



## INSTRUCTIONS TO ENTER A RIDE WITH THE RMS

### DO NOT HAVE AN ACCOUNT

1. If you do not already have an account in the Ride Management System (RMS), go to [www.natrc5.org/rms/logon.asp](http://www.natrc5.org/rms/logon.asp) and click on “New RMS.”
2. After reading the Terms of Use, click on “Continue to Logon”, and then on “Need an account?” in red in the Log In box, and follow the instructions on the pages that come up to create your account.

Log In

User Name:

Password:

Log In

**Need an account?**  
**Forgot logon credentials?**  
Enter email address, if it matches one in your account your logon credentials will be emailed to you.

Go

RMS rights recommends PasswordSafe  
and if you have Dropbox, don't forget to download Dropbox for your iPhone and put your PasswordSafe inside !!

Transfer to Old RMS: [study your manual!](#)

Region 1 Region 2 Region 3 Region 4 Region 5 Region 6 National

3.

### Check Account

Let's make sure you don't already have an account first! If you have EVER ridden even one NATRC ride or even volunteered, you probably already have an account. Please enter your information in ANY of the boxes below and click Search. Enter partial information; e.g. "Jan" for Janice, Janis, Jane, etc, if you're not sure in what form your name might be. Even though RMS is a separate system from the official NATRC database, it feeds the ride data to NATRC. Your name and your horse's names must match the NATRC database and duplicate accounts cause a real problem. We are all volunteers so please don't make our jobs more difficult by creating duplicate accounts, rider and horse profiles. Thank you!

When it is confirmed you don't have an account you'll be given a button to proceed so you can create one.

First Name:  Search

Last Name:  Search

Email:  Search

Any one of these, or all can be used

Continue to Terms of Use **Continue!**

4.

### Check Account

Let's make sure you don't already have an account first! If you have EVER ridden even one NATRC ride or even volunteered, you probably already have an account. Please enter your information in ANY of the boxes below and click Search. Enter partial information; e.g. "Jan" for Janice, Janis, Jane, etc, if you're not sure in what form your name might be. Even though RMS is a separate system from the official NATRC database, it feeds the ride data to NATRC. Your name and your horse's names must match the NATRC database and duplicate accounts cause a real problem. We are all volunteers so please don't make our jobs more difficult by creating duplicate accounts, rider and horse profiles. Thank you!

When it is confirmed you don't have an account you'll be given a button to proceed so you can create one.

First Name:  Search

Last Name:  Search

Email:  Search

Sorry, you don't have an account. Click the red 'Continue to create an account'.

Continue to Terms of Use **Continue!**

# Terms of Use

This system is neither owned nor operated by NATRC. It was developed by Janis Baldwin, a volunteer, in her spare time starting in 2002. It has recently been converted to a new programming environment, which is referred to as "New RMS". All new systems have bugs and they cause frustration for users. There are over 70 programs in this system. In order to find/fix bugs she must know where and what they are. When you trigger a programming error, STUPID! You'll get one of two kinds of responses from the system: an error message in red displayed near the top of the screen you are on, or a system error screen which is a big ugly yellow screen with a lot of incomprehensible jargon. Examples of both (from the test ride) are below. Please note the data outlined in red or green rectangles. This is the information you must provide to Janis so she can fix the problem. She also needs your full name and if trying to register for a ride, the name of the ride and the region. Her email address is at the bottom of each screen.

1. Please do NOT write Janis with questions about a ride or your entry. Those go to the ride manager/secretary of the ride who can be found on the Main Menu. Select the ride in the dropdown then click the link on the right titled "Tell me more about this ride". Then open the "Ride Info Documents" section.
2. If you have questions about how to use this system, please contact your regional administrator. Their contact information is on the Logon screen and at the bottom of all the other screens.

## How to Report Programming Errors (PLEASE LOOK!)

Continue to Logon



Read the Term of use then click Continue to check create an account. These steps were implemented because so many people kept creating new accounts when they forgot their password.

# Account Creation

Below you can create your logon credentials. They are the key to all rider and/or horse profiles you create as well as ride entries of same. We HIGHLY recommend using [Password Safe](#) to store this and ALL your web account credentials!

## Password Rules

Password rules:

- Minimum 8 characters total (numbers and letters)
- One of which must be an upper case letter
- One of which must be a lower case letter
- One of which must be a special character (except an apostrophe or quote characters)

An easy way to do it is think of a phrase and then substitute numbers for certain letters. For example: Use a 1 (one) for an L, @ for an A, 0 (zero) for an "O", \$ for an S. If you can't figure out the password rules, please contact your regional administrator via the Logon screen. Why do passwords have to be strong? Originally passwords were simple. In August 2007, a hacker got in, sent nasty emails to everyone and DELETED all user accounts.

