Ride Secretary Manual

(If all else fails, give me a call – Pam 0409 423 432)

**( ….** ) – is the little box that shows up everywhere – it is the shortcut to almost everything!

FORMS – All the forms required for the ride should be saved on the TEERA computer – if you need any to fill the Black Folder in the BIB Bag – print them out and re-stock for the next person please!! The only thing that will be required from time to time will be VET CARDS – please let the REGISTRAR know if supplies are getting low!!

Log in – then change your defaults:-

User / Operator Defaults / Ride – change to the ride you are working at – makes it so much easier (saves time searching for it each time). The Registrar will already have the Ride Name entered you just need to choose it (DO NOT ENTER A NEW RIDE)!

Then into Ride Inputs:-

Ride Setup / Roles / fill in all positions – especially Chief Steward, Head Vet, Treatment Vet – update as the ride progresses with all the TPR’s etc.

Then enter the different rides you have:-

Endurance, Intermediate etc. etc. Put in all the details including the legs tab. For a two or more leg distance – remember to put a new line for each leg. **The start time only needs to be put on the first line and the end time on the last line – all the rest leave blank**. You can change the Min Novice time to 3 hours if you so wish – it is in as 2.52 but most riders think of 3 hours. The heart rate can be amended if so required – but again, it is standard. So are the vet time & hold times (all can be changed and tick if there is to be a compulsory represent after any leg (especially in longer distances).

Now we can put in the Rider details & Horse details – Ride Inputs / Ride Entries.

Choose which ride you are entering up the top right, then what I like to do is enter off the Logbooks. Everyone does it different, but I find that the Logbooks have all the details in them correct. Have the entry sheets close by, but I find that it avoids a lot of errors by going off the logbook. To start off press the + to add the first Bib. Then I use the TAB button to work my way around the screen. You can put in whether the entry is Endurance or Novice, but I tab over it and it works it out itself once all the details are entered.

Put in the Rider Member number and check the name matches, what Division they are riding (should already be filled in their book), their weight and then the responsible person for a Junior – if unsure, ask the person who took the entry or check the paperwork.

Then enter the Horse Number (on the front of every book) – check the name again to make sure it matches. The program will also give you a drop-down box of the last couple of horses the rider rode, but putting the number in straight off the book is the simplest. If the horse is owned/trained by someone else, be sure to put their name in the bottom box.

Check that the Ride Status is now either Novice or Endurance and that first one is done. To add the next entry, just type the Bib Number in the box – it will ask if you want to add a new one or overwrite the existing one – add a new one. If you give someone the wrong Bib number, just find the entry but clicking on the … box near the BIB number, choose the entry, then put the correct Bib number in and overwrite when asked.

If you are trying to enter someone who is new – try searching the database first to see if they are in there anywhere by using the …. Box. Same with Horses. If not there – then enter as a new Day/Int Rider – you don’t need all their details, but it will ask if you miss a necessity.

Continue until all riders/horses are entered. Once done, just click through each entry using the arrows just down from the top left – if you find any blanks, press the X to delete them. You can always go back to this page to fill in any missing details.

If you notice that a horse has a Yellow Logbook, but no Microchip is showing on the Database, can you please add it – then click Save down the bottom of the screen – just helps with keeping the database up to date.

If you find that a horse is Not Registered, or a Rider is not a current member etc. Please make a note for the Registrar so they can check it out – if they have their membership card, or the horse has a current sticker in it – the Chief Steward should be satisfied that they are right to start, and the details can be fixed up by the Registrar afterwards.

Ride Vetting – Vetting Details:

Again, choose which ride you are doing up the top right – I try to sort the books into ride distances as they come back from the Vet – just makes it easier to do each distance as a bulk lot instead of chopping back and forth between each distance.

Put in the BIB number – just check that the names match – then start off with their Pre-Ride Metabolic – orange tab. Enter in their HR, Resp, BPM – then if you put an “A” in the Mucous column, press TAB, the rest comes as the Standard entry – you can change any or all as required. I find that TAB is you friend here as well – when you get to EXIT, press the SPACEBAR and it will take you back to the VETTING screen – saves a huge amount of time once you get used to it – if you find that you have to go back a column – SHIFT AND TAB, goes in reverse. Another quick way once you get used to it as well. The mouse will always do the same.

Then enter the rest of the entries Pre-Ride details by putting their BIB number in the box. Remember just to glance to make sure horse/rider details are the same.

