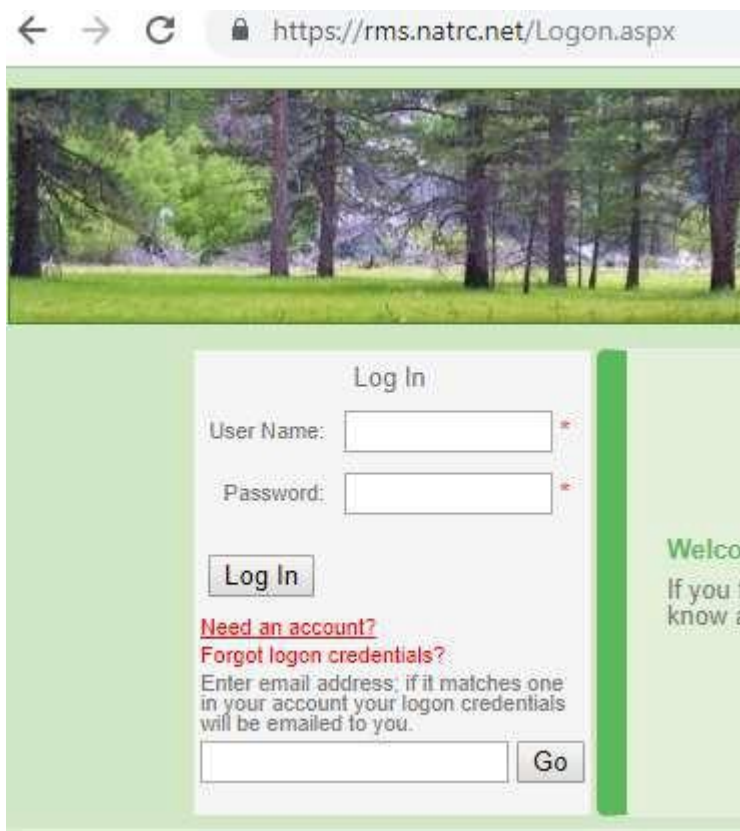


RMS MADE EASYish

NATRC uses an online system called the Ride Management System located at: <https://rms.natrc.net/>. By using RMS, you can enter and manage your Ride Entries electronically.

This system is used by most Ride Managers to manage rides and entries. Riders can register for a NATRC ride on this system, but many (most) feel that it is not “user friendly”. Attempts are currently being made to either improve the existing system or replace it with a better system. But until then, this tutorial should make it easier for new or existing riders to create an account and enter a ride.



← → ↻ 🔒 <https://rms.natrc.net/Logon.aspx>

Log In

User Name:

Password:

Log In

[Need an account?](#)

[Forgot logon credentials?](#)

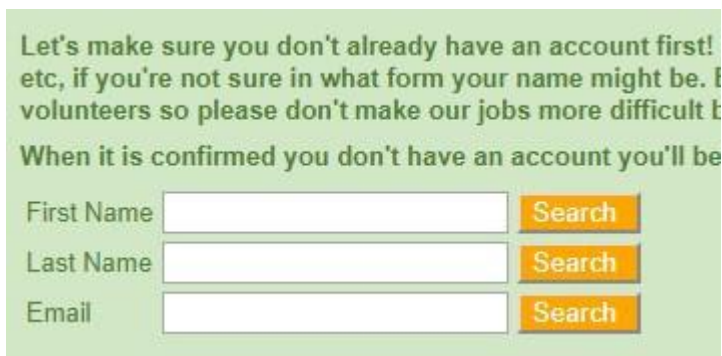
Enter email address; if it matches one in your account your logon credentials will be emailed to you.

Go

Welcome
If you f know a

There should be one RMS account per family. All members of the family that will be riding or volunteering at a ride should all be in the same RMS account.

If you have ever ridden a NATRC ride, it is very possible that the Ride Manager has already created an account for you. Thus it is important to search to see if you already have an account before creating a new account. If you have never registered for a ride you will need to establish an account. In either case, start by clicking on “Need an account” to bring up this screen:



Let's make sure you don't already have an account first!
etc, if you're not sure in what form your name might be. I
volunteers so please don't make our jobs more difficult b

When it is confirmed you don't have an account you'll be

First Name Search

Last Name Search

Email Search

Read the full instructions and search to be sure you don't already have an account. Search both by Last Name and Email. If you do not have an account you will be shown this screen:

Let's make sure you don't already have an account first! If you have EVER ridden even one NATRC ride or etc, if you're not sure in what form your name might be. Even though RMS is a separate system from the volunteers so please don't make our jobs more difficult by creating duplicate accounts, rider and horse profiles. 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

Last Name

Email

Sorry, you don't have an account. Click the green button below to create an account.