User Name

Fill in the blanks and click

Dopey1 Max 20

Password

#Ra\$12345

Read the password rules. Write down your username and password before you continue!

Create User Account Nope, Nevermind

5.

# Account Creation

Below you can create your logon credentials. They are the key to all rider and/or horse profiles you create as well as ride entries of same. We HIGHLY recommend using [Password Safe](#) to store this and ALL your web account credentials!

## Password Rules

UserID: 5179  
User Name: Dopey1  
Password: RRa\$12345

## Account Owner (Rider/Volunteer/Official) Profile Section

Enter the following information on yourself. **DO NOT SKIP THESE STEPS** Once this step is complete you can update or delete the account or proceed to the Main Menu where you can create and edit profiles for other members of your family and all your horses (Manage Profiles section).

RiderID: 5686

First Name\*

Note that some things are required. You can edit this later, but get it right now. This is your rider profile. You must click update account before you leave.

Dopey Max 20

Middle Name

Max 20

Last Name\*

Mcquie Max 20

Street Address\*

25 B Nocturne

Max 50

City\*

Nocturne

Max 20

State\*

OK (R4) Use CAP for Canada

Zip\*

7581 Max 10

Home Phone

Max 14

Work Phone

Max 14

Cell Phone

Max 14

Emergency Contact\*

Max 30

Relationship\*

Other Max 30

Emergency Phone\*

586-354-0294 Max 14

Email Address (only in case you forget your user name and/or password!)

Max 50

Permanent Vot. Number (if any) (numbers only)

integer only

Birth date if currently a junior (age 10-17) (cannot register for Junior classes if blank)

mm/dd/yyyy

Update Account

Delete Account

Go to Main Menu

6. Go back to the Main page and follow the **HAVE AN ACCOUNT** steps next.

## HAVE AN ACCOUNT

1. Log in with your username and password. The logon fields are case sensitive. Click "Log In."

Register for a Ride

Step 1: Select Ride  
Step 2: Select Participant  
Step 3: Select your Horse or a Worker or Your Worker Category

Manage My Profiles

User Profile:  
Rider Profile:

Check all horse profiles. Method for documenting multiple breed registrations plus check to show breed type for unregistered horses.  
Horse Profile: (also to complete purchase of NATRC Horse)

Logon

R1 R2 R3 R4 R5 R6 National

2. The screen you get says "Register for a Ride" with your username shown in red.
3. Be sure that your Rider and Horse Profiles are up-to-date or add a horse profile if you haven't already done so. Notice that you can have multiple rider and horse profiles to accommodate your family.
  - a. Click "Go" after Rider Profiles (leave the user profile alone for it only allows you to change your username and password).

My Profile

McQuinn, Dopey

**Update:** As of Jan 2014 you no longer have access to your NATRC membership expiry date in your user profile. Only NATRC, RMS Regional Admins and Ride Mgmt can access this data field.

**Update:** As of May 2013 NATRC administrators have admin privileges in RMS to edit the first and last name in your RMS rider profiles as they are IDENTICAL to the NATRC database. Once an edited the first and last name fields are locked. The remaining fields in your rider profile can be edited by you. In the case of a legal or otherwise requested name change please notify NATRC and they will update your profile.

UserID	5179
RiderID	5668
Name First	Dopey
Name Mid	
Name Last	McQuinn
Street Address	25 B Newshire
City	Newshire
State	OK
Zip	73504
Region (comes from state selection)	
Phone Home	
Phone Work	
Phone Cell	
Emergency Contact Name	Mom
Emergency Contact Relationship	Mother
Emergency Phone	580-354-1234
NATRC Membership Expir Date	
Birthdate (if junior)	
Email	
Vest Num ("bought for the year")	
T-shirt Size (S M L XL XL1, etc)	

- b. A screen will come up with your name in a window at the top next to an "Edit" button and a "Create New Rider" button. Click the "Edit" button!
- c. A table will appear with some of your information. At the bottom of that form, in blue is an Edit Profile link - click that. Now you have a form where you can add to or correct the information you put in. When done click Update profile at the bottom, then click the Return button below that. You will be back where you started.
- d. Click "Go" after Horse Profiles. Read all those instructions at the top then either "Get Horse Profile" or "Create a New Horse." If you have filled out a new horse profile, click "Insert (Save)" at the bottom. If updating an existing horse, click "Update Profile (Save)." If you don't click the insert or update link, it won't be saved. Then click "Return."

