Tasmanian Equine Endurance Riders Inc.

Guide for ride secretaries and AERAonline platform operators for setting up and managing a ride on AERAonline / AERAspace

Over the last few years, the AERAspace related processes involved in running rides has changed more than once, particularly since the implementation of nominations through AERAonline. This guide sets out the way all of this should now be done.

At least three weeks before a ride, the ride secretary or other nominated person should set up the ride in AERAspace and AERAonline. The ride must be set up in AERAspace ('Ride setup') before it can be set up in AERAonline. If the ride secretary doesn't know how to do any of this, the TEERA database registrar can assist provided all relevant information is supplied by the ROC.

At least one week before a ride, the ride secretary must complete this form (ride name and banking details only) in order to arrange transfer of entry fees back to the ROC from AERAonline and send to the AERA book-keeper – email address is on the form. This must be done for each ride, even if the form has previously been submitted for earlier rides.

When nominations close on AERAonline (usually the Wednesday evening before a ride), the ride secretary / database registrar must move the nominations cross into AERAspace. At the same time, a Start List must be generated on AERAonline and provided to the ride secretary so that the ride secretary can generate hard copy entry / trainer / guardian forms for signing by those who have not 'signed' them online (ie those with NOs against their names). This must be done **by midday on the Thursday before the ride**.

At or before the ride, any phone entries will need to be manually added to the ride data in AERAspace by the ride secretary. The ride secretary must get the hard copy forms referred to in the paragraph above signed by the relevant people. If this is not done, those people and the ROC may not be covered by ride insurance and may be liable for any costs associated with any misadventure. Such costs may be significant.

At the ride, the ride data is entered into AERAspace in the usual way. All ride Roles (chief steward, vets, TPRs, first aid etc) must be entered.

At the conclusion of the ride, the ride secretary must complete any data entry associated with the event, check it is complete and correct, and upload it to AERAspace. This should be done on the evening of the event but, if this is not possible, by **no later than midday on the Monday following the ride**.

Any **refunds** on AERAonline must be actioned **by midnight on the Tuesday following the ride**. If this is not done, any refunds still needing to be actioned must be processed independently of AERAonline – the refund should be issued from the club's funds.

Once all this is done, the TEERA database registrar should do the relevant data checks in AERAspace and, once satisfied everything is in order, 'verify' the ride. This should be done by **no later than the Wednesday following the event**.

A note on memberships

To be considered a member when ride secretaries are processing entries at a ride, the member MUST appear on AERAspace as a member. A claim that they have submitted their membership form and paid the fee does not allow them to be considered a member, even if the claim is correct. As AERA will charge TEERA a day membership fee, they MUST pay a day member fee to ride and cannot ride in an 80k or longer event.

People applying for or renewing membership are advised on the TEERA website that they MUST submit their form and pay their fee at least two weeks before an event to ensure it is processed for the event.

Version 1.1: 8 May 2023. For further information or clarification, please contact the TEERA secretary.