If you find that you do have an account, but don't know or remember the password, you can submit your email at the login page and your login credentials will be emailed to you. You can then change the password once you log in.

If you find that you do not have an existing account, Click on "Continue to Registration" and that will bring up this screen to create your account:

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.

User Name:

Password:

Here are the guidelines for creating a valid Password:

- Password must be between 8 and 20 characters and must contain at least one lower case letter, at least one uppercase letter, at least one number, and at least one of the following special characters: !@#\$%^&*

Once your account has been created, the next step is to create a rider profile for yourself:

*Name First
Name Mid
*Name Last
Street Address
*City
*State
Zip
Region (comes from state selection)
Phone Home
Phone Work
Phone Cell
*Emergency Contact Name
Emergency Contact Relationship
*Emergency Phone
NATRC Membership Expir Date
Birthdate (if junior)
Email
Vest Num ('bought for the year')
T-shirt Size (S M L XL XL1, etc)

Region will be filled in based on the State you select. This is automatic except for California. In California, Northern California is shown as CA (1) and Southern California is shown as CA (2). If you are unsure if your address is in Region 1 or Region 2, please contact the Ride Manager.

NATRC Membership Date will be filled in by NATRC if applicable - it is not user maintained.

Once you have created a Rider Profile for yourself, create additional Rider Profiles for any other members of your family that will ride or volunteer at a ride.

Next, move on to creating a Horse profile for each horse that you own that will be ridden at a NATRC ride.

If you will be riding a horse you do not own, there is a different process. If the horse is owned by someone that has ridden NATRC, have the owner of the horse create a Horse Profile in their own RMS account. The owner can then set a "Loan" flag in the Horse Profile in their account so that you can enter using that horse. Once that is done, you can access that Horse Profile when you enter a ride. Do not create a separate Horse Profile in your own account.

If you do not own the horse and you are sure the Owner does not have an RMS account, you can create a Horse Profile in your own account, and specify the owner.

Click on Go to Manage Horse Profiles. To bring up this screen.

 **Instructions** *(click to view or hide)*

- To edit the horse profile select it from the dropdown list and click Get Horse Profile
- To create a horse profile, click the Create New Horse button. When the screen is finished, click the Insert link at the bottom of the form.
- Required fields for edit and create actions are indicated with an *.
- **Loan** - If your horse is registered in one or more legitimate breed associations, you must have a registration record. Full instructions for both functions are displayed in that window.
- To sell a horse with an RMS profile to another NATRC competitor, edit the profile will move from your account to the buyer's account.
- To complete purchase of a horse with an RMS profile, the seller must have the buyer to NOT delete the horse profile! He must give you a chance to select the buyer.

Manage Horse Profiles

Alena Rae ▼ or

Click on "Create New Horse" and that will bring up this screen:

UserID	3570	
*Horse Name	<input type="text"/>	Max 30
*Horse Color	<input type="text"/>	Max 20
*Horse Height	<input type="text"/>	decimal only
*Horse Weight	<input type="text"/>	integer only
*Horse Sex	Gelding ▼	
Breed Type	<input type="text"/>	Max 50
*Horse Birthday	<input type="text"/>	mm/dd/yyyy
LoanFlag (other riders can borrow)	▼	
Sold (to another NATRC rider)	▼	
*Legal Owner Name First	<input type="text"/>	Max 20
*Legal Owner Name Last	<input type="text"/>	Max 20
Insert (Save) Cancel Action		

Fill in all fields, and then click Insert to create the basic Horse Profile.

If applicable, also enter information on the horse's breed and registration. If the horse is Registered, the Registered name should be used as the Horse Name in the Basic Horse Profile as well. You should NOT use a "Barn Name" for a Registered horse.

Create Breed Registration		
<i>Create a registration record for EACH registry in which this horse is registered. Enter the information below and click the Insert</i>		
HorseID	4004	
Official Breed Abbr	None ▼	
Registration Number	<input type="text"/>	Max 50
Horse Registered Name	<input type="text"/>	
Preferred Breed	<input type="checkbox"/>	
Insert (Save) Cancel Insert		

Fill in all fields, and then click Insert to create the Breed Registration record. If the horse is registered in multiple Registries, a Breed Registration record should be made for each Registry, and the Preferred Breed should be selected.

Create a Horse Profile for each horse you own that anyone in your family might ride at a NATRC ride.

There should only be one Rider Profile per Rider and one Horse Profile per horse in RMS. These records are used to track the rides entered and the miles ridden.

NATRC has 4 divisions: Open, Competitive Pleasure (C/P), Novice and Leisure

Novice and CP horses do 15-24 miles per day, but the total mileage for the weekend may not exceed 40 miles in two days. The average pace for a ride in these divisions is 3.5 - 5.0 miles per hour. Ride management sets the pace based on weather, terrain, season of the year and footing on the trail. Horses must be 4 years of age or older.

