



Owner – User Guide

Adding a Members & Syndicators

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v.1

User Guide – Adding Members & Syndicators

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User Guide – Adding Members & Syndicators

1. Logging into the New Racing Admin Site

- Firstly, you must log into the New Racing Admin site (NRAS) using your email and password. Once you have logged into NRAS you will have several menus displayed.
- Please note, you must be a Syndicator to amend and maintain a Syndicate.

The screenshot shows the NRAS Communications page. At the top left is the BHA logo and navigation links: FIXTURES & RACES, TRAINER, OWNER, INFORMATION. At the top right, the user is logged in as 'Mr A. Owner' with icons for profile, notifications, mail, and a menu. Below the navigation is a 'Communications' header with tabs for ANNOUNCEMENTS (0), INBOX (0), RECEIPTS (0), and DELETED (393). A search form is present with a 'Title' input field, a 'RESET' button, and a 'SUBMIT' button. Below the search form is an 'ACTIONS' dropdown menu. A table displays the search results with columns: Priority, Title, Category, Status, and Effective Date. One item is found: a checkbox, 'Handicappers' Contact Details', 'Updated', 'General Announcement', 'Active', and '13/03/2017 00:00'.

Priority	Title	Category	Status	Effective Date	
<input type="checkbox"/>	Handicappers' Contact Details	Updated	General Announcement	Active	13/03/2017 00:00

One item found.

2. Owner Menu

- To view your Syndicate Ownership details, click on the Owner menu at the top of the screen.
- My Ownerships will be available under the Ownership details menu. This screen will provide you with the Syndicate Ownership details and all other associated Ownerships.

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FIXTURES & RACES

TRAINER

OWNER

INFORMATION

NAMES & PASSPORTS

Check Name Availability
Purged Names
Enquire Name Reservations
Enquire Name Registrations
My Applications
Other Reservation Applications

VAT

Enquire VAT Registration

MY ACCOUNTS

BHA Invoice Enquiry

COLOURS

Racing Colours by Person
Racing Colours Builder

SPONSORSHIP ENQUIRIES

My Sponsorships

OWNERSHIP DETAILS

My Horses
My Ownerships
Partnership Registration
Syndicate Registration
Club Registration

AUTHORITY TO ACT

Your Agents
Authorised by
Register Authority to Act

- From this menu, you can perform a variety of actions on behalf of your Syndicate, including registering colours, names and sponsorships in addition to registering new ownership entities which your Syndicate is involved in.

3. My Ownerships

- This screen will show you details on your Syndicate Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Syndicate is involved in.
- You can view any recent applications that have not yet been reviewed by the BHA by clicking on the “Pending” tab.
- This screen will display the name of your Syndicate and the colours which are registered to it (if any). The HIT badge will be green if the Syndicate has horses in training, and red if not. 
- Click on your Syndicate to view more details.

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REGISTERED PENDING

✓ Sole ✓ Partnership ✓ Syndicate ✓ Company ✓ Club

Q: Input all or part of an ownership name REFRESH

Ownership Name	Date Registered	Type
Syndicate 1 BLACK and WHITE CHECK, WHITE sleeves, BLACK cap.	09/12/1994	SYNDICATE HIT ✓

3.1 Syndicate Details

- This screen will show you details on the Syndicate relating to their Ownerships status including:
 - Ownership type – *this will display as “Syndicate” in a purple box.*
 - Racing Name
 - Registered Owner status
 - Registration Date
 - ROA Membership status, start and end date
 - Renewal date – *this will display the date that your registrations e.g. Colours etc. will be renewed*
 - Colours registered to the Syndicate
- It is possible to access the menus for horses owned, colours, VAT, sponsorships, and names via this screen.
- To select one of these options just click on the name in the menu and you will be taken to that respective screen. For further help on how to navigate and register each individual registration, please see the relevant user guide.

