

Directions for filling out the Excel file

Please do not alter the Excel file in any way. Do not use all capital letters or bold anything. Fill out in reverse chronological order (most recent rides first).

Please include this year and up to the last 5 years (2004-2009) of rides for you and/or your horse (not necessarily together). You can include records for other horses you rode and other riders who rode your nominated horse. Some categories are MANDATORY. Failure to fill in required information will result in that ride record not receiving any points. After your records are transferred into the database, your entire record will be returned to you to check for accuracy.

- 1) Email address
- 2) EC License Number. If the rider of the horse at that particular ride does not have an EC License Number, just enter in "OtherRider".
- 3) Rider name: just the last name
- 4) Horse name: as it appears on the FEI passport, not the barn name.
- 5) Ride name: Complete as possible
- 6) Ride Date: DD-Mon-YY (12-Aug-03) PLEASE enter it exactly like this!
- 7) Sanctioning Organization: please indicate provincial organization and/or AERC (use the drop down menu). Do not put FEI here (there's a box to check for that). Use "other" for foreign rides.
- 8) Distance: in miles of 50 or greater (use the drop down menu). **Do not** enter LD rides or CTRs!
- 9) Completion?: pick yes or no
- 10) FEI?: pick yes or no
- 11) Number of *'s for any FEI rides (use the drop down menu) (PACs are 3 stars, Worlds are 4 stars)
- 12) Best Condition?: pick yes or no
- 13) Reason for Pull: enter "L, M, R, ROL or ROM" for lame, metabolic, rider option, rider option lame, rider option metabolic. Remember, you can only use ROL or ROM if the horse was passed by the veterinarian as fit to continue, but the rider felt that there was a lameness or metabolic problem and elected to pull.
- 14) Placing: enter a number. This field is mandatory if you completed.
- 15) Number of horses starting: enter a number. This field is mandatory
- 16) Number of horses finishing: enter a number. This field is mandatory
- 17) This horse's finishing time: enter time as XX:XX.
- 18) Fastest horse's finishing time: enter time as XX:XX.
- 19) Slowest horse's finishing time: enter time as XX:XX.
- 20) Comments: anything you feel is relevant for the Chef and the Vet to know (eg, lost shoe, high humidity, etc). Please be brief.