COVID-19 information for participants of the racing industry (Updated November 2020)

User guide for online learning module

Step 1 – registration and accessing Racing2Learn

- Go to the Racing2Learn website (https://racing2learn.com/)

- For the best learning experience and to minimise technical issues, we strongly recommend using a desktop or laptop rather than mobile device or tablet.

- However, we are continually working to address functionality issues and every effort has been made to ensure the course is accessible on a wide range of devices. If you experience any difficulties, please contact us for technical support.

- We also recommend accessing the site using the most up to date version of the following web browsers: Google Chrome, Safari and Firefox.

Figure 1

- Existing users will be able to log-in as normal by entering their username / email and password (*Figure 1*)

- First-time visitors to the site will need to **create an account** (*Figure 1*):

  o Click the **'Create new account'** button

  o Complete the form, using a valid and accessible email address

  o A verification link will be sent to your email address to authorise the new account

  o Remember to check your junk box, as verification links can sometimes end up here

  o If you do not receive your verification email, please email: Info@britishhorseracing.com
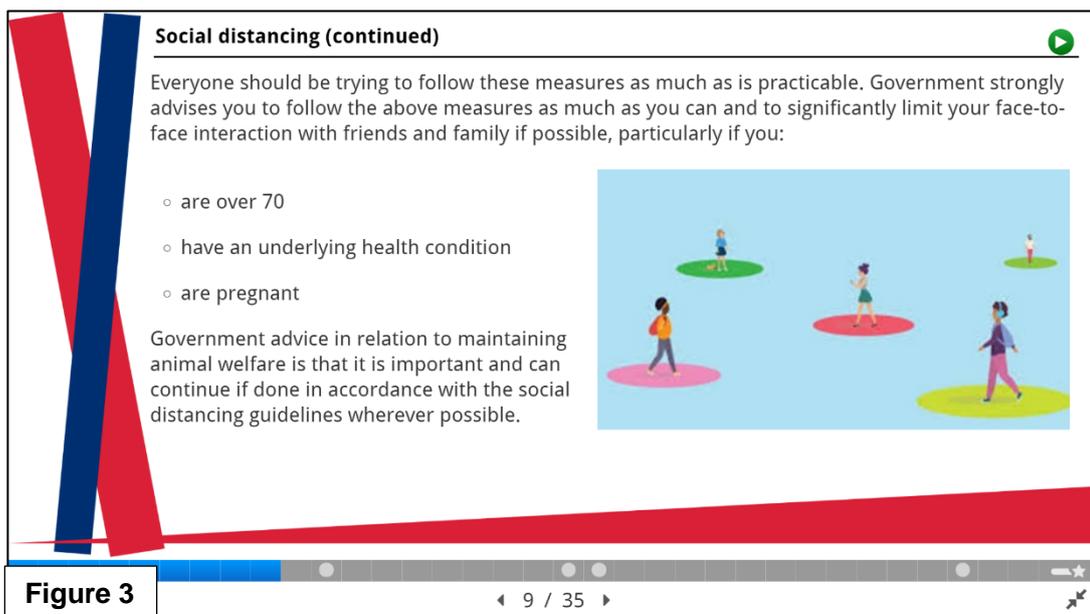
Step 2 – completing the course

- When logged in to Racing2Learn, scroll down to the tile marked Safeguarding, Integrity, Health and Welfare. Click on that tile and select the course: *COVID-19 Awareness for the Racing Industry (Figure 2).*

- If you cannot find the course, use the search box, which is located at the top right-hand corner of the page, adjacent to your username. Please note that spelling needs to be accurate for this facility to be effective.

- Once you have accessed the course, navigate your way through the information slides using the controls at the bottom of the page.

- Voice-over is included on the COVID-19 eLearning course. This can be toggled on and off using the green play / pause button at the top right-hand corner of the page *(Figure 3).*

Figure 3

- There are four learning exercises to complete, which require answers to be dragged into the correct box on the page. Click **'Check'** to see how many you have got right. There is no limit on how many times you can retry the questions *(Figure 4).*

Figure 4

- Once you reach the end of the course, you will see a summary slide that shows your score *(Figure 5).* Click on this slide to complete the course and release your certificate.

Figure 5

Step 3 – certification

- Once you have completed the course successfully, you will be able to download your certificate. You can access your certificate via the 'Certificate' link in the blue menu on the left of your screen *(Figure 6).* If this is collapsed, click the menu icon in the top left corner.
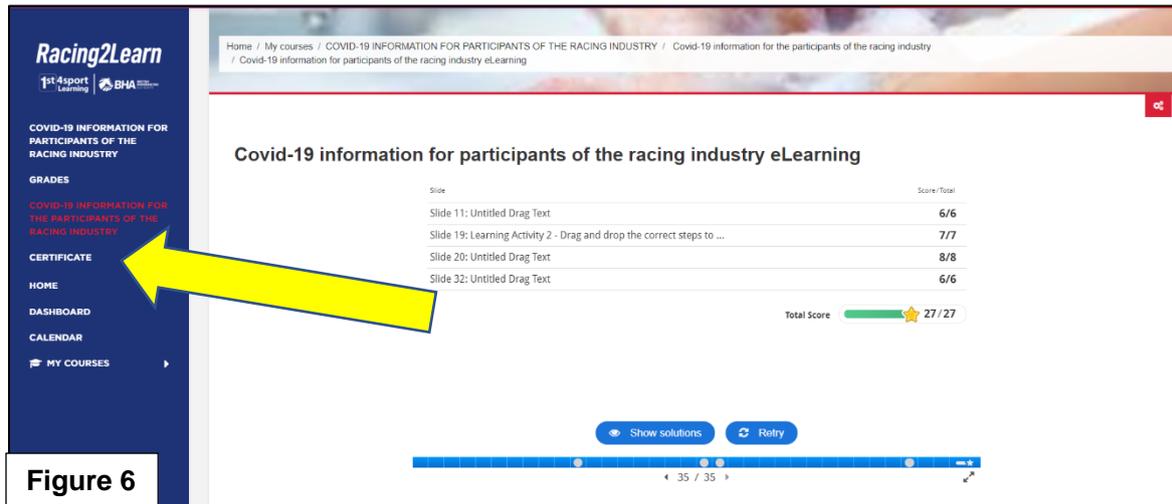
Figure 6

- Please retain a copy of the certificate for your records. While completion of this learning module will form part of the wider pre-raceday screening checks, attendees <u>will not</u> need to present the certificate on arrival at the racecourse.

Help and support

If you have any queries regarding the course, or experience any technical issues with the Racing2Learn site, please contact: <u>Info@britishhorseracing.com</u> or ring the Helpline on 0207 152 0021

Please note: This course was updated in November 2020 to reflect amended industry and government guidelines relation to Covid-19 protocols at racecourses. If you have completed Version 1 of the course you do **not** need to re-take Version 2.