



# **NEW RACING ADMINISTRATION WEBSITE**

## **QUICK START GUIDE**

**JULY 2018**

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## 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 steps below. 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 to complete a Licence renewal), you can skip this step and follow the process for an Existing User.

## FIRST TIME LOG IN

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** and **Security Code** or **Application ID** (as requested on screen)
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 Chrome.

## 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



**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

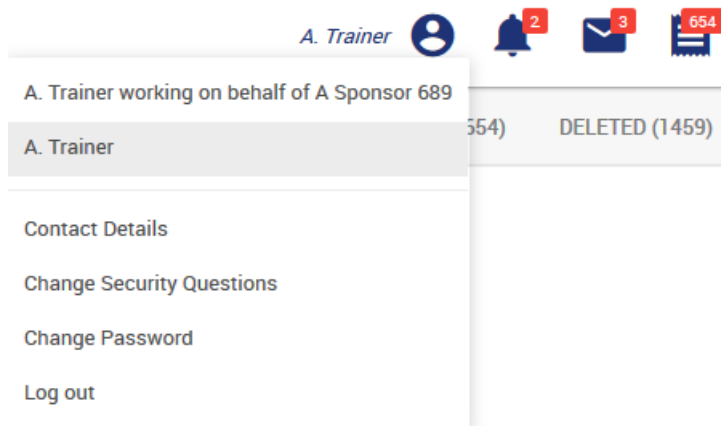
We recommend using Google Chrome when viewing the site on a PC or laptop.

## SWITCHING PROFILES (Trainers' Secretaries)

You will log into the site with your own personal profile. This is so you can view your own account, inbox etc.

To work on behalf of your Trainer (to view entries, undertake transactions etc), you will need to switch to the appropriate profile.

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



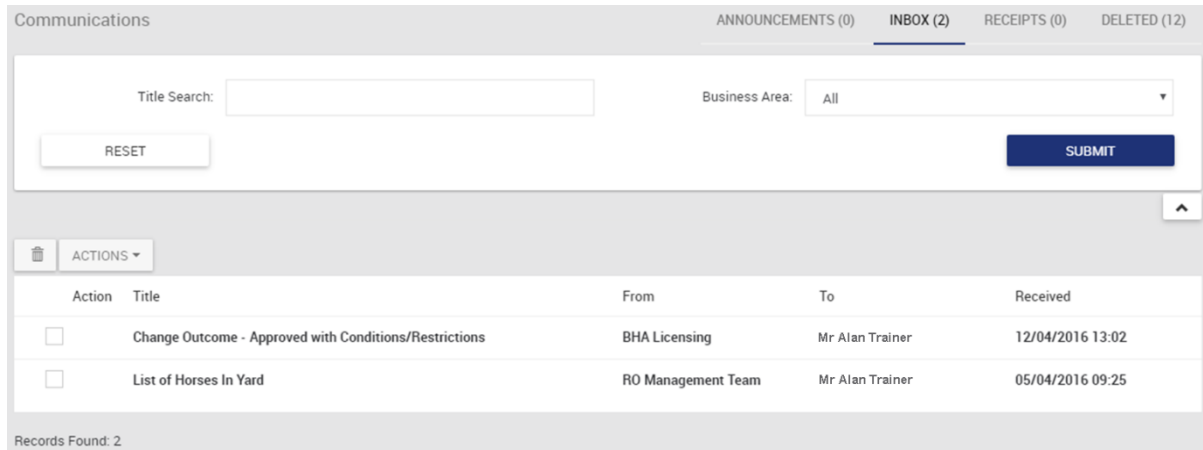
2. Select the appropriate profile from the list
3. Your menu options will update to be the same as those as your Trainer

### 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.



The screenshot shows the 'Communications' interface with the following elements:

- Navigation tabs: ANNOUNCEMENTS (0), **INBOX (2)**, RECEIPTS (0), DELETED (12)
- Search filters: Title Search (input field), Business Area (dropdown menu set to 'All'), RESET button, and SUBMIT button.
- Actions: A trash icon and an ACTIONS dropdown menu.
- Table of messages:
 

Action	Title	From	To	Received
<input type="checkbox"/>	Change Outcome - Approved with Conditions/Restrictions	BHA Licensing	Mr Alan Trainer	12/04/2016 13:02
<input type="checkbox"/>	List of Horses In Yard	RO Management Team	Mr Alan Trainer	05/04/2016 09:25
- Records Found: 2

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 or changes to the racing programme.

### Inbox

- These messages will refer to “issues” we want to make you personally aware of. For example, a reminder to supply information regarding an imported horse or exported lists of horses / Owners will appear here.

