



# User Guide for Customers

## Colours – Maintain/Terminate/Transfer/Share

1<sup>th</sup> September 2018  
v.2

### Contents

1. Change My Colour Set Sequence - Step 1.....	4
1.2. Change Colour Set Sequence - Step 2.....	4
2. Amend Colour Sequence for one of my Ownerships.....	5
2.1. Change Colour Set Sequence - Step 2.....	5
3. Trainer Amends Colour Sequence for an Owner .....	6
3.1. Change Colour Set Sequence - Step 2.....	6
4. Example of Maintain Colour Screens and Communications .....	7
5. Warnings on Colour Sequence Change.....	10
6. Terminate My Racing Colours .....	10
7. Terminate Colours for one of My Ownerships .....	11
8. Trainer Terminates Colours for an Owner .....	12
9. Terminate Colour Screen/Communication Examples.....	13
10. Terminate Colours Warnings & Alerts .....	15
11. Share My Racing Colours .....	15
11.1 Share Colours - Step 2.....	16
12. Share Colours from one of My Ownerships.....	17
12.1 Share Colours - Step 2.....	17
13. Trainer Shares Colours for an Owner.....	18
13.1 Share Colours - Step 2.....	19

## User Guide – Maintain, Terminate, Transfer, Share

14. Rules & Validation for Sharing Colours .....	19
15. Share Colours – Screens and Communication Examples .....	20
16. Transfer My Colours to a family member .....	22
16.1 Transfer My Colours - Step 2 .....	23
16.2 Transfer My Colours - Step 3 .....	23
17. Transfer Colours to one of my Ownership's .....	24
17.1 Transfer My Colours - Step 2 .....	25
18. Trainer Transfers Colours on behalf of an Owner .....	26
18.1 Transfer My Colours - Step 2 .....	26
19. Transfer Colours - Screen and Communication Examples .....	27
20. Warnings on Transfer Colours.....	30

### 1. Change My Colour Set Sequence - Step 1

- From the main menu select Owner and under the Racing Colours menu select 'My Racing Colours'
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Maintain'
- **Note: There must be more than one colour set registered in order for the 'Maintain' option to display**
- Step 1 – Maintain my colours screen is displayed with the following information
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Set Number – displays the current set number (amendable)
- Set number can be changed as required (*note: set number cannot be greater than the number of colours registered*)
- Option to continue and proceed to review screen
- Option to cancel with no changes made

### 1.2. Change Colour Set Sequence - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Set Number – as selected in previous step
  - Option to navigate back and amend by clicking on 'Maintain my colours'
- Option to cancel with no changes made
- Option to submit, updates the colours with the new set number and reorders the colour sequence of other registered colours
- Communication produced to trainers to confirm changes have been made to the set numbers

### 2. Amend Colour Sequence for one of my Ownerships

- Select the Owner menu > My Ownerships > and select the required Ownership from the list
- Select the colours tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Maintain'
- **Note: There must be more than one colour set registered in order for the 'Maintain' option to display**
- Step 1 – Maintain my colours screen is displayed with the following information
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Set Number – displays the current set number (amendable)
- Set number can be changed as required (*note: set number cannot be greater than the number of colours registered*)
- Option to continue and proceed to review screen
- Option to cancel with no changes made

#### 2.1. Change Colour Set Sequence - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Set Number – as selected in previous step
  - Option to navigate back and amend by clicking on 'Maintain my colours'
- Option to cancel with no changes made
- Option to submit, updates the colours with the new set number and reorders the colour sequence of other registered colours

- Communication produced to trainers to confirm changes have been made to the set numbers

### 3. Trainer Amends Colour Sequence for an Owner

*(Note: an Authority to Act must be in place between the owner/entity and the trainer to authorise this process)*

- Select the Trainer menu > My Yard > Owners
- Select required Owner from the list
- Owner Details screen displayed
- Select Colours Tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Maintain'
- **Note: There must be more than one colour set registered in order for the 'Maintain' option to display**
- Step 1 – Maintain my colours screen is displayed with the following information
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Set Number – displays the current set number (amendable)
- Set number can be changed as required *(note: set number cannot be greater than the number of colours registered)*
- Option to continue and proceed to review screen
- Option to cancel with no changes made

