



**Australian
Endurance**
Riders Association Inc

ONLINE NOMINATION SYSTEM INFORMATION FORM

Please provide the following details to enable initiation of the Online Nomination System (ONS) for your ride.

EVENT DETAILS

Event Name	
Event Date	

CONTACT DETAILS

Ride Organiser Name			
Email		Mobile	
ONS Set Up Name			
Email		Mobile	
Treasurer Name			
Email		Mobile	

Note: The Ride Organiser may delegate the set up of the ONS and management of the entry process to another Ride Committee person. If this is the case, please complete the ONS Set Up Name details. If the Ride Organiser is doing the set up then leave these fields blank.

BANK ACCOUNT DETAILS

Information required for the deposit of funds from the ONS. Please note that your nominated bank account must be in the name of an Incorporated Association.

Bank Name			
Account Name			
BSB		Account No.	

GST REGISTRATION

Is the Ride Club GST Registered (please circle one): Yes No

FUND TRANSFERS

Fund transfers will be completed on Monday and Thursday of each week to the above nominated account. 90% of funds available, from payment of nominations, will be transferred. The remaining funds will be utilised for any refunds that may be required and to pay the AERA Nomination Transaction Fee.

AERA NOMINATION TRANSACTION FEE

The AERA Nomination Transaction Fee is a charge levied by AERA for the use of the Online Nomination System. The fee is currently set at \$2.50. It is charged on the basis of a horse/rider combination, e.g., one horse and rider combination will attract a fee of \$2.50 while a trainer submitting nominations for 5 horse and rider combinations will attract a fee of \$12.50.

This fee is payable by the Ride Club. An invoice will be issued by AERA's bookkeeper, Deb Edwards, inclusive of GST. These funds will then be deducted before the final fund transfer is completed.

Where a pending nomination is not finalised online before the close out date of the nomination period no fee will be payable.

REFUNDS

Refunds will be requested by riders/trainers to the Ride Club. The Approve Refunds option on the Online Nomination menu is used by the Ride Club to approve the refund. The AERA Bookkeeper will then organise the refund back to the credit card of the rider/trainer via the Westpac Payway payment gateway.

Where insufficient funds are available to cover the requested refund(s) the AERA Bookkeeper will contact the Ride Club to organise a funds transfer back to AERA's bank account. This will allow the refunds to be processed back to the riders/trainers.

The Online Nomination System will not allow any refund requests to be submitted from the Thursday after the ride has been run as the funds held by AERA will have been paid to the Ride Organiser. No monies will be available for processing refunds. Please ensure any final refund approvals are completed by Wednesday evening.

FORM RETURN

When completed please return this form to support@aeraonline.com.au and you will be contacted as soon as possible to discuss set up of your ride within the Online Nomination System. Please also return this form to bookkeeper@aera.asn.au so that transfer of nomination fees can commence.

AERA CONTACTS

For any issues when setting up the Online Nomination System please contact the Database SC at support@aeraonline.com.au

For questions relating to fund transfers and payment of refunds please contact the AERA Bookkeeper, Deb Edwards, on bookkeeper@aera.asn.au