**Submitting Ride Results to PNER**

Here’s a quick reminder on what’s important in submitting ride results with minimal corrections for ride managers who might forget after the long winter or for new ride managers.

Ride results must be submitted to PNER separately from AERC and EDRA by emailing an excel spreadsheet to [points@pner.net](mailto:points@pner.net)

The template can be found on the website toward the bottom of the Ride Calendar page - <https://pner.net/ride-calendar>.

But prior to submitting results you need to remember when creating your Jot Form or whatever entry system you use to request the rider’s PNER number (if a member) and their horse’s PNER number (if the horse has done a ride previously). Every horse will be assigned a PNER number when they do their first ride and I encourage people to look at results and note this number as it really helps prevent duplicate entries in case people sometimes use barn name vs registered name and also in the event the rider does enough rides they decide to become a member. And it prevents having 17 horses named “Red.”

There is no worry that a horse/rider will get points if they aren’t a member since the standings are all determined based upon when the rider became a member.

I am able to manipulate data within a spreadsheet if you don’t use the exact format, but it does make things much faster if I don’t have to separate rider first and last name and look up correct spelling in PNER or AERC etc.

Also, just a nice to have, since many ride managers do use the spreadsheets for their own records, it’s easier if you can unhide any hidden columns before sending to me otherwise I panic and swear a few times before I realize the data really is there! 😉

Another item that can be a pain is asking for DOB of junior riders. Some parents don’t want to provide that and I understand. If that’s the case, particularly if the rider isn’t a member, it is sufficient to provide the correct year and a fake month/day.

I actually don’t need the birthdate, just confidence that the rider really is a junior which is defined as under 16 years of age on January 1 of the ride year. If they’re a new rider and not a member, I’m usually going to hand enter with a fake date if not provided which is fine until they become a member and we need to repair. So make sure you are asking for that information and at a minimum provide the sponsor’s rider number in the spreadsheet. The most important reason to get this correct is for our juniors who are members since junior BC requires another junior rider.

I don’t need Young Rider information since that only matters for the Young Rider award which requires membership and presumably at least a correct year will be provided to the Membership Secretary and then everything happens automatically.