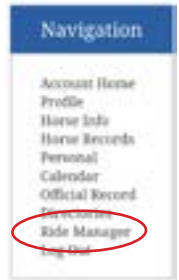# AERC – Entering Offline Ride Results

Here's how to enter ride results securely, either by individual entry or by uploading spreadsheets. (With the Offline Ride Results, you can also begin before your ride and get entries pre-loaded, then just add day-of entries and ride/finish times at the ride.) Begin by logging in at **AERC.org** — click 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.

Rides Awaiting Results

2026 West 03/23/2026 Auburn Awesome - OFFICE TEST RIDE | Ride Results | NEW! AERC Offline Ride Results | Re-Sanction this Ride

1 Select Finish Time or Ride Time

Finish Time: You will set the start time and total hold times, and then enter the finish time, i.e., 4:15 PM (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). Note: Be consistent with all distances!

2 Choose the ride distance and entry method

Click inside the Distance box and select a distance. Now choose your input method:

1. Add results individually, one rider at a time **(see green boxes)**, or

2. Import results from a preset spreadsheet **(see pink boxes)**. *(For experienced spreadsheet users!)*

Option 3a Add ride results individually

Click on + Add Rider and get started!

1. Enter the rider # (the number you put on the horse's flank; or else just list 101, 102, etc.).

2. Add the member AERC # and tab—then 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.

3. Then enter the equine ID and choose the correct horse from the dropdown menu. Horse not AERC-registered? Please type out the horse's name.

4. 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).

5. Best condition entry — see next page.

Option 3b Import from a spreadsheet

Click on the **Export** icon to download and save AERC's pre-programmed .xlsx file to your computer. (We suggest saving as a template in a folder, i.e., 2025 Auburn Awesome Ride.)

For AERC members and horses, fill in ONLY the first five columns: **Rider Number**, **Member ID**, **Horse ID**, **Finish/Ride Time**, and **Finish Code**. You must use the codes as listed below!

Finish codes:

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

Note: AO is for office use only

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 sample next page.) Use one spreadsheet per distance. >>>>>

	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

↥ 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 below.

4 Enter Best Condition results

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.

5 Send ride results to the AERC office

SUBMIT DISTANCE / VIEW SUMMARY

After entering the results by either method, click on the yellow Submit Distance/View Summary button — then repeat for each distance.

If you edit a distance of the ride results, click the yellow button again. Each time you click "submit distance," the new version will be saved.

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

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

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

Thanks and congratulations from the AERC Office!