

RIDE SECRETARY INSTRUCTIONS



RIDE SECRETARY, Please

Effective for 2004 and following years: NATRC will receive your FINAL RIDE REPORT via email. Include a printed copy with the completed scorecards, unused scorecards and unused Rule Books that you return to the National office. The scorecards must still be checked for accuracy. By receiving your ride report via email, we have the ability to IMPORT THE RIDE REPORT DIRECTLY TO OUR DATABASE. The importing will save considerable time and expense for NATRC, plus allow you to retain data that may be usable the following year.

TO RECEIVE YOUR SPREADSHEETS VIA E-MAIL: Send the name of your ride to natrc@natrc.org. You will receive one file, which includes, instructions, the ride report sheets, a sheet of horse breed abbreviations and the ride statistics sheet.

DOWNLOAD THE FILE: You may download the Excel file from the documents page at www.natrc.org. If you use the RMS from Region 5, you can download the final, completed form there. **You must email it to natrc@natrc.org. NATRC does not have access to your ride on the RMS.**

CAUTION: The order of the columns **MAY NOT BE CHANGED**. The exact order is critical to allow for importation. You may copy and paste any data that repeats within the spreadsheet. If the sample shows an answer to TRUE OR FALSE, you cannot change to yes and no. The rider's name must be entered: Last name, first name.

LABELS FOR SCORECARDS. Labels size 1 X 2 5/8ths or larger may be used for the horse information box, ride name and date box. The judges' names, rider name and division/class may also be labeled. If you have never mail-merged labels, we **strongly suggest you practice in advance of ride** whenever you have a few event entries. We will provide step-by-step instructions. **SIX (6) COPIES** of each label will be needed - three labels for each set of judges' cards.

**THIS IS EASY. DON'T LET ALL THESE PARAGRAPHS CONCERN YOU.
PLEASE LET US KNOW IF YOU NEED HELP.**