Open horses are expected to cover 25-35 miles a day, with a 60-mile maximum allowed for the weekend. The average pace set for Open horses is 4-6 mph. Horses must be 5 years of age or older.

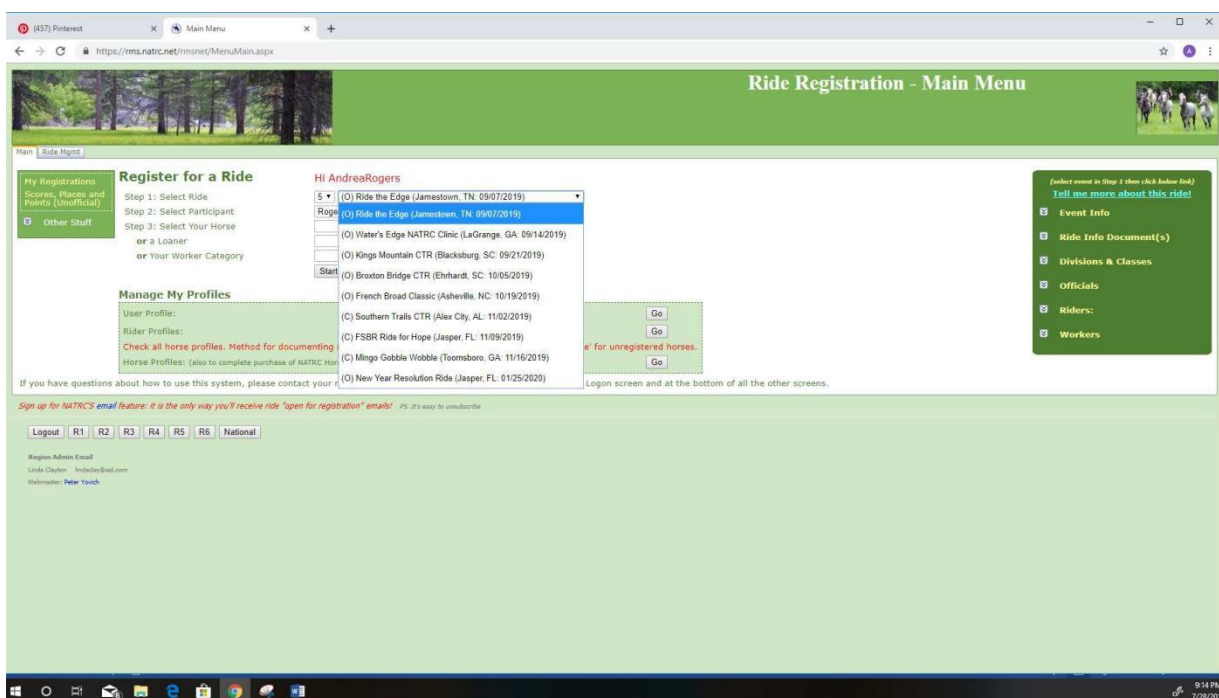
The new Leisure Division is a one-day ride that does not require camping overnight, it is 8-12 miles at a 3-4.5 mph pace. Horses must be 4 years of age or older.

There are different classes depending on the selected Division:

Open, Novice and C/P have 3 classes: Heavyweight, Lightweight and Junior. Weight includes rider and tack. Heavyweight is over 189 pounds, and Lightweight is between 100 and 189 pounds. Junior riders are ages 10-17.

The Leisure division has Experienced, Adult (18 and over) and Junior (10-17) classes.

Now you are ready to enter the ride. Use the drop-down menu to select the ride you want to enter.



Then select both the appropriate Rider and Horse profiles using the drop-down lists. Pick one of the Rider Profiles you created for your family from the drop-down list for Select Participant. If you own the horse and created a Horse Profile, pick the Horse from the drop-down for Select Your Horse. If you will be riding a horse you do not own, but is in RMS under a different Owner's account, then check the Loaner drop down. Once the correct Participant and Horse profiles have been selected, click on Start Registration.



As a Side Note: you can also register as a Volunteer for a ride by selecting an entry from the Participant List and then “Your Worker Category” (Select Go-Fer and Ride Management will choose where you are most needed) , and click on Start Registration. Ride Managers really need Volunteers!