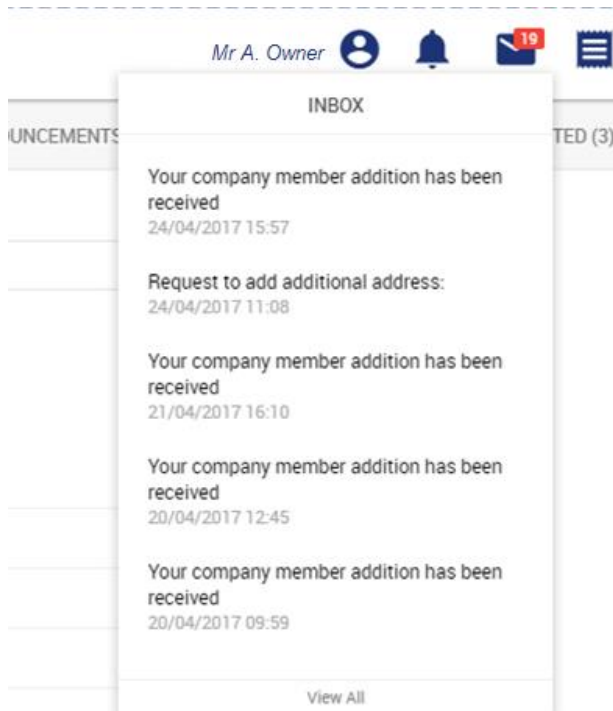
### Receipts

- 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.



## FAQ's

### **I have multiple Secretaries working on my yard; will they all see the same messages?**

Yes, when they have switched to the appropriate profile, all Secretaries working on behalf of the same Trainer will see the same messages in their Communications Hub.



## 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

### 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](#)  
[Search by Horse](#)  
[Interactive Races](#)

### FIXTURE UPDATES

[Non-Runners](#)  
[Going Reports](#)  
[Entries Tracking](#)  
[Declarations Tracking](#)  
[Confirmations Tracking](#)

### RACE SERIES

[Race Series](#)

### INTERACTIVE RACES FORUM

[Interactive Races Forum](#)

## 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, Confirmation and Declaration fixture tracking pages](#)
- [View Non Runners](#)
- [View Going Reports](#)

## RESULTS

- [Search for results by race, horse and see your results](#)



## **FIND FIXTURES & RACES**

- View the Fixture List
- Search for races (flat, steeple chase, hurdle, national hunt flat and hunter chase)
- Search for races for horses in your yard
- Export your search results
- Contact the BHA with queries / comments regarding the racing programme
- View interactive races

## **RACE SERIES**

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

## TRAINER MENU

<b>RACES TO CLOSE</b> Races to Close Early Closing Races Foreign Races 2nd/Supplementary Entries Re-opened Races	<b>MY YARD</b> Horses Owners Horses in Training Totals My Ratings HIT Sponsorship Report Add Horse into Training Register Partnership	<b>STABLE EMPLOYEES</b> Stable Employees Advertise/Amend Availability	<b>NAMES</b> Name Availability Search My Name Reservations My Name Registrations My Applications Applications for Others Recently Purged Names Reserve Name Register Horse Name Register RCN
<b>MY ENTRIES</b> Declarations Confirmations Scratch E/C Entries Runners Foreign All Activity Report	<b>SPONSORSHIP</b> Yard Agreements	<b>AUTHORITY TO ACT</b> Agents Authorised by Appoint Sub-agent	<b>RACING COLOURS</b> My Racing Colours Racing Colours Builder
	<b>GALLOPS RETURN</b> Gallops Return	<b>LICENCES</b> My Licences/Permits	<b>VAT</b> VAT Registration

### RACES TO CLOSE

- Find and make entries into races that are open for entries

### MY ENTRIES

- Find and manage all of your entries, declarations, confirmations, scratchings and runners
- Make rider bookings and declare non-runners
- View your activity report – all of your entry activity displayed in a customisable report that can be searched, printed and exported

### MY YARD

- View, add and remove horses in your care or control
- Manage the status, location and ownership of your horses
- Export the details of your horses
- View and export your list of owners
- View the list of handicap ratings for horses in your yard
- Register a new Partnership
- HIT Sponsorship Report – view your horses in a customisable report that can be searched, printed and exported

### STABLE EMPLOYEES

- View and manage your employees on the Stable Employee register
- Submit an application for a new employee
- Apply for a Racehorse Attendants Pass
- Update employment of an existing employee
- Terminate employment
- Advertise the availability of your apprentice / conditional riders

### LICENCES

- Manage and renew your Licence / Permit

## **NAMES**

- Check name availability and reserve names for yourself or on behalf of your owners
- View your name reservations and registrations
- Register a name for yourself or on behalf of your owners
- Register RCN's (Racecourse Clearance Notifications) for your horses travelling abroad

## **AUTHORITY TO ACT**

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

## **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

## **SPONSORSHIP**

- View your current and historical yard agreements
- Add / remove horses from your current yard agreements
- Register a new yard agreement
- Terminate a current agreement

## **GALLOPS RETURN**

- Submit your Gallops Return online

## **VAT**

- View your current, linked and historical VAT registrations

## **FAQ's**

### **If I export a list of Horses / Owners, who will see this?**

Exported lists are sent to the Inbox of the Trainer and all Secretaries working on their behalf.

## 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 RESOURCES

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

## OFFICIAL RATINGS

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

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

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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 Internet Explorer**:

- Click the star icon in the top right-hand corner, then select “Add to Favourites”.



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.


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 Internet Explorer**:

- Press **CTRL + F5** together

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?

Take a look at the Racing Administration Support site accessed from the Information menu. Alternatively, contact the Web Support Team by email [websupport@weatherbys.co.uk](mailto:websupport@weatherbys.co.uk) or telephone 01933 304828.