Manage Horse Profiles

McQuinn, Dopey  or

**Complete Purchase of NATRC Horse**

If you recently purchased a horse from another RMS user, select the horse from the drop-down list and click the "Transfer" button. This will transfer the horse's profile from previous owner's account to yours. If you are not the purchaser, do nothing!

**Sign up for NATRC's email feature: it is the only way you'll receive ride "open for registration" emails! It's easy to unsubscribe.**

Region Admin Email

Send Register: jcm@natrc.org

Send Email: jcm@natrc.org

Send Admin: jcm@natrc.org



- Now you are ready to enter a ride. Right below your username is your default Region number. If you are entering a ride in a different region, select that region from the drop down list. The screen will blink and a different drop down list of rides will appear. See the illustration below to learn about this screen.



- Select the ride you wish to enter,
- Select your horse and click on "start registration." Before you do that notice the darker green block on the right. If you click "Tell me more about this ride!" you can then click the little arrows to give you more information about the ride. That will still be there when you return. You have to click it each time you select a different ride.
- The next screen is labeled Register Part 1 at the top. There is a double arrow next to "Click to show Event and Registration Information" on the top left. You can click it to see the information about your registration so far.



8. Mid page in the white block there is a drop down to Select Division. After selecting your division, another drop down appears to select class. Classes are based on the total weight of you and your tack, or if you are under 18 you're a junior. Heavyweight is over 190 lbs, tack and all. Do not check the DO boxes unless you, your horse, or both are Distance Only! Click "Next" at the bottom of the block and you will go to the waivers block.

Click to show Event and Registration Information

<b>Event Entered</b>	EventID: 843	<b>Rider Entered</b>	Birth date: NATRC Memship
RideName: Region 4 Benefit Ride	Decatur, TX Region 4	RiderID: 630	Name: Green, Jean
Start-End: 9/20/2014 - 9/21/2014			
Early Discount: Until		<b>Horse Entered</b>	Color: Hgt: Wgt: Sex: Breed: Type: Birthday: Owner
Late Penalty: \$10.00 From: 9/8/2014		HorseID: 742	Name: Rhythm n Blues, Gray, 15.2, 1000, G, 1/1/1994, Jean Green
Last Day to Register: 9/21/2014			
Event Limit: 60			
Horse Not Req'd: <input type="checkbox"/>			
Payment Info: <input type="checkbox"/> Day Refund <input type="checkbox"/> Full Fee Refund			

Select Class: **Waivers**

Event Limit: 60  
 Registering: 9  
 Rem Spaces: 51

Select Division: **A-Competitive Pleasure**  
 Select Class: **ALL**

<b>Division Selected</b>		<b>Class Selected</b>	
Div: A-Competitive Pleasure	Num Days: 2	Title: Class: Weight: Mem Cost: NM cost: Deposit:	
	Min Horse Age: 4	ALL: N/A	\$90.00 \$100.00 \$30.00
<b>Ride Time</b>	<b>MPH</b>		
Day Miles: Min-Max	Min-Max		
1: 20 05:00-05:30	3.64-4		
2: 13 02:45-04:15	3.53-4		

Do NOT click these boxes unless you understand what Distance Only means! Regular competitors leave blank.

Check the appropriate box(es) if riding "Distance Only" (DO): (Note: "Rider" may be checked without "Horse" but if "Horse" is checked, then "Rider" will be checked by the system)

Rider  Horse  **Choose DO only if you know what it is!**

Total Class Cost: 90.00

**Next** Click Next to proceed.

Return

9. Waivers block.
- If this is your very first ride ever, check the first time rider box.
  - Check that you have read the waivers (when you click the links you can read them or save them for later). IF YOU ARE A JUNIOR, you need to save them because signatures of both parents will be required at the ride - just in case they aren't both coming with you.

Click to show Event and Registration Information

<b>Event Entered</b>	EventID: 843	<b>Rider Entered</b>	Birth date: NATRC Memship
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Last Day to Register: 9/21/2014			
Event Limit: 60			
Horse Not Req'd: <input type="checkbox"/>			
Payment Info: <input type="checkbox"/> Day Refund <input type="checkbox"/> Full Fee Refund			

Select Class: **Waivers**

Check box if this is your first NATRC ride:  **Click only if this is your 1st time ever on a NATRC ride.**

Check box when you have read the Statement(s) of Liability Waiver:  **Click waivers to proceed, but read disclaimer.**

[TX Liability Waiver](#)  
[Rider Liability Waiver](#) (will open in separate window)

NOTE: checking the boxes, does not relieve riders and workers of their responsibility to sign a hard copy of the waivers at the ride site. Must check before clicking "Continue"!