#### 3.1. Change Colour Set Sequence - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)

## User Guide – Maintain, Terminate, Transfer, Share

- Registered – date of registration
- Renewal – date of renewal
- Set Number – as selected in previous step
- Option to navigate back and amend by clicking on 'Maintain my colours'
- Option to cancel with no changes made
- Option to submit, updates the colours with the new set number and reorders the colour sequence of other registered colours
- Communication produced to trainers to confirm changes have been made to the set number

### 4. Example of Maintain Colour Screens and Communications

#### Maintain My Colours Step 1

1. Maintain my colours 2. Review details

Set	Colours	Registration	Registered	Renewal
3	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018

Set number: \*

Click in the field to change the colour number

CONTINUE CANCEL

## User Guide – Maintain, Terminate, Transfer, Share

### Maintain My Colours Step 2

1. Maintain my colours

2. Review details

Please check the information below. If the details are correct, click "Submit". If any of the information is incorrect, please click "1. Maintain my colours" to amend the details.

Colours: WHITE, BEIGE striped sleeves.

Registered: 17/07/2017

Registration: Annual

Renewal: 17/07/2018

Set number: 1

New set number is displayed

SUBMIT

CANCEL

### Colour Set Numbers Updated to reflect change

CURRENT

HISTORIC

Set	Colours	Registration	Registered	Renewal	
1	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018	⋮
2	LIGHT GREEN, BLACK chevrons, RED and BLACK chevrons on sleeves, WHITE cap, BLACK spots.	Annual	15/07/2017	15/07/2018	⋮
3	MAROON, BLACK spots, LIGHT BLUE sleeves and cap.	Annual	15/07/2017	15/07/2018	⋮

3 items found, displaying all items

1



### *Example of Communication sent to a trainer*

Dear Mr A. Trainer

Our records indicate that the set numbers of Mr A. Owner have been maintained.

Please take note of this change to ensure that the correct racing colours are carried when a horse in this ownership is running.

Please note that if any other set than the First Colours is to be used this will need to be stated when making declarations to run under rule (F)89.

### **Ownership Desk**

Weatherbys Ltd

Sanders Road, Wellingborough NN8 4BX

Main: +44 (0)1933 440077

Email: [ownershipdesk@weatherbys.co.uk](mailto:ownershipdesk@weatherbys.co.uk)

Our office is open between 8:30 a.m. and 5:30 p.m. (UK time), Monday to Friday, excluding bank holidays. Please note that all telephone calls made to or from this office will be recorded for the purposes of security, accuracy and training.

*This is an automated message. Please do not reply to this email.*

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### 5. Warnings on Colour Sequence Change

- If a horse is in training with entries and the colour sequence number is amended a warning will be displayed upon 'continue' and the process will not be able to be completed.
- Process must be cancelled, and no changes will be made
- For further assistance please contact the Ownership Desk on 01933 440077

#### ***Warning when horse is in training and colour sequence is amended***

The screenshot shows a progress bar at the top with two steps: '1. Maintain my colours' (completed, marked with a green checkmark) and '2. Review details' (in progress, marked with a blue circle). Below the progress bar is a red warning banner with the text: 'A Horse is in training with entries for these colours, please contact Weatherbys Ownership Desk for further assistance on 01933 440077.' Below the banner, the following information is displayed:

<b>Colours:</b>	WHITE, BEIGE stars on sleeves	<b>Registered:</b>	02/08/2015
<b>Registration:</b>	Annual	<b>Renewal:</b>	02/08/2017
<b>Set number:</b>	2		

At the bottom right, there are two buttons: 'SUBMIT' (blue) and 'CANCEL' (white).

### 6. Terminate My Racing Colours

- From the main menu select Owner and under the Racing Colours menu select 'My Racing Colours'
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Terminate'
- Confirm termination of colours screen displayed
- Blue alert banner informing colours will become are-available upon termination
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description

- Registration – type of registration (Annual, 5yr, 10yr, 20yr)
- Registered – date of registration
- Renewal – date of renewal
- Option to select 'Yes', colours will be terminated and will no longer show in current list of registrations
- Colours will be viewable under the historic colours tab
- Option to select 'No', colours will remain registered, returned to racing colour enquiry screen
- Upon termination of colours a communication will be sent to confirm
- If in the instance the colours were shared with other ownership entities, confirmation of termination will be sent to each entity individually