Once the ride is underway:

Vetting Details again – this time we are putting their arrival times in – the database pre-fills in most of the details – if you TAB until you get to TIME IN, (remember to work on a 24-hour clock) just put in numbers – no dots required – 9:15 is entered as 0915…. 1.30pm is 1330 etc. Tab across to the Metabolic (Orange Tab) and hit Spacebar. This will open the Metabolics screen. It should put you straight onto the first line for Leg 1 (it should correspond when you do the next leg etc.) Enter the HR then TAB to Mucous and hit A again – it should all fill in again – change what requires changing. When you get to EXIT – hit the Spacebar and it should take you back to the main screen again – if for some reason there is a Warning pop up that they were lame, or HR was high – click OK. This then prefills the RIDE RESULT section out down the bottom of the VETTING SCREEN. You choose what is required for the VET OUT. If the Rider decides to WITHDRAW either on track, or after vetting – this must be entered here as well. You will see lots of different options in the drop-down boxes. Choose what is appropriate.

Then TAB back up to the BIB Number box and do the next one. Hold and sign the books of any vet outs or withdrawals. When you next see the Head Vet, get them to sign them off if they are happy, then you can hand them out anytime you see fit.

2nd Leg or Final Vetting:

Same as above except you will put in their Final Ride Weight in the Weight KG column – always make sure you put in everyone that is available – even if they vet out. Just gets you used to doing it!

Enter their metabolics and then the screen will return to the main page where COMPLETE will be filled in automatically – if you make a mistake at any point in the VETTING DETAILS entry, you can clear it with the CLEAR COMPLETION STATUS tab down the bottom – sometimes you can put in the wrong vet time and it comes up with an error – this is where you can clear it so you can over-write and start again.

Fill in the book with the TIME TAKEN, and if known, their placing. Sign off – then get the VET to sign off as well.

There is no need to tick the Best Conditioned box if you don’t wish to – the program gives you another option later.

Ride Inputs / Best Conditioned:-

Choose which Ride, then choose which Division. Click on LOAD ELIGIBLE RIDERS – this will list everyone who is eligible to enter Best Conditioned. Once you get the sheet back from the Chief Steward – Delete anyone who doesn’t present – do this by highlighting the line by clicking on the LHS column beside the Bib Number (a black box with an arrow in it) then press DELETE. You should end up with only the riders who present showing – fill in their vet scores. Do this for each Division.

You are then able to print out the Best Conditioned Reports for each Division from RIDE REPORTS screen. Have a look over them to make sure they look okay. It should say if you have forgotten weights or put a wrong time in – but if not, make sure you have a good look over them and go back in and change any obvious errors.

RIDE REPORTS: -

During the ride I generally have a look at various reports on screen – it is just a check on how you have gone – remember to change to whichever ride you are checking along the top.

PRE-RIDE – lists your start lists, checkpoint lists, weigh sheets etc.

BEST CONDITIONED – your different divisions.

RIDE OUTCOMES – The Progressive Ride Report is very handy if you want to see how things are going over a multiple leg ride – you can choose any leg to show what you are up to. The FINAL report for each Division is also here – another good one to keep an eye one – can be done at any time during the ride – not necessarily at the end.

THE END OF THE RIDE; -

Print out all the reports you need for Presentation. Fill in the books as to which place the first 3 in each division came and put Finisher on the rest. If any are tied, put the = and bib number in the completion section on both books. Put in if they won Best Conditioned (you can leave this out until after if you like – if you want it to be a surprise). Get the VET to sign them all off – and WELL DONE!

COUPLE OF EXTRAS: -

You will notice under Ride Inputs there are a couple of pages called Entry Check and Vetting Check – these are just little reports you can run in the spare time to see if there are any obvious errors that need fixing – if you can, fix them, but if not – leave it for the Registrar to do. They don’t usually clear after you have fixed them, but it is just a way of checking.

Please make sure the Computer and Printer are returned to the Registrar as soon as possible after the completion of the ride – this enables them to check over everything and Finalise the ride (this locks it so no further changes can be made). Then upload it to the Web for all to see.

If you can supply your own paper it would be appreciated – just in case there is insufficient in the printer. Ink will be supplied (and checked by the Registrar).

The Timing System is another part which I hope to write about – There is a brief outline written by Tom McCormack included.