Click "Build Ride Entry Record" to build your ride entry record. Once clicked please continue forward until the "Pay" tab is displayed. Then you may delete your entry if desired.

**Build Ride Entry Record** **Click to continue**

Return

- Click the Build Ride Entry Record.
10. You will go to the additional charges screen. Choose the camping option and meal options, if offered, and click "Add Charge." Click "Next."
11. Register Pay window. There is a drop down for Registrations ready to complete (you can register for multiple rides at the same time - read the instructions at the top.) Click "Open."

Delete the ride entry below by clicking the red "X" in the Del column. No charges will occur.

- Register another rider in your account or register for another event. Click the "Return" button below. It will return you to the main menu where you can select another horse and rider to register. When you get back to this screen all entries that have not been finalized will be available to finalize when you select the ride event and click the "Open" button.
- Finalize your entry(ies). Click the appropriate Pay button for the Total Cost column or the Deposit column. If the PayPal button is present, it will show a slightly higher cost to offset the credit card fee.

Registrations ready to complete. Select one: **Region 4 Benefit Ride** **Open**

Return

12. The next Register Pay page will show you your registration and the total cost. You can select the appropriate pay button (has the dollar amount) and either mail a check within 7 days or pay with PayPal (if offered). You can just pay a deposit or the full amount owed.

• Delete the ride entry below by closing the red "X" in the Del column. No charges will occur.  
 • Register another rider in your account or register for another event. Click the "Return" button below. It will return you to the Main menu where you can select another horse and rider to register. When you get back to this screen all entries that have not been finalized will be available to finalize when you select the ride event and click the "Open" button.  
 • Finalize your entry(ies), click the appropriate Pay button for the Total Cost column or the Deposit column. If the PayPal button is present, it will show a slightly higher cost to offset the credit card fee.

Registrations ready to complete: [Select one](#) Region 4 Benefit Ride

RegID	Ride Name	Start Date	Rider Name	Horse Name	Division	Class Title	Rider DO	Horse DO	Vol Cat	Class Cost	Sum AC Cost	Tot Cost	Dep
X 34138	Region 4 Benefit Ride	9/20/2014	Green, Jean	Rhythm n Blues	Competitive Pleasure	ALL				\$90.00	\$0.00	\$90.00	\$30.00
<b>Totals:</b>										<b>\$90.00</b>	<b>\$0.00</b>	<b>\$90.00</b>	<b>\$30.00</b>

Registered: 1

Rider Limit: 60  
 Number of Riders Already Registered: 11  
 Your Above Rider Entries (workers don't count): 1  
 Remaining Rider Spaces: 51

Full Pmt Regd: False

Pay by Check      Deposit:  Total:

Pay by PayPal      Deposit:  Total:

**NOTE:** Selecting the PayPal Payment option will open a new window to PayPal in order to complete your payment.

13. If you choose the Pay by Check option, you will be taken to the final Register Pay page which will give you who to make the check payable to and where to mail it.

• Delete the ride entry below by closing the red "X" in the Del column. No charges will occur.  
 • Register another rider in your account or register for another event. Click the "Return" button below. It will return you to the Main menu where you can select another horse and rider to register. When you get back to this screen all entries that have not been finalized will be available to finalize when you select the ride event and click the "Open" button.  
 • Finalize your entry(ies), click the appropriate Pay button for the Total Cost column or the Deposit column. If the PayPal button is present, it will show a slightly higher cost to offset the credit card fee.

**SUCCESS!** Your registration is complete. A notification email has been sent to Ride management advising of your registration. Please copy the Payment address so you know where to send your check before clicking Return.

Thank you!

Make your check payable to: **Region Four Trail Riders Association**

Send check to:

**Region Four Trail Riders Association**  
 11203 SE Goodin Rd  
 Lawton, OK 73501  
 home - 580-351-9301 cell - 580-678-6320

Please mail your check promptly. Ride Management reserved the right to cancel entries where the promised payment is not received in a reasonable time.  
 So glad you signed up. Send your \$30 deposit or full payment within 10 days or your entry will be deleted. Mail Payment to: Jean Green 11203 SE Goodin Rd, Lawton, OK 73501 Don't forget to send your separate entry for the AHA Region 9 Championship.  
 Remember you can edit/change/cancel your entry; contact ride management and view "Send payment to" information from the "My Registration" link on the main menu.

14. Click "Return"