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- From the Syndicate details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display a list of options including:
 - Maintain Contact Details
 - Add Syndicators/ Members
 - Remove Syndicators/ Members
 - Members List

Owner details

Ownership type: **SYNDICATE**

Registered owner: Yes

Registration date: 23/12/1996

ROA member: No

Start date:

Renewal date:

Racing package: None

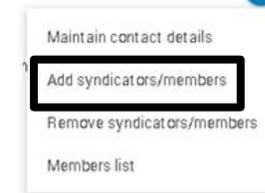
Package from:

Racing name: Syndicate 1

End date:

End date:

To:



Syndicator(s)

Mr A. Owner

Miss B. Owner

Racing colours

BLACK and WHITE check, WHITE sleeves, BLACK cap

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4. Select Members/Syndicators

- This is the Step where you can add people or companies that you have ownership links with.
- You can use the search function to find specific people or companies on this list.

Syndicate 1



This is a list of people and companies that you have ownership links with.
Please select from the list provided by ticking the correct box.
Please note, any additional syndicators will be jointly and severally liable and will have full administrative powers.
If the syndicator or member you wish to add is not in this list, please add them manually in the next step.

Enter full or partial names to search

Members/syndicators to be added

Search:

Name	Current ownerships (max 2 displayed)	Registered owner	Member	Syndicator
Mrs X. Smith	Syndicate 1		<input type="checkbox"/>	
Mr and Mrs C. Jones	Syndicate 2	RD✓	<input type="checkbox"/>	<input type="checkbox"/>
Mrs G Paige	Syndicate 3	RD✓	<input type="checkbox"/>	<input type="checkbox"/>
Mrs Y. Owner	Syndicate 4	RD✓	<input type="checkbox"/>	<input type="checkbox"/>
The Blogg's	Syndicate 5	RD✓	<input type="checkbox"/>	<input type="checkbox"/>
The Racing Syndicate	Syndicate 6	RD✓	<input type="checkbox"/>	<input type="checkbox"/>
Miss M. Pear	Syndicate 7	RD✓	<input type="checkbox"/>	<input type="checkbox"/>

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- You can then select whether you would like add the person as a Syndicator, a Member, or both. A person may only be a Syndicator if they are a registered owner.

1. Auto add members/syndicators 2. Manual add members/syndicators 3. Review 4. Receipt

This is a list of people and companies that you have ownership links with.
Please select from the list provided by ticking the correct box.
Please note, any additional syndicators will be jointly and severally liable and will have full administrative powers.
If the syndicator or member you wish to add is not in this list, please add them manually in the next step.

Members/syndicators to be added

Search:

Name	Current ownerships (max 2 displayed)	Registered owner	Member	Syndicator
Mrs A. Nother	(Syndicate 1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sir Testing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr A. Nother	(Syndicate 1, Raing Club 1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr A. Owner	(Racing Cub 1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mrs B. Member		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click to add as Member

