



# How to Track and Submit RIDE Hours

PLEASE follow these instructions!







# How to Submit Your Hours - Option 1

## Option 1 - Fill out the paper form and submit using email

1. After counting up your hours as shown in Slide 2 or 3, fill out the submittal form. Found in the same place as the PMT Log Sheet on the website.
2. Fill out your information on the top portion.
3. Fill out your total number of hours of riding/groundwork and volunteer hours.
4. Put the total amount of hours in the “Total Hours” box for that quarter only.
5. Repeat for each quarter.
  - a. At the end of each quarter, DO NOT, add up your cumulative hours for the year in the “Total Hours” box. We will do that for you! We only need your total hours for that specific quarter.
6. Email a scanned copy or clear image of this form to [premiermountntrail@gmail.com](mailto:premiermountntrail@gmail.com)
  - a. Note: Each rider must have their own submittal sheet! Any sheets submitted with multiple riders listed will not be accepted until corrected.



### PREMIER Mount N Trail RIDE Program Cumulative Log Sheet

Please Return by November 15<sup>th</sup>

Rider/Handler's Name: \_\_\_\_\_ Member Back Number \_\_\_\_\_

Horse's Name: \_\_\_\_\_ Logging Year \_\_\_\_\_

#### For hours to count you must:

- Be a Current PMT Members
- Fill out log sheet or fill out the cumulative log sheet.
- Turn in your log sheets by emailing to [premiermountntrail@gmail.com](mailto:premiermountntrail@gmail.com)
- Must be received on or before the dates listed below.

**February 15    May 15    August 15    November 15**

	November 1st - January 31st Turn in By February 15 <sup>th</sup>	February 1 <sup>st</sup> - April 30 <sup>th</sup> Turn in by May 15 <sup>th</sup>	May 1 <sup>st</sup> - July 31 <sup>st</sup> Turn in By August 15 <sup>th</sup>	August 1 <sup>st</sup> - October 31 <sup>st</sup> Turn in by November 15 <sup>th</sup>
Riding/ Groundwork Hours				
Volunteer Hours Please list what Park				
Total Hours				

*To keep hours tallying year to year  
Membership must be paid up to date by the PMT annual banquet.*

# How to Submit Your Hours - Option 2

## Option 2 - Fill out the Google Form for RIDE Hours

1. After counting up your hours as shown in Slide 2 or 3, fill out the PMT Ride Hours Submission Form for the quarter. This form will be shared on Facebook and through email and the newsletter at the conclusion of each quarter.
2. Follow the instructions on the form, and click “Submit” at the end.
3. That’s it! You’re done!
4. Repeat for each quarter.
  - a. At the end of each quarter, DO NOT, add up your cumulative hours for the year for the “Total Hours” box. We will do that for you! We only need your total hours for that specific quarter.
5. Note: If you have multiple riders you are tracking, you must submit a response for each rider! Any submittals with multiple riders on them will not be accepted until corrected.

### PMT Ride Hours Submission Form Q2

Ride Hours submission for Quarter 2 of the 2025/2026 season. Please see page 17 of the PMT Rulebook for any questions on what counts towards RIDE or Volunteer Hours.

[PMT Rulebook](#)

Quarter 2 runs February 1st through April 30th.

Must be turned in by May 15th!

**\*\*if you have multiple riders, you will have to submit multiple forms. One rider/handler per submittal\*\***

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Email \*

Valid email

This form is collecting emails. [Change settings](#)

# Still Have Questions?

Contact us through:

1. Facebook messenger
2. Email at [premiermountntrail.com](mailto:premiermountntrail.com)
3. Call/text 616-915-4448 (Taylor Visser, Director)