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.

Navigation

Account Home Profile Horse Info Horse Records Personal Calendar Official Record Directorics Ride Manager Log Out

Re-Sanction this Ride

Rides Awaiting Results

2026 West 03/23/2026 Auburn Awesome – OFFICE TEST RIDE | Ride Results (NEW! AERC Offline Ride Results

1 Select Finish Time or Ride Time

Finish Time: The start time fills automatically. Enter the total hold time in hours, minutes, seconds (i.e., 01:15:00, *not* 00:75:00). 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!

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, i.e., 05:25:00. 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.

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 3b Import from a spreadsheet

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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 offi	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. >>>>

Option 3b Import from a spreadsheet, continued

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	Rider ID	Member ID	Horse ID	Ride Time	Finish Code	Rider Name	Division	Horse Name	Day Member Full Address	Day Member Phone	Day Member Email
1	101	M51201	H6507	F	5:49			200.00			
I	127			F	5:56	Jane Dee	LW	Blue Streak	101 A St, Alta, CA 95713	530-555-1234	jane@go.com
1	130	M30001	H49919	80							

🌲 Import

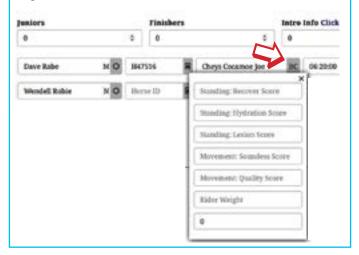
When you've finished entering the data, click on the Import icon and choose the file for the distance you're uploading. (Be sure to save it as an .xlsx file.)

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 lcons table below.

					Ride	Resi	ılts					
2024 AERC National Championship 100						Click here for instruction				Icons		
202	4 AERC I	vational Cha	mpio	nship 100				Contra 1	otte por mo	10 MC 0401	i	Membership info
Finish or Ride Time Select Finish or Ride Time				Distance 100 - 8/17/2024			Start Time			Hold Time		Weight division
							6:00 AM	00:00:00			Horse owner info	
Starte	ers										BC	BC scores
Dock here it there were sure states				Juniors			Finishers		Intro Info Clic		F	Finish/pull code
Su	rters			Jr Starters			Finishers		Intro	Riders		
1	320 Y	M43824	1	Mollie Quiroz	γO	HSG	881	Chindakasespress		11:07:00	1	
2 ^{8C}	324 L	M34668	ł	Diane Stevens	LO	H53	989 🖬	FV fbn's Aulani		11:08:00	r	
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4	325 J	M45297	i.	Joslynn Terry	10	1156	636 🖬	HCC Tetherow Joe		13:17:00	r	

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!