

EventPass Quick Start Guide

2026

1. Create Your Account

You need to create an "EventPass Lite" account.

Scan or click this QR code to create your account instantly.



EventPass

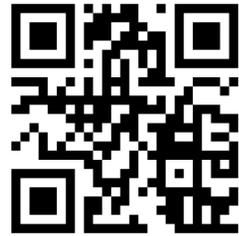
Powered By EquiTrace®

2. Download The App

EventPass is accessible on your desktop, mobile phone, or tablet. For mobile and tablet use, please download our app for your device.

Download the Mobile App

Scan or Click the QR Code to download the EventPass App for mobile or tablet.

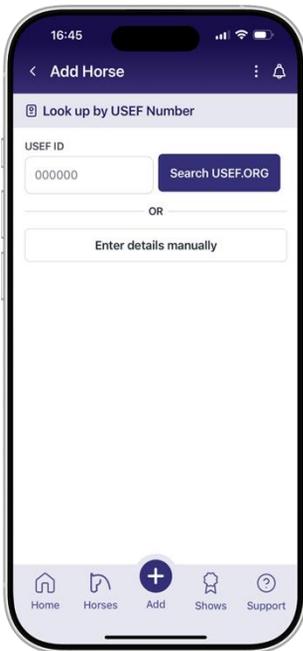


Click Here for Desktop Version

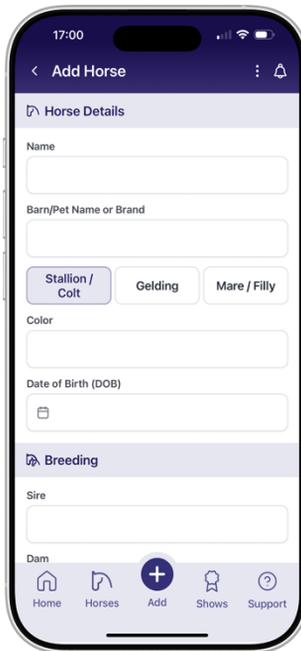


eventpass.equitrace.app

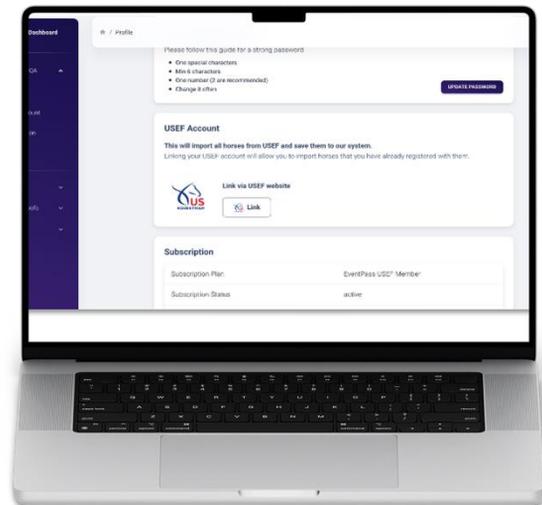
2. Add Your Horses*



You can add horses directly within the app by looking up the USEF ID.



You can enter the horse details manually if required.



If you want to sync all the horses on your USEF account, use the desktop platform.

*Please ensure all your horses have their **barn names** on their profiles.

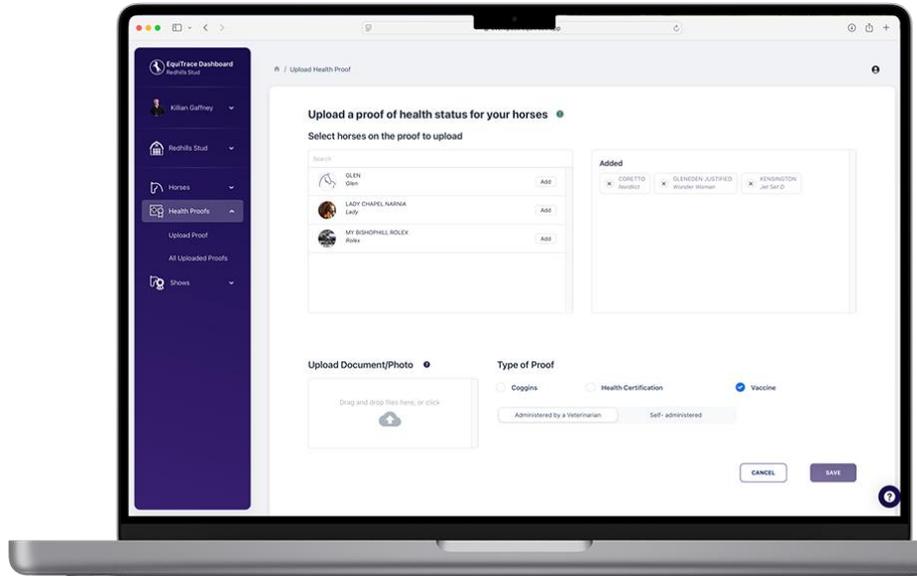
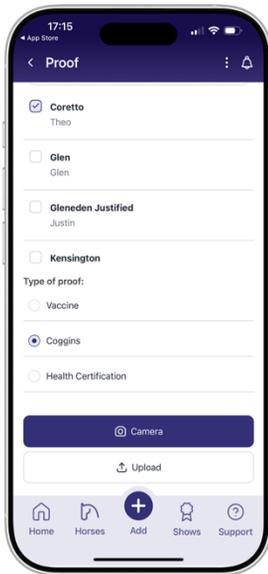