### 7. Terminate Colours for one of My Ownerships

- Select the Owner menu > My Ownerships > and select the required Ownership from the list
- Select the colours tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the 'Terminate' option
- Confirm termination of colours screen displayed
- Blue alert banner informing colours will become are-available upon termination. (*Note: not applicable to shared colours*)
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select 'Yes', colours will be terminated and will no longer show in current list of registrations
- Colours will be viewable under the historic colours tab
- Option to select 'No', colours will remain registered, returned to racing colour enquiry screen
- Upon termination of colours a communication will be sent to confirm

- If in the instance the colours were shared with other ownership entities, confirmation of termination will be sent to each entity individually

### 8. Trainer Terminates Colours for an Owner

***Note: an Authority to Act must be in place between the owner/entity and the trainer to authorise this process)***

- Select the Trainer menu > My Yard > Owners
- Select required Owner from the list
- Owner Details screen displayed
- Select Colours Tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Terminate'
- Confirm termination of colours screen displayed
- Blue alert banner informing colours will become are-available upon termination. *(Note: not applicable to shared colours)*
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select 'Yes', colours will be terminated and will no longer show in current list of registrations
- Colours will be viewable under the historic colours tab
- Option to select 'No', colours will remain registered, returned to racing colour enquiry screen
- Upon termination of colours a communication will be sent to confirm
- If in the instance the colours were shared with other ownership entities, confirmation of termination will be sent to each entity individually

### 9. Terminate Colour Screen/Communication Examples

Select to terminate from the 3 blue dots

CURRENT		HISTORIC			
Set	Colours	Registration	Registered	Renewal	
1	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018	⋮
2	LIGHT GREEN, BLACK chevrons, RED and BLACK chevrons on sleeves, WHITE cap, BLACK spots.	Annual	15/07/2017	15/07/2018	⋮
3	MAROON, BLACK spots, LIGHT BLUE sleeves and cap.	Annual	15/07/2017	15/07/2018	⋮
4	WHITE, BEIGE chevrons on sleeves.	Annual	20/07/2017	20/10/2017	⋮
4 items found, displaying all items					

1

Maintain  
Share  
Transfer  
Terminate

Confirm termination screen

#### Confirm Termination of Colours

Warning! A horse is in training for this colour set.

PLEASE NOTE: By terminating this colour set, it will become available for another applicant to register. These will not be able to be carried on another horse in your ownership.

Set	Colours	Registration	Registered	Renewal	
4	WHITE, BEIGE chevrons on sleeves.	Annual	20/07/2017	20/10/2017	
					<div>YES</div> <div>NO</div>

### ***Example of a Communication***

Dear Mr Owner

Our records indicate that the colours WHITE, BEIGE diamonds on sleeves. have been cancelled from your name and therefore any other entity that you may have had them shared with. Please note however, that if this registration was for the cancellation of shared colours, they will remain registered to any other entities that use them unless otherwise instructed.

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### 10. Terminate Colours Warnings & Alerts

- If colours are shared with another entity – alert will display stating colours are shared
- If the ownership entity has a horse in training a warning will display
- If the ownership entity has a horse in training with entries a warning will display

#### *Example of warnings and alerts*

##### Confirm Termination of Colours

Warning! A Horse is in training with entries for this colour set.

Warning! A horse is in training for this colour set.

Warning! This colour set is shared.

PLEASE NOTE: By terminating this colour set, it will become available for another applicant to register. These will not be able to be carried on another horse in your ownership.

Set	Colours	Registration	Registered	Renewal
1	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018
			<input type="button" value="YES"/>	<input type="button" value="NO"/>

### 11. Share My Racing Colours

- From the main menu select Owner and under the Racing Colours menu select 'My Racing Colours'
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Share'

## User Guide – Maintain, Terminate, Transfer, Share

- Step 1 – Share my colours screen displayed
- Blue alert banner informing colours will be able to be carried by any horse owned by the ownership the colours are being shared to
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select the required Ownership from a drop down. This will list all Ownerships that that the Owner is involved in
- Option to cancel with no changes made
- Option to Continue, progress to Step 2, Review details

### 11.1 Share Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Ownership – displays the selected Ownership from the previous step
  - Option to navigate back and amend by clicking on 'Share my colours'
- Option to cancel with no changes made
- Option to submit, completes the process and shares the colours
- There will be no change to the original colours registration, this will still display as normal in the list of current registrations
- The shared colours registration can be viewed against the selected entity, which can be seen via My Ownerships and by selecting the required ownership and viewing the colours tab
- A communication will also be sent to confirm the colours have been shared



### 12. Share Colours from one of My Ownerships

- Select the Owner