American Endurance Ride Conference
For Ride Managers: Entering Ride Results Online

Begin by logging in at **AERC.org** — look for the Member Home button (top right on the home page).

Now, go to the **Navigation** box and click on **Ride Manager**. This will show the rides you have sanctioned that are awaiting results. Click on **New! AERC Offline Ride Results** for the ride you wish to enter.

Select either Finish Time or Ride Time:

Finish Time: You can choose to set the start time and total hold times, and enter the finish time, i.e., 4:15pm (or 16:15 in military time, if you prefer).

Ride Time: You will enter the actual riding time, excluding holds, i.e. 5 hours and 27 minutes (05:27:00).

Click inside the Distance box and select one distance. Now you have a choice on how to proceed: adding results individually, one rider at a time, OR importing results from a pre-programmed spreadsheet.

#1. Importing Results from a Spreadsheet

↓ Export   Click on the *Export* icon to download and save AERC's pre-programmed .xlsx file to enter your results. Save to your files. (We suggest saving as a template in a folder, i.e., 2025 Auburn Awesome Ride.) For every distance, be sure to fill in **ONLY** the first 5 columns: **Rider Number**, **Member ID**, **Horse ID**, **Finish/Ride Time**, and **Finish Code**. See finish codes, next page.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Rider Nbr	Member AERC ID	Horse AERC ID	Pull Code	Time at Finish	non-AERC Horse Name	DayMember First Name	DayMember Last Name	DayMember Address	DayMember City	DayMember State Code	DayMember Zip Code	DayMember Email	DayMember Phone	DayMember Wt. Division
2	101	M51201	H65507	F	05:49										
3	130	M30001	H48192	RO											
4	127			F	05:56	Red	Jane	Doe	101 A St	Auburn	CA	95603	jane@x.com	530-555-1111	LW

If you do not have IDs for the rider or the horse (for day members and non-AERC-registered equines), then type in their names; otherwise leave those columns blank. (See above.)

Use one spreadsheet per distance.

 Import   When you've finished entering the data, click on the *Import* icon and choose the file for the distance you're uploading. (Be sure to save it as an .xlsx file.)

You'll see the data for each rider appear as a table on the webpage, and you can edit or make any changes to individual results on the page.
For an explanation of the icons, see the Icons table.

Ride Results

2024 AERC National Championship 50

Click here for instructions on entering ride results

Finish or Ride Time | **Distance** | **Start Time**
Select Finish or Ride Ti | 50 – 8/15/2024 | 7:00 AM

Starters

☐ Check here if there were zero starters | **Juniors** | **Finishers** | **Intro Info Click Here**
46 | 5 | 35 | 0

#			i		L ⚙		🖼		🏆		F	🗑
1	132 L	M41928	i	Melissa Montgomery	L ⚙	H61074	🖼	MV VG Bella	🏆	04:48:00	F	🗑
2	108 L	M34838	i	Tosha Buker	L ⚙	H58020	🖼	Niwots Dark Sun	🏆	04:52:00	F	🗑
3	123 L	M43980	i	Sarah Hockett	L ⚙	H61143	🖼	SAR Rockn Mialuna	🏆	04:52:00	F	🗑
4	127 L	M43933	i	Alexandra Lewis	L ⚙	H51021	🖼	Xtreme Xtravagance	🏆	04:54:00	F	🗑

Best Condition. You can enter the riders' individual BC scores by clicking on BC. The website will calculate the total scores and award BC to the team with the highest score.

Starters

☐ Check here if there were zero starters | **Juniors** | **Finishers** | **Intro Info Click Here**
1 | 0 | 1 | 0

| 1 | 201 | M51201 | i | Jeremy Smith | ⚙ | H65507 | 🖼 | JS Tracer | BC | 05:49:00 | F | 🗑 |

✕

Standing: Recover Score

Standing: Hydration Score

Standing: Lesion Score

Movement: Soundess Score

Movement: Quality Score

Rider Weight

0

+ Add Rider

⬆ Export | ⬆ Import

SUBMIT DISTANCE / VIEW SUMMARY

Icons	
i	Membership info
⚙	Weight division
🖼	Horse owner info
BC	BC scores
F	Finish/pull code

Next page: **Adding Results Individually**

#2. Adding Results Individually

If you prefer to enter the riders' results individually, click on +Add Rider and enter data from left to right.

You'll notice that when you enter the ID numbers for horses and riders, the website will generate a dropdown menu and you can select the correct name. If the rider is not current with AERC dues you'll see the "**i**" turn red. If the rider has never been an AERC member, please enter their first and last name and choose their weight division manually.

Similarly, enter the equine ID and choose the correct horse from the drop down menu. If the horse is not registered with AERC, please type out the horse's name.

Next up is the ride time or finish time — enter it in the next box. Be sure to include seconds, even if it's :00. Then use the Finish Code dropdown menu to select the Finish Code (or Pull Code).

Finish codes:

F - Finish	**R) - Rider Option**	**RO-L - Rider Option/Lame**
L - Lame	**SF - Surface Factors**	**RO-M - Rider Option/Metabolic**
M - Metabolic	**DQ - Disqualified**	**RO-SF - Rider Option/Surface Factors**
OT - Overtime	**C - Completion only (no placing given)**	

Note: AO is for office use only

Best Condition. See previous page for BC entry.

Submitting Results for Each Distance

SUBMIT DISTANCE / VIEW SUMMARY

After entering the results by either method, click on the yellow Submit Distance/View Summary button to submit the results for that distance/day. You need to repeat this for each distance.

If you edit a distance of the ride results, you can submit them by clicking the yellow button again. Each time you click "submit distance," the program will overwrite the last version.

Hooray, you've successfully entered ride results in the new AERC website!

Once you're done, scroll down to the pay options. You can pay by credit or debit card online or call the AERC office with your credit card payment or send a check to AERC.

AERC, PO Box 6027, Auburn, CA 95604

Call if you have questions: 866-271-2372, or send an email to membership@aerc.org.

Thanks and congratulations from the AERC Office!