EventPass
Powered By EquiTrace®

4. Uploading Documents

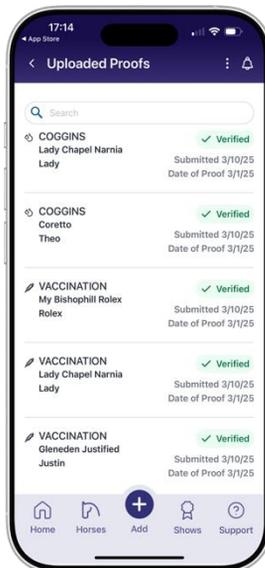
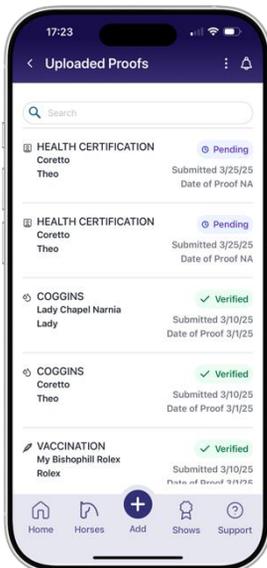
Upload

Easily upload documents through our mobile app, but you can also use the desktop platform. The document uploader allows you to select multiple horses.



You can upload multiple documents for vaccinations and health certificates. **Only one Coggins per horse** can be uploaded. You will see your uploads in the "Proofs" section.

5. Document Verification



When a document is uploaded, the EventPass system will start to review it against the horse profiles on your EventPass account.

When a document is uploaded and in review, you will see a blue status that says **"Pending"**. This can take up to 8 hours for approval.

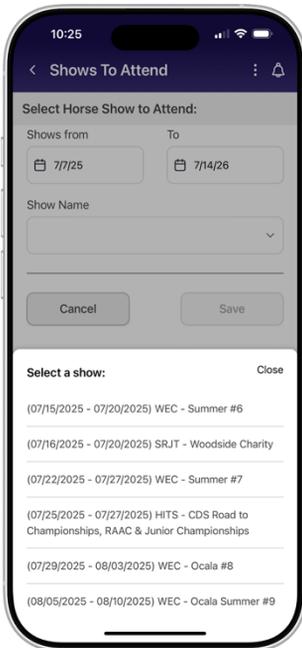
Once a document has been verified, its status will update to "Green," and it will be displayed as "Verified" under your proofs.



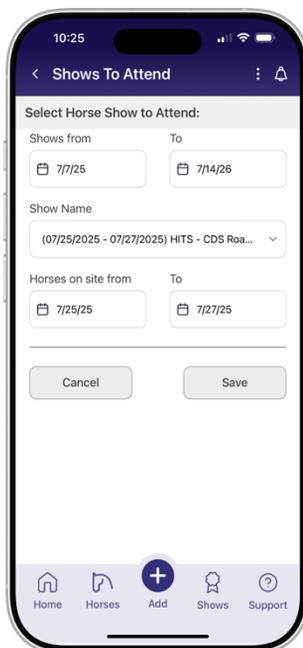
EventPass
Powered By EquiTrace®

6. Create an EventPass

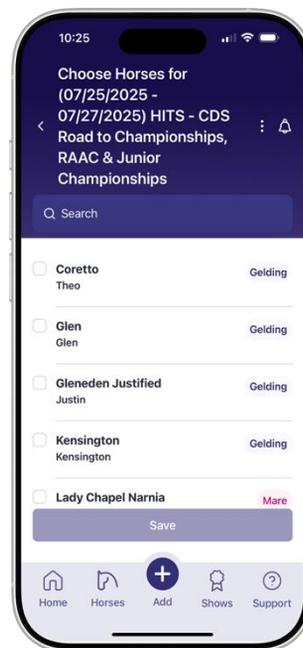
Lets create your first EventPass. Follow these steps.



