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User Guide:

Renewing a Flat Jockey's Licence using the New Racing Administration System

GETTING STARTED

To renew your Licence, please follow the link below to access the new Racing Administration website:

<https://www2.racingadmin.co.uk/JSCS001/enter.htm>

BHA BRITISH HORSE RACING AUTHORITY RACING ADMINISTRATION

Welcome to the Racing Administration Service

What to do if this site is down
Please make a note: if this site is unexpectedly unavailable, for details, any special measures to be adopted and, where possible, the expected time of resumption of service, please turn first to the About Us area of the British Horseracing Authority website, on which we will have endeavoured to have posted this information.
If this fails to provide clarification, please contact web support by telephone on +44 (0)1933 304828, or by email to websupport@racingadmin.co.uk.
(Planned downtime will not be shown on the British Horseracing Authority website. For this, arrangements remain unchanged, i.e. there will be no warning of the short period of time during which the site is unavailable each evening, and advance notice of the scheduled periods of downtime for maintenance purposes will be posted under the Announcements section of the main page of this site.)

Email Address or Username

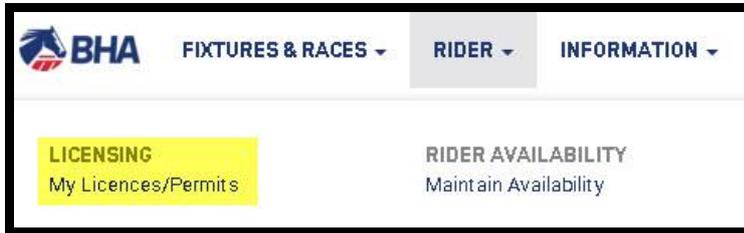
Password

Forgotten Password?

If you have forgotten your password, you should click on the 'forgotten password' link and follow the instructions.

ACCESSING YOUR RENEWAL APPLICATION ON THE NEW RACING ADMIN SYSTEM

Once you have logged, you will see the following options. Please click on the “Rider” option at the top of the page followed by the “My Licences/Permits” option highlighted in yellow below.



This will open up the Licensing Dashboard and you will see the following options.



The screenshot shows the Licensing Dashboard with a table of licences. The table has columns for Holder, Type, Category, Status, Start Date, and Expiry Date. A 'Renew' button is visible next to the licence.

Holder	Type	Category	Status	Start Date	Expiry Date	
Jockey Name	Prof. Jockey	Flat/Jump	Active	27/03/2015	26/03/2016	Select Renew

Select the “Renew” button  on the right hand side against the Licence you are looking to renew. This will bring up the application form itself.

COMPLETING YOUR RENEWAL APPLICATION

You should now be faced with the following screen. This is your application form.



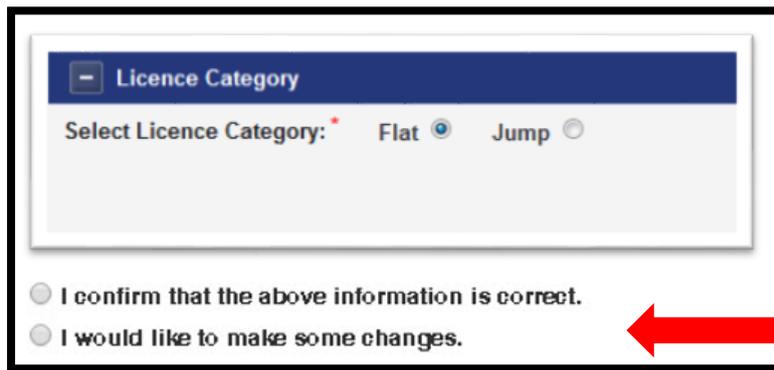
The screenshot shows the Renew Licence (Prof. Jockey) application form. The form is in an accordion format with sections for Licence Category, Personal Details, Race Record, Declaration of Health, General Questions, and Declaration. A Submit button is visible at the bottom right.

The application opens in an accordion format. Access each section of the application by clicking on the small cross  next to the section name.

You will see the information which you provided on last year’s licence application appears here.

Review the information contained within each category and either make changes as necessary or confirm that the information is correct.

Please see below an example of the Licence Category Section:



Licence Category

Select Licence Category: * Flat Jump

I confirm that the above information is correct.

I would like to make some changes.

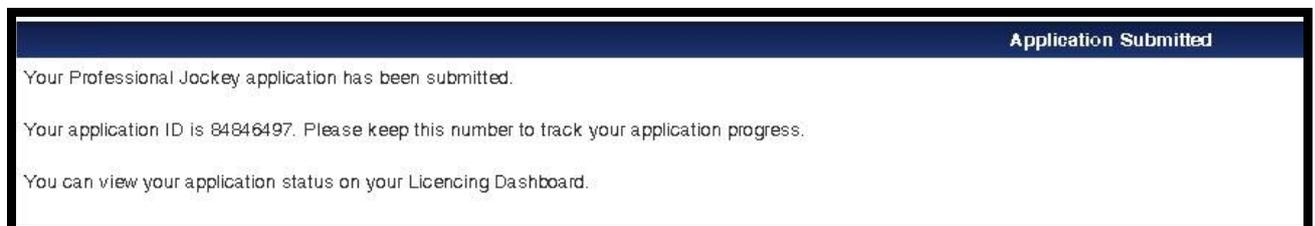
Once you have indicated that you would like to make some changes, the screen becomes active and you will be able to make changes to the information in that section.

Once you have made the required change, please **do not** click “*I confirm that the above information is correct*” as this will remove any changes you have made.

SUBMITTING THE APPLICATION FORM

Once you have completed each section click “Submit”  which can be found at the bottom of the application form.

You will receive an email notification to advise you that your application has been received by the BHA Licensing Team and an email notifying you when the Licence has been issued.



Application Submitted

Your Professional Jockey application has been submitted.

Your application ID is 84846497. Please keep this number to track your application progress.

You can view your application status on your Licencing Dashboard.

If you have difficulty accessing the site or have any questions about using the service, please contact web support on Tel: [01933 304828](tel:01933304828) or by email to websupport@racingadmin.co.uk