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 <u>new</u> Racing Administration website:

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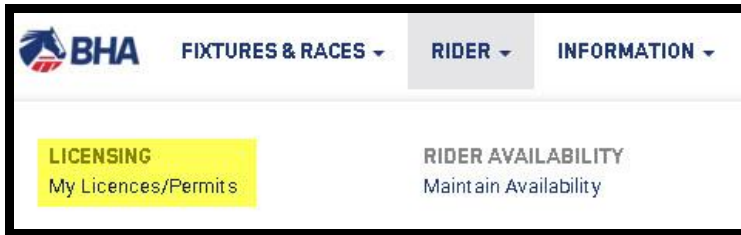

If you have forgotten your password, you should click on the 'forgotten password' link and follow the instructions.

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 <mark>yellow</mark> below.

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

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.
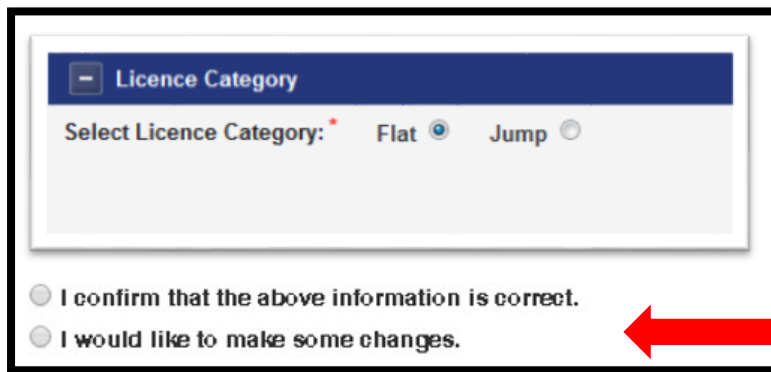

The application opens in an accordion format. Access each section of the application by clicking on the small cross next to the section name.

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

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

Please see below an example of the Licence Category Section:

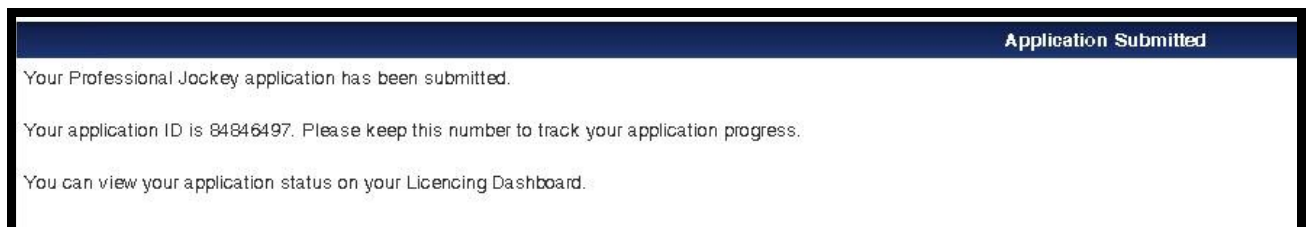Once you have indicated that you would like to make some changes, the screen becomes active and you will be able to make changes to the information in that section.

Once you have made the required change, please <u>do not</u> 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" **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.

If you have difficulty accessing the site or have any questions about using the service, please contact web support on Tel: <u>01933 304828</u> or by email to <u>websupport@racingadmin.co.uk</u>