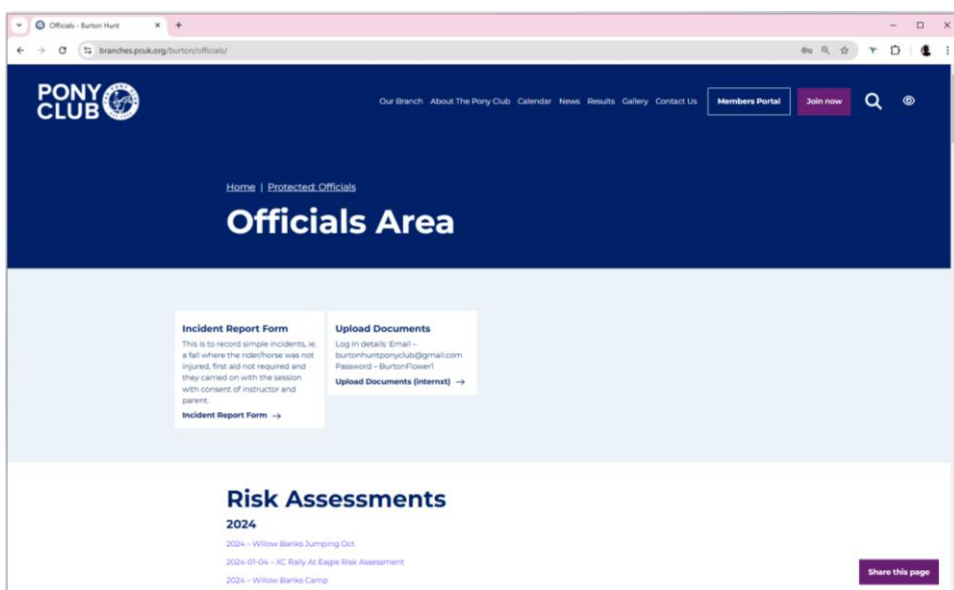
1

On the home screen, click 'Our Branch' from the top menu bar, then 'Officials'



2

Enter password – BHPC



3

The Officials area includes the 'Incident Report Form' and access to an online cloud for uploading documents, as well as 'links to' and downloadable forms and procedures.

4

The 'Incident Report Form' is opened by clicking the link at the top of the 'Officials' area.

The screenshot shows a web browser displaying an 'Incident Report Form' on the Form Builder platform. The form is titled 'Incident Report Form' and includes the following sections and fields:

- Incident Report Form**: A heading followed by a brief description of the form's purpose.
- Where first aid is required / the rider went to A&E / vet treatment required for horse or rider did not continue the session then organiser must complete the Liberty Accident report log.**: A note regarding the form's use.
- Rally / Event**: A text input field.
- Date / Time**: A text input field.
- Location Inc. Map Ref. / What3Words Ref.**: A text input field.
- Incident Details**: A large text area for describing the incident.
- Parent / Guardian's Name (Witness / Acknowledgement of Incident)**: A text input field.
- Reported by (name)**: A text input field.
- Email address**: A text input field.
- Verification***: A checkbox labeled 'I'm not a robot' with a reCAPTCHA logo.
- SUBMIT FORM**: A prominent black button.
- Never submit sensitive information such as passwords. @report_abuse**: A warning at the bottom of the form.

5

The online cloud is opened by clicking the link at the top of the 'Officials' area.

The log in details are:

Email –
burtonhuntponyclub@gmail.com

Password –
BurtonFlower1

This online cloud is to be used for the uploading of documents that are to be added to the main 'Officials' area.