Once you click Start Registration, you will see a summary of your entry so far and a place to choose the division that you wish to ride in:

Click to show Event and Registration Information

Event Entered

EventID	4505
RideName	Ride the Edge Jamestown, TN Region: 5
Start-End	9/7/2019 - 9/9/2019
Early Discount	Until:
Late Penalty	From:
Last Day to Register	
Event Limit	65
Horse Not Req'd	
Payment Info	Dep Refunded <input type="checkbox"/> Full Pmt Regd <input type="checkbox"/>

Rider Entered

RiderID	Name	Last Name	First	Req'd Jr Only	Birth date	NATRC Memship
3719	Rogers	Andrea			12/31/2020	

Horse Entered

HorseID	Name	Color	Hgt	Wgt	Sex	Breed	Type	Birthdate	Owner
4004	Alena Rae	Palomino	15.1	950	M			1/26/2002	Andrea Rogers

Breed registration for this entry:

HBID	Breed	Number	Name	Official	Registration	Registry	Preferred
1715	Half-Arab	1A346908	Arabian Horse Registry				Breed

Select Class

Event Limit: 65
Registering: 37
Rem Spaces: 28
Select Division

<--Select-->

Return

Next you will need to select the class you will be riding

Select Class

Event Limit: 65
Registering: 37
Rem Spaces: 28
Selected rider is already registered for this ride.
Select Division

A-Clinic

<--Select-->

Once you have selected both a Division and a Class, the screen should look something like this:

Event Limit: 65
Registering: 37
Rem Spaces: 28
Select Division

A-Competitive Pleasure

Lightweight

Division Selected

Div	Num Days	Min Horse Age
A-Competitive Pleasure	2	4

Class Selected

Title	Class	Weight	Mem Cost	NM cost	Deposit
Lightweight	<= 189		\$95.00	\$115.00	\$35.00

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 ☐

Total Class Cost: \$95.00

Next

Return

Click on Next to continue your registration and you should see this screen.

Select Class

Waivers

Check box if this is your first NATRC ride: ☐

Check box when you have read the Statement(s) of Liability Waiver: ☐

SC 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

Return

If this is your first NATRC ride, be sure to click the “First NATRC Ride” box so that we will be sure to recognize you at our ride briefing.

Then you will be asked to read our Liability waivers and check the boxes to indicate that you have read them.

You're almost done. But not quite. Click on “Build Ride Entry Record,”

Clicking on Build Ride Entry Record will display this screen to allow you to select the appropriate charges for camping, meals and anything else that may be offered for the ride. You can also leave a message for management in the box.

Select any Additional Charges you would like to add

☐ Campsite Friday night - 15.00

☐ Campsite Saturday night - 15.00

☐ Campsite Sunday night - 15.00

☐ Campsite Thursday night - 15.00

Would you like to send ride management any special requests or make any comments? Use the space below and your request will be forwarded along. Otherwise, feel free to email the ride secretary at

Next

Once you have selected the appropriate additional fees and possibly left a comment for Ride Management, click Next. Only a couple steps left to complete your entry. If you have multiple entries in process, use the drop-down box to select the entry you wish to complete, otherwise just click on 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 *to finalize when you select the ride event and click the "Open" button.*

• **Finalize your entry(ies):** Click the appropriate Deposit or Total Amount button toward the bottom of the

Registrations ready to complete. Select one: Kings Mountain CTR ▾ Open

Return

This is the final screen! What you need to do is to click on the amount of the deposit that you are going to send in, and then be patient. If, with the permission of the Ride Manager, you will be bringing the full payment to the ride, click on the full amount.

• **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 m

• **Finalize your entry(ies):** Click the appropriate Deposit or Total Amount button toward the bottom of this screen. Note: If a PayPal button

Registrations ready to complete. Select one: Kings Mountain CTR ▾ Open

RegID	Ride Name	Start Date	Rider Name	Horse Name	Division
<input checked="" type="checkbox"/> 66867	Kings Mountain CTR	9/21/2019	Rogers, Andrea	Alena Rae	Competitive Pleasure
Totals:			Registered: 1		

Rider Limit: 45
 Number of Riders Already Registered: 7
 Your Above Rider Entries (workers don't count): 1
 Remaining Rider Spaces: 37
 Full Pmt Req'd: False
 Pay by Check/Deposit: \$35.00 Total: \$105.00

Return

Region AdminEmail

In a few seconds, this screen will come up with the address to mail your deposit to. Please do so promptly so that the Ride Manager can better plan for the ride.

• **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

• **Finalize your entry(ies):** Click the appropriate Deposit or Total Amount button toward the bottom of this screen. Note: If a PayPal button is present, it will show a slightly

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

Thank you!

Make your check payable to:

Send check to:

Carol Ault

Carol Ault
 3920 Wilson Chapel Rd
 Sharon, SC 29742
 803-415-0315

Please mail your check promptly. Ride Management reserved the right to cancel entries where the promised payment is not received in a reasonable time.
 Looking forward to seeing you at Kings Mt - and awarding the Janell Mount Memorial \$\$\$ Please be sure to send your deposit to: Carol Ault 3920 Wilson Chapel Road, Sharon SC 29742
 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

Return

Click return to exit the screen. You will receive an email summarizing your entry and giving you the mailing address again.