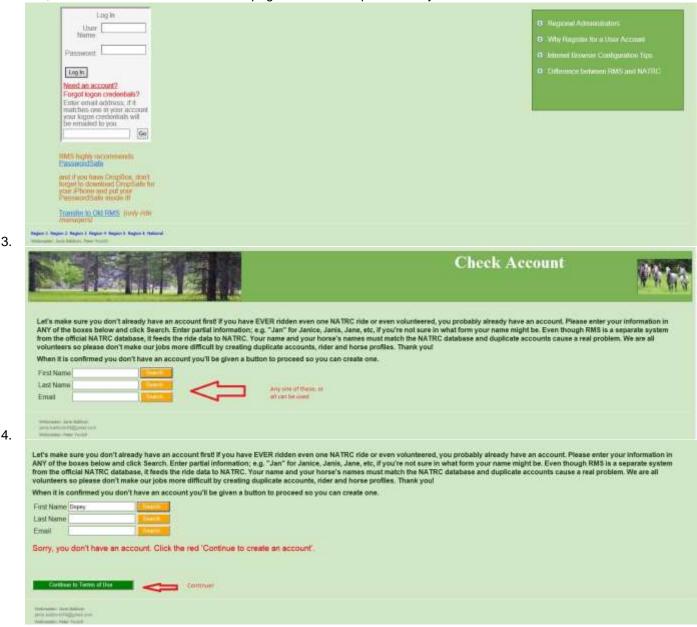
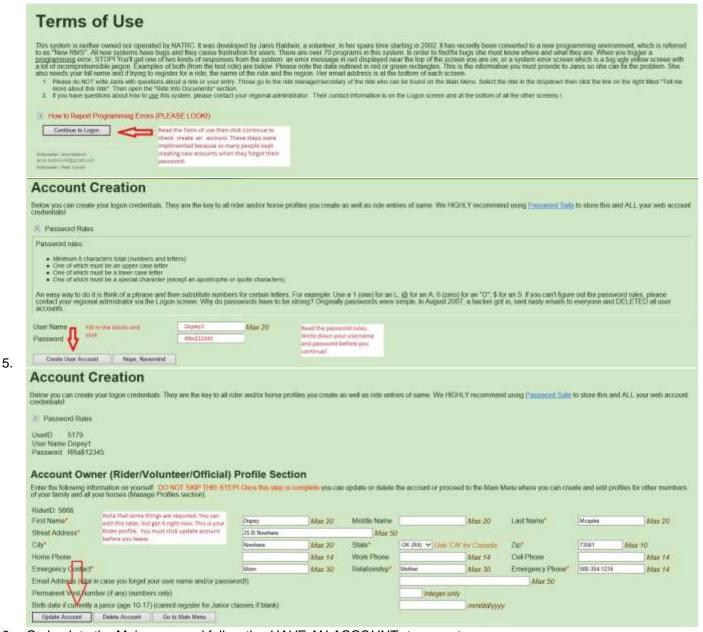
INSTRUCTIONS TO ENTER A RIDE WITH THE RMS

DO NOT HAVE AN ACCOUNT

- If you do not already have an account in the Ride Management System (RMS), go to <u>www.natrc5.org/rms/logon.asp</u> 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.

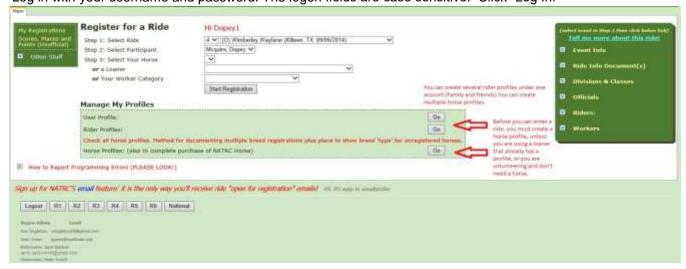




6. Go back to the Main page and follow the HAVE AN ACCOUNT steps next.

HAVE AN ACCOUNT

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



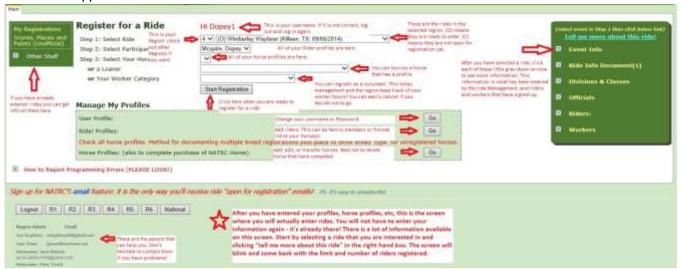
- 2. The screen you get says "Register for a Ride" with your username shown in red.
- 3. Be sure that your Rider and Horse Profiles are up-to-date or add a horse profile if you haven't already done so. Notice that you can have multiple rider and horse profiles to accommodate your family.
 - a. Click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



- 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."



4. 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.



- 5. Select the ride you wish to enter,
- 6. 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.
- 7. 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.

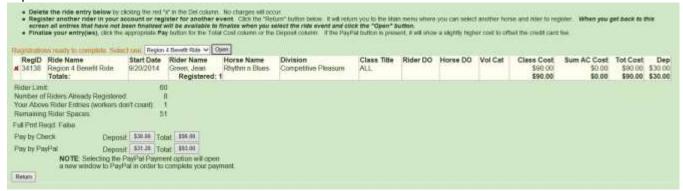


- Waivers block.
 - a. If this is your very first ride ever, check the first time rider box.
 - b. Check that you have read the waivers (when you click the links you can read them or save them for later). IF YOU ARE A JUNIOR, you need to save them because signatures of both parents will be required at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



- c. 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."

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.



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.



14. Click "Return"