Click to remove

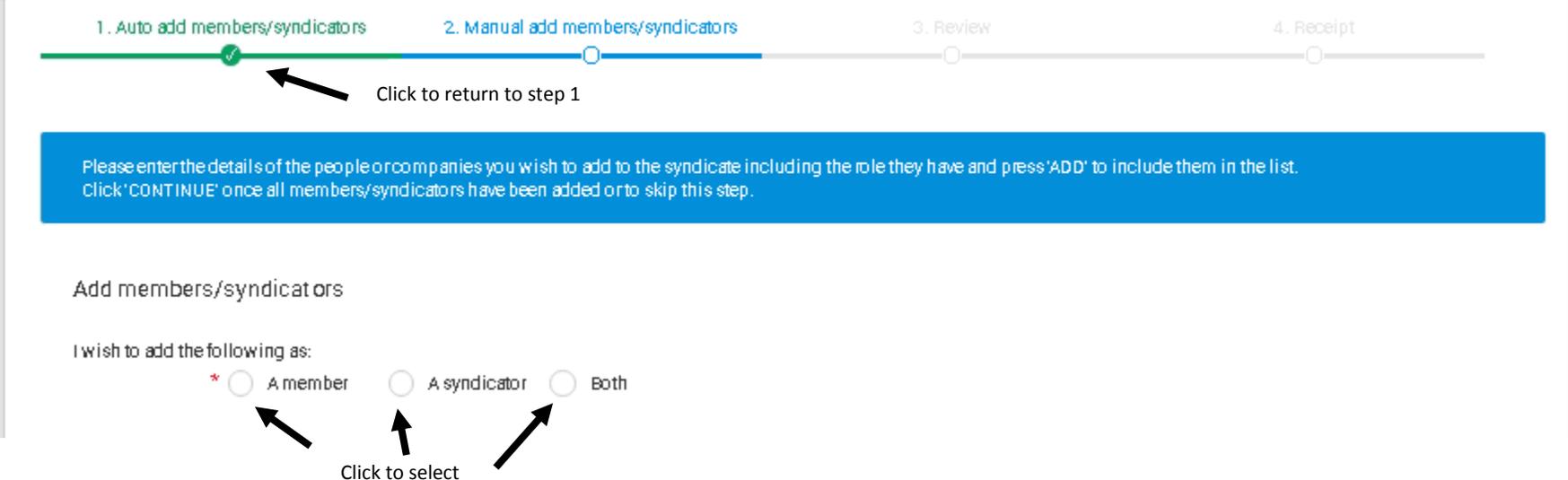
Click to add as a Syndicator

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- You can click the ticked person to remove the tick and unselect if you have added the person in error.
- If the person is not a registered owner, you will not be able to select them as a Syndicator, you can tell whether someone is a registered owner in your list by this badge: 
- You also not be able to select someone as a Syndicator or Member if they are already present in the Syndicate. You can select them if they are already in the Syndicate as a Syndicator but not a member and vice versa.
- If you no longer wish to add anyone to the Syndicate, click “Cancel”, this will display a pop up asking you to confirm:
 - Click “Yes” to abandon the additions and return to the owner’s details or members list
 - Click “No” to return to select members/syndicators.
- You can skip this step if you do not have anyone present in this list, or if you cannot find the person you wish to add.
- To proceed to the next step, click “Continue”.

5. Add Members/ Syndicators

- This step allows you manually enter details for people that you aren’t currently linked to and were unable to find on Step 1.
- You can return to step 1 by clicking the step on the progress bar at the top of the screen.
- Use the radio buttons to select if you are adding a member, syndicator or both.



The screenshot shows a progress bar at the top with four steps: 1. Auto add members/syndicators (green, checked), 2. Manual add members/syndicators (blue, unchecked), 3. Review (grey, unchecked), and 4. Receipt (grey, unchecked). An arrow points to step 1 with the text "Click to return to step 1". Below the progress bar is a blue instruction box: "Please enter the details of the people or companies you wish to add to the syndicate including the role they have and press 'ADD' to include them in the list. Click 'CONTINUE' once all members/syndicators have been added or to skip this step." Below this is the form titled "Add members/syndicators" with the text "I wish to add the following as:" followed by three radio button options: "A member" (with a red asterisk), "A syndicator", and "Both". Arrows point to each radio button with the text "Click to select".

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5.1 Personal Details

- This section will allow you to enter the details of person. All the details in this section are mandatory and must be completed for you to proceed to the next step.
- If you are adding an individual, you can select the title by clicking the arrow at the end of the field to display a drop-down box. Click the desired title to complete the field.
- Forenames and surname can be entered by clicking in the text field and typing. These are mandatory fields and must be completed before you can add the person.
- The date of birth should be added in a DD/MM/YYYY format and you can also add the person's email address if you know it. Neither of these are mandatory fields and do not have to be completed if you do not have the information to hand.
- Alternatively, if you wish to add a Company, enter the company name in the box on the left-hand side.

Click to expand drop list

Title: *  **OR** Company *

All forenames: *

Surname: *

Date of birth: *

Email address: *

5.2 Address

- The next section prompts you to enter the address for the person/ company that you are entering.

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- If you are entering a foreign address, you will need to change the country. Expand the drop-down list by clicking on the arrow to the right of the field.

