

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
- Directories
- Ride Manager**
- Log Out

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: 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!

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, 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.

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. >>>>

Option 3b Import from a spreadsheet, continued

	A	B	C	D	E	F	G	H	I	J	K
	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	H5507	F	5:49						
2	127			F	5:56	Jane Doe	LW	Blue Streak	101 A St, Alta, CA 95713	530-555-1234	jane@go.com
4	130	M30001	H49919	RD							



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.

Ride Results

2024 AERC National Championship 100

[Click here for instructions](#)

Finish or Ride Time

Distance

Start Time

Hold Time

Select Finish or Ride Time

100 - 8/17/2024

6:00 AM

00:00:00

Starters

Check here if there were zero starters

Juniors

Finishers

Intro Info Click

Starters

Jr Starters

Finishers

Intro Riders

1	320 Y	M43824	Mollie Quiroz	Y	H56881	Chndakasexpress	11:07:00	F	
2 ^{BC}	324 L	M34668	Diane Stevens	L	H53989	FV Ebe's Aulani	11:08:00	F	
3	306 L	M30035	Kassandra DiMaggio	L	H49881	WT Bezarif	13:04:00	F	
4	325 J	M45297	Joslynn Terry	J	H56836	HCC Tetherow Joe	13:17:00	F	

Icons

	Membership info
	Weight division
	Horse owner info
BC	BC scores
F	Finish/pull code

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.

Juniors: 0 Finishers: 0 Intro Info Click: 0

Dave Robie M H47556 Cheys Cocanoe Joe BC 06:20:00

Wendell Robie N Horse ID

Scoring: Recover Score

Scoring: Hydration Score

Scoring: Lesion Score

Movement: Soundness Score

Movement: Quality Score

Rider Weight

0

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!