

Hidden Haven Farm: Rendaivu Management Service

Please take a moment to register with Rendaivu Online Equestrian Management Services. Hidden Haven Farm will now be utilizing this website to manage our farm schedules. Once registered, you can view our horses, prices, forms and schedules. You can send and receive emails to group members, view up to date news alerts, participate in forums and request lesson scheduling. We are hoping this system will allow us to more effectively communicate with our farm members and manage our programs more efficiently. Volunteers can also view schedules, tasks and immediate updates pertaining to barn shifts. Thank you for taking the time to register and work with us as we pursue this new method of management!

TO REGISTER:

- Go to www.rendaivu.com
- Scroll to the bottom of the main page and you can TAKE THE TOUR to see how everything works and then click on REGISTER NOW.
- The registration page will then open up. Complete all required fields and click SUBMIT.
- You will then be brought the MY ACCOUNT home page. If you look down the page, you will see: If you belong to an organization... click on CLICK HERE TO FIND IT
- You will then be brought to a search page where you can enter the following search criteria:
 1. Organization Type: ALL
 2. Country: USA
 3. Province/State: MARYLAND
 4. City: BOWIE
 5. Keyword: leave blank
 6. Click SEARCH
- A list will then appear. Click on HIDDEN HAVEN FARM EQUINE SANCTUARY AND EDUCATION CENTER to join us. You can also click on HIDDEN HAVEN SHOW TEAM to join that if you plan on showing or just want to keep tabs on the show team.
- A confirmation request will be sent to TARA who is the administrator of the club indicating you wish to join. She will then CONFIRM your request and set you up in the system. Students, friends, volunteers and board members all have different settings and are able to access different information in the system. You will receive a confirmation of your membership in your inbox.

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To check your status or to access the system:

- Go to www.Rendaivu.com
- Enter the LOG IN information
- From the MY ACCOUNT home page, click on MY ORGANIZATIONS (there is a tab on the page or a link at the very top)
- A list of organizations you belong to will appear on your screen.
- Click the HIDDEN HAVEN FARM organization link.
- If you have messages, you will see a prompt in the MY MESSAGES box on the right side. Click on the messages to see them.
- If there are new FORUM TOPICS, you will see this as well. You can participate in the forums at any time and even post your own topic if you have something you would like to discuss with the group.
- To schedule a LESSON:
 1. Click on SCHEDULES from the links above the NEWS column.
 2. Choose LESSONS from the drop down list. You will then see all available lessons for the month. Please note the time and INSTRUCTOR listed with each lesson. Tara and Emily both have lessons on the schedule.
 3. To request a lesson, click on VIEW DETAILS under the lesson date and time.
 4. A new screen will open and you click on REQUEST ENTRY INTO THIS LESSON.
 5. A request will be sent to Tara to confirm your request.
 6. If you see a name listed in the time slot, that lesson is taken. Remember, aside from SHOW TEAM practices which are scheduled via the SHOW TEAM ORGANIZATION, all lessons are PRIVATE.

From this point you can navigate the tabs and links in the organization page to access more information about the barn. Be sure to check in for updates, postings, cancellations, etc. All this information will appear in the MY MESSAGES section. You can also view the RENDAIVU tutorial videos accessible from the main log in screen.

For questions, comments or further assistance, please contact:

Tara J.W. Guevara

Rendaivu Administrator

Work Phone: 301-459-4814 (Monday through Friday 8am until 4pm)

Cell Phone: 301-674-3155 (voicemail and text capable)

Work Email: tguevara@stmatthias.org

Personal Email: horsetrainer07@aol.com