Click to expand drop list

Address:

Country: * Great Britain

Click to manually enter address

Enter postcode: * FIND ADDRESS ENTER ADDRESS MANUALLY

Address: *

ADD CLEAR

- You will then be able to manually enter the full address.

Address:

Address: *

Country: * France

- If the person or company you are adding resides in Great Britain, you can either use the post code look up or you can click “Enter Address Manually” to type it in.
- To search for an address via a post code, enter the post code in the field and click “Find Address”.
- A drop-list will be displayed underneath allowing you to select from a list of matching addresses for that post code.

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Address:

Country: * Great Britain Click to display list of matching addresses 

Enter postcode: * NN8 4BX ENTER ADDRESS MANUALLY **FIND ADDRESS**

Address: * Please Select... Click to select address

Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

ADD **CLEAR**

- Once the mandatory information has been completed, you can click “Add” to add the person or company to the list of members and syndicators.
- If you have made a mistake, you can click “Clear” to remove your entry and put new information in.
- A warning will display if you have missed any of the mandatory information.

5.3 Members/ Syndicators

- This will display anybody that you have so far added into the Syndicate including anyone selected from your list of linked people, or entered manually above.
- You can also delete anybody you have mistakenly added to the Syndicate by using the  icon.
- Once you have selected this icon there will be a warning displayed.
 - Click “Yes” to remove the person from the list – they will not be added to the Syndicate once you proceed
 - Click “No” to leave the person and return to the current screen.
- If you decide you no longer wish to add anyone to the Syndicate, click “Cancel” to return to the owner’s details or members list.

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Members/syndicators

Click to remove person

Name	Address	Date of birth	Email	Current ownerships (max 2 displayed)	Member	Syndicator	
Member 1				White Horse Racing	✓	✓	
Member 2				Thoroughbred Racing	✓		
Member 3					✓		
Member 4				Hamish and Sons	✓		
Member 5						✓	

CONTINUE

CANCEL

- Once you are happy with your additions, click “Continue” to proceed to the next step.

6. Review

- Step 3 is the Review page; this allows you to see all the Members/ Syndicators that you wish to add into the Syndicate to ensure that the list is correct.
- Each person will display a tick to denote whether they are being added as a Syndicator, Member or Both.
- As with previous screens, you can use the progress bar at the top of the screen to navigate back to previous steps to make any amendments.

Racing Syndicate 1



Click to return to step

Please check the information below. If the details are correct, please click 'SUBMIT'.
If any of the information is incorrect, please click on the relevant numbered step in the progress bar above to amend.

Name	Address	Date of birth	Email	Member	Syndicator
Mr A. Member	1 House, Street, Town, PO1 5ST			✓	✓
Mr B. Syndicator				✓	
Mr A. Nother				✓	

SUBMIT

CANCEL

- To continue with your additions, click “Submit”.
- Once you have selected this you will no longer be able to make any changes to the information. If at any point you wish to cancel out of the procedure you can use the “Cancel” button to quit the flow entirely.

7. Receipt

- This is the final step to adding members and syndicators.
- At this stage, you are only able to view any amendments that you have made to the Syndicate and you are unable to go back through the steps to edit any information.
- You can return to the Members List or Owner’s Details using the link shown at the bottom of the screen.
- Any amendments to the new Syndicator/ Member list will be sent to Weatherbys for processing and will not appear in your members list until this has been completed.
- You will receive a communication once the changes have been processed and completed.

MAINTAIN SYNDICATE MEMBERS

Syndicate 1

1. Auto add Members/Syndicators ✓ 2. Manual add Members/Syndicators ✓ 3. Review ✓ 4. Receipt ✓

Thank you.
The changes to your syndicate have been submitted successfully.
Please note, details of new syndicators/members will be sent to Weatherbys for processing and will not appear in your members list until this has been completed.
All syndicators will be advised when the changes have been processed.
Please remember you are responsible for informing HMRC if any of these changes affect your VAT registration.

Name	Address	Date of birth	Email	Member	Syndicator
Mr A.Owner				✓	
Miss G. Paige				✓	✓

[Return to Members List](#)
Click to return