



# **NEW RACING ADMINISTRATION WEBSITE**

## **QUICK START GUIDE**

**JULY 2018**

## CONTENTS

CONTENTS .....	2
INTRODUCTION.....	3
LOGGING IN.....	4
NEW OWNER – SET UP YOUR ACCESS.....	4
EXISTING OWNER – USING YOUR ACCESS TOKEN .....	5
EXISTING OWNER – REQUEST ACCESS .....	6
EXISTING USER.....	8
SWITCHING PROFILES (Company Agent or Owner’s Agent).....	9
COMMUNICATIONS HUB.....	10
USING THE MAIN MENU.....	12
FIXTURES & RACES MENU .....	12
OWNER MENU .....	14
INFORMATION MENU.....	16
UNDERSTANDING THE ICONS.....	17
FREQUENTLY ASKED QUESTIONS .....	18



## INTRODUCTION

This document provides a quick overview of the new Racing Administration website. It introduces the login process and key aspects of the new site, such as the main menu, communications hub and the various icons that you'll see throughout the site.

## LOGGING IN

If you have not logged into the site before, please follow the appropriate process below, depending on whether you are a new owner, an existing owner and have a token or are an existing owner and need to apply for access.

This process takes a bit longer, but once done, you will simply have to enter your email address and password to log on in the future.

If you are an existing user of the site (e.g. you have previously set up your security questions and password), you can skip this step and follow the process for an Existing User.

## NEW OWNER – SET UP YOUR ACCESS

Once your ownership application has been approved you will receive an email inviting you to set up your log in details.

1. Click on the link in the email  
The new website will open
2. Enter your **email address**
3. Select and enter answers to three **security questions**
4. Create your own **password** to the site
5. Read and accept the **Terms & Conditions**  
Move down the screen using the scroll bar and click ACCEPT TERMS

## HANDY HINTS

The email link is only active for a short while and can only be clicked once. You can request a further email by contacting the Web Support team on 01933 304828.

We recommend using Google Chrome when viewing the site on a PC or laptop.

Please note, if Chrome has not been set as your default browser, when you click on the link in the email the site may open in a different browser (e.g. Internet Explorer). If this happens, you can copy and paste the link into your Chrome browser.

## EXISTING OWNER – USING YOUR ACCESS TOKEN

If you are an existing owner and have been given an access token you will need to:

1. Go to [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk)
2. Click the option to **request access** under the login area

Log in

 Email Address or Username

 Password

**LOG IN**      FORGOTTEN PASSWORD?

---

IF YOU ARE NOT ALREADY A MEMBER OF THIS SITE AND WOULD LIKE TO REQUEST ACCESS, [CLICK HERE](#).

3. Select the **access token** option to continue
4. You will be prompted to enter your **token** and **date of birth**
5. You will then be asked to confirm your **email address** and create your **password**

Once your access has been activated you will receive an email inviting you to log in to the site:

1. Click on the link in the email  
The new website will open
2. Enter your **email address** and **password** to log in
3. Select and enter answers to three **security questions**
4. Read and accept the **Terms & Conditions**  
Move down the screen using the scroll bar and click ACCEPT TERMS

### HANDY HINTS

We recommend using Google Chrome when viewing the site on a PC or laptop. Please note, if Chrome has not been set as your default browser, when you click on the link in the email the site may open in a different browser (e.g. Internet Explorer). If this happens, you can copy and paste the link into your Chrome browser.

## EXISTING OWNER – REQUEST ACCESS

If you are an existing owner but do not have a token, you will need to request access to the site:

1. Go to [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk)
2. Select the option to **request access** under the login area

Log in





**LOG IN**      FORGOTTEN PASSWORD?

---

IF YOU ARE NOT ALREADY A MEMBER OF THIS SITE AND WOULD LIKE TO REQUEST ACCESS, [CLICK HERE](#).

3. Select the **no token** option.
4. You will be prompted to fill in your **details** including:
  - Customer type
  - Name
  - Date of birth
  - Address
  - Contact details
  - Confirm your **email address**
  - Create your **password**

Once your access has been activated you will receive an email inviting you to log in to the site:

1. Click on the link in the email  
The new website will open
2. Enter your **email address** and **password** to log in
3. Select and enter answers to three **security questions**
4. Read and accept the **Terms & Conditions**  
Move down the screen using the scroll bar and click ACCEPT TERMS

### HANDY HINTS

We recommend using Google Chrome when viewing the site on a PC or laptop. Please note, if Chrome has not been set as your default browser, when you click on the link in the email the site



may open in a different browser (e.g. Internet Explorer). If this happens, you can copy and paste the link into your Chrome browser.