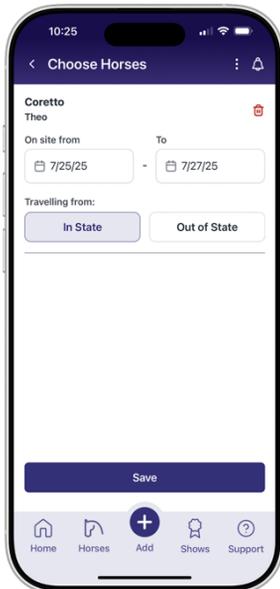
1. Select your Show



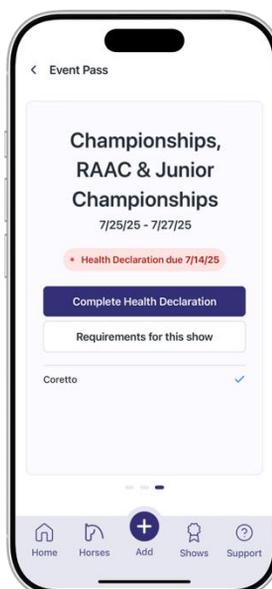
2. Set Your Dates



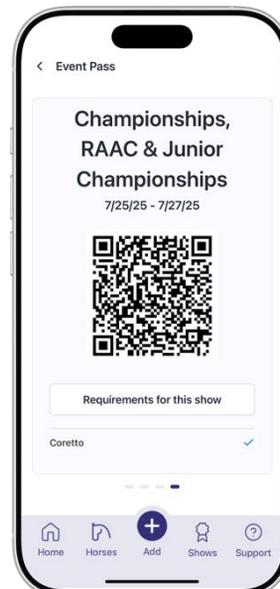
3. Select Your Horses



4. Select your travel type



5. Health Declaration



6. Completed EventPass



10. Frequently Asked Questions

Here are some of the most frequently asked questions.

Q: Can I edit my horse after it's been created?

A: Yes, you can edit the profile at any time by clicking on the edit button.

Q: Can I add a horse's USEF ID after I create a horse?

A: Yes, just click edit on the horse's profile and add the USEF ID.

Q: Can I have a leased horse on my account?

A: Yes, EventPass allows you to have leased horses on your account.

Q: Can I add all of my horses to an EventPass?

A: Yes, you can add all the horses you plan to show to a single EventPass.

Q: Can I delete an EventPass?

A: You can delete incomplete EventPasses from the desktop platform.

Q: Can I edit my EventPass?

A: An incomplete EventPass can be edited from your desktop.

Q: How long does it take to verify a document?

A: It can take up to 8 hours as a maximum to verify some documents.

Q: My documents are still pending, and it's been past 8 hours.

A: Please raise a ticket from the support button for our team to resolve.

Q: Can I upload a Coggins for multiple horses?

A: No, you can only upload a Coggins for one horse at a time.

Q: Can I upload a health certificate with multiple horses?

A: Yes, you can upload a PDF document with multiple horses on it.

Q: Why was my vaccination rejected?

Please check that the name on the vaccines matches what is on your horse profile, that you uploaded a vaccine letter or invoice with the administration date, and that you've uploaded a complete document

Q: Can I share an EventPass with my shipper?

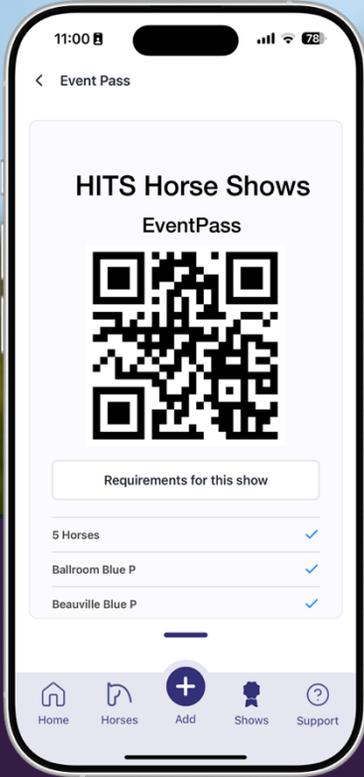
A: You can share completed EventPasses from the desktop with your commercial shipper, so they can scan this on arrival if required.



EventPass

Powered By EquiTrace®

Download The EventPass App



Available on iOS, Android, Tablet and Desktop

Need Support? Call our Support Team!



+1 (352) 759-1220

Mon, Thurs – Sun: 9am – 5pm EST
Tue & Wed: 7am – 5pm EST



Kelsie Bricker



support@equitrace.app



kelsie@equitrace.app



EventPass
Powered By EquiTrace®



www.equitrace.app