## EXISTING USER

If you have previously set up your access to the site, simply:

1. Go to [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk)
2. Enter your **Email Address** and **Password**
3. Click LOG IN

### Log in





[FORGOTTEN PASSWORD?](#)

Occasionally you may be prompted to read and accept the **Terms & Conditions**. Move down the screen using the scrollbar and click ACCEPT TERMS.

### HANDY HINTS

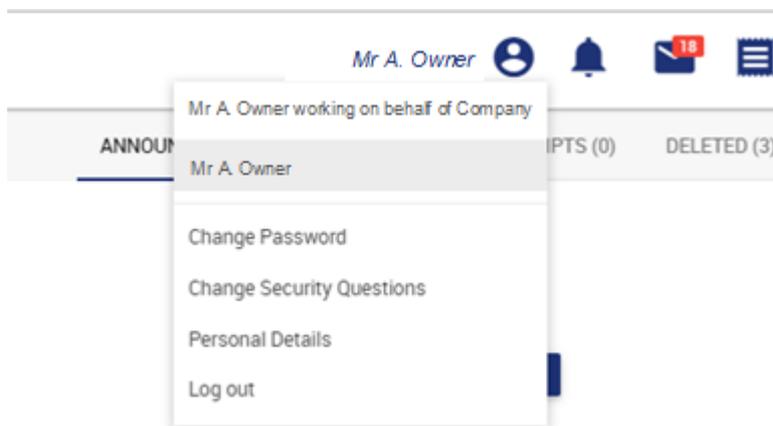
We recommend using Google Chrome when viewing the site on a PC or laptop.

## SWITCHING PROFILES (Company Agent or Owner's Agent)

If you are a Company agent or Owner's agent, you will log into the site with your own personal profile. This is so you can view your own profile, inbox, maintain your password etc.

To work on behalf of your owner or company (to view ownerships, undertake transactions etc), you will need to switch to the appropriate profile.

1. Click on your name in the top right of the screen



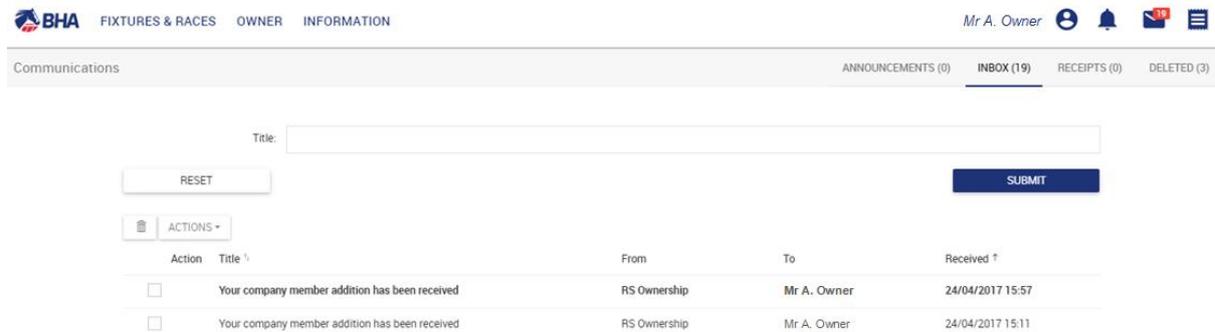
2. Select the appropriate profile from the list
3. Your menu options will update to allow you to work on behalf of your company or owner

### HANDY HINTS

The profile you are currently using will always display in the top right-hand corner of the screen.

## COMMUNICATIONS HUB

The Homepage of the site is the Communications Hub. This is the first page you see after logging in.



Action	Title	From	To	Received
<input type="checkbox"/>	Your company member addition has been received	RS Ownership	Mr A. Owner	24/04/2017 15:57
<input type="checkbox"/>	Your company member addition has been received	RS Ownership	Mr A. Owner	24/04/2017 15:11

You will receive messages in three tabs:

### Announcements

- These are important messages intended for everyone or for specific groups of people. For example, forthcoming system downtime, site updates or changes to the racing programme.

### Inbox

- These messages will refer to “issues” we want to make you personally aware of. For example, changes to your ownerships.

### Receipts

- These are automatic receipts for the various transactions you can make on the site. These receipts are for your reference, for example should you wish to check that a particular transaction has been made

## HANDY HINTS

You can see your Communications from anywhere within the site. Either:

- Click on the BHA logo on the far left hand side to return to the homepage, or
- Click on the relevant announcement, inbox or receipt icon next to your name
  - Your latest 5 messages will be shown.
  - Click on a message to open it.
  - You can see all messages in that section by clicking View All.
  - The number of unread messages in each section will be shown in red.

Mr A. Owner



INBOX

UNCEMENTS

ATED (3)

Your company member addition has been received

24/04/2017 15:57

Request to add additional address:

24/04/2017 11:08

Your company member addition has been received

21/04/2017 16:10

Your company member addition has been received

20/04/2017 12:45

Your company member addition has been received

20/04/2017 09:59

[View All](#)

## USING THE MAIN MENU

The Main Menu bar is always situated at the top of the screen.

Click on each category to see all available options.

## FIXTURES & RACES MENU



FIXTURES & RACES

OWNER

INFORMATION

### RACECARDS & ENTRIES

Racecards & Entries  
Early Closing Entries

### RESULTS

Race Results  
Horse Results  
Your Results

### FIND FIXTURES & RACES

Fixture List  
Flat Races  
Steeple Chases  
Hurdle Races  
National Hunt Flat Races  
Hunter Chases  
Interactive Races

### FIXTURE UPDATES

Non-Runners  
Going Reports  
Entries Tracking  
Declarations Tracking  
Confirmations Tracking

### RACE SERIES

Race Series

### RACECARDS & ENTRIES

- View Entries and Declarations
- View Entries in Early Closing Races
- View and print all runners at a fixture (the Condensed List)

### FIXTURE UPDATES

- View Entry, Confirmations and Declaration fixture tracking pages
- View Non Runners
- View Going Reports



## **FIND FIXTURES & RACES**

- View the Fixture List
- Search for forthcoming races
- Export your search results
- Contact the BHA with queries / comments regarding the racing programme
- View interactive races

## **RESULTS**

- Search for results by race, horse and see your results

## **RACE SERIES**

- View information on race series, qualification information, scheduled races and qualified horses

## OWNER MENU

### MY OWNERSHIPS

[My Ownerships](#)  
[My Horses in Training](#)  
[My Entries and Declarations](#)  
[My Ratings](#)  
[Register Partnership](#)  
[Register Syndicate](#)  
[Register Club](#)

### AUTHORITY TO ACT

[My Agents](#)  
[Appoint Agent](#)

### RACING COLOURS

[My Racing Colours](#)  
[Racing Colours Builder](#)

### SPONSORSHIP

[My Sponsorships](#)

### ACCOUNT SERVICES

[BHA Invoices](#)  
[VAT Registration](#)  
[D1 VAT Declaration Form](#)  
[D2 VAT Declaration Form](#)

### NAMES

[Name Availability Search](#)  
[My Name Reservations](#)  
[My Name Registrations](#)  
[My Applications](#)  
[Applications for Others](#)  
[Recently Purged Names](#)  
[Reserve Name](#)  
[Register Horse Name](#)

## MY OWNERSHIPS

- View your current and pending Ownership registrations
- Amend your Partnerships, including Partnership name, Partners, and update the percentage share of horses
- Add / remove members or syndicators of your Syndicates
- Add / remove managers of your Racing Clubs
- Add / remove company members
- View your horses in training
- View your handicap ratings for your horses
- View entry related activity for your horses
- Create a new Partnership
- Create a new Syndicate
- Create a new Racing Club

## NAMES & PASSPORTS

- Check whether a name is available
- Reserve names for yourself or one of your ownerships
- Register names for yourself or one of your ownerships
- Search the list of purged names
- View your name reservations and registrations

## ACCOUNT SERVICES

- View your BHA Account invoices
- View your current, linked and historic VAT registrations
- Download the D1 and D2 VAT Declaration forms

## COLOURS

- View your current and historic racing colours
- Share, maintain, transfer and terminate your racing colours
- Design and check availability of new racing colours
- Register or reserve racing colours either for yourself or one of your ownerships

## AUTHORITY TO ACT

- View your appointed agents
- View who you have been authorised by
- Register a new Authority to Act

## SPONSORSHIP ENQUIRIES

- View your current and historic sponsorship agreements
- Maintain your sponsorship agreements
- Register a new sponsorship agreement

## INFORMATION MENU

### OFFICIAL RATINGS

Official Handicap Ratings  
This Week's Flat Amendments  
This Week's Jump Amendments  
Handicappers' Contact Details

### RIDER INFORMATION

Licensed Riders  
Riders' Agents  
Availability by Fixture  
Runners without Riders  
Double-booked Riders  
Parallel-booked Riders  
Suspended Riders  
Weekly Riding Restrictions

### OWNERSHIP

Racing Colours  
Name Availability Search  
Claiming Races  
NRA Horse List

### BHA RESOURCES

BHA Rules of Racing

### HELP & SUPPORT

Help & Support  
Conditions for Entry  
BHA Notices  
Stats & Reports  
Forms & Guides  
Contacts  
Racecourse Information  
FAQs  
How to Videos

### OWNERSHIP RESOURCES

Claiming Races  
NRA Horse List

## OFFICIAL RATINGS

- View this week's flat and jump rating amendments
- Navigate directly to the ratings database held on the British Horseracing Authority's website
- View the Handicappers' Contact Details and weekly rotas

## RIDER INFORMATION

- View all Licenced / Permitted Riders and their bookings
- View Riders' Agents and their riders
- View rider availability at a fixture
- View runners without riders
- View suspended, double booked and parallel booked riders
- View riders reaching the weekly riding restriction

## HELP & SUPPORT

- Navigate directly to the content found on the Help & Support site. Including FAQ's, BHA notices, forms & guides, statistics, how to videos, contact information etc.

## EXTERNAL LINKS & OWNERSHIP RESOURCES

- Navigate directly to other sites, e.g. the Rules of Racing
- Navigate directly to ownership related information found on the British Horseracing Authority's website

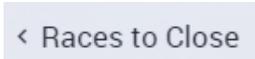
# UNDERSTANDING THE ICONS

-  My Profile
-  Announcements
-  Inbox
-  Receipts

-  Refresh
-  Search
-  View Race Conditions
-  Show More
-  Edit
-  Delete

-  Date / Calendar Picker
-  Expand
-  Checkbox
-  Radio Button
-  Sort
-  Sorted Low – High
-  Sorted High – Low

-  Mobile Menu
-  Print
-  Warning
-  Registered Owner Indicator
-  Authority to Act Registered Indicator
-  Colours Registered Indicator
-  Sponsored Indicator


Pagination – move between pages

Return to the previous page

Tab bar – move around an area without using the Main Menu



Progress Bar – shows your position in a transaction, and allows you to return to previous steps

## FREQUENTLY ASKED QUESTIONS

### What do I do if I forget my password?

Click on the Forgotten Password link on the login page.

You will be prompted to enter your email address and answer one of your security questions.

You will receive an email with a link to take you through the process of creating a new password.

### How do I change my password?

- Click on your name in the top right of the screen.
- Select the option to “Change Password”.
- Follow the instructions on screen to create a new password.

You will also see options to change your Security Questions and Log Out.

### How do I add the site to my favourites?

To store the site [www2.racingadmin.co.uk](http://www2.racingadmin.co.uk) as a favourite, first of all go to the login screen, but do not login. Then:

If you are using **Google Chrome**:

- Click the star icon located in the right hand side of the address bar.



- If you cannot see the Bookmark menu, click on Chrome’s menu icon, select “Bookmarks” and make sure “Show Bookmarks bar” is ticked

If you are using **Firefox**:

- Click the star icon located to the right of the search bar.



If you are using **Safari** (on a Mac):

- Select “Bookmarks” or press “CMD + D”, then “Add Bookmark”.

If you are using **Microsoft Edge**:

- Click on the star icon.



### Can I open the site in another window?

Yes, you are able to have the site open in more than one window or tab, meaning that you can have different pages open at the same time.

When clicking on a link to open a page, do one of the following:

On a **PC**:

- Hold down **CTRL** and **Click** the link at the same time to open the page in a new tab within the current window.
- Hold down **SHIFT** and **Click** the link at the same time to open the page in a new window.
- Right click the mouse on a link and select **open in new tab**

On a **Mac**

- Hold down **CMD** and **Click** the link at the same time to open the page in a new tab.

### How do I clear my temporary internet files (cache)?

Occasionally, it may be beneficial to empty the cache of temporary internet files stored on your PC.

If you are using **Google Chrome**:

- Click on the menu icon in the top right corner.  

- Click "More Tools".
- Click "Clear browsing data".
- Select a time from the drop down
- Ensure the cached images and files option is selected
- Click "Clear browsing data".

If you are using **Firefox**:

- From the History menu, select "Clear Recent History".
- Select a time and click the "Clear Now" button.

If you are using **Safari** (on a Mac):

- Click "Preferences" on the Safari menu.
- Click the Privacy tab.
- Click "Remove All Website Data".

If you are using **Microsoft Edge**:

- Click the Hub icon.  

- Click the History icon.
- Click "Clear History".
- Ensure "cached data and files" is selected.
- Click "Clear".

### What if I need more help?

#### For help using the site

Take a look at the Help & Support site accessed from the Information menu. Here you will find user guides, frequently asked questions and help videos.

#### For information regarding racehorse ownership

Take a look at the Ownership Resource section of the BHA website [www.britishhorseracing.com](http://www.britishhorseracing.com). Here you will find the Owners' Tool Kit covering FAQ's on everything from registrations and maintaining your ownerships, through to prize money, charges and retiring your horse. You will also be able to access other resources such as the Syndicate and Sponsorship Codes of Conduct.



**For technical help**

Contact the Web Support Team by email [websupport@weatherbys.co.uk](mailto:websupport@weatherbys.co.uk) or telephone 01933 304828.

**For any other ownership related queries**

Contact the Ownership Desk by email [ownershipdesk@weatherbys.co.uk](mailto:ownershipdesk@weatherbys.co.uk) or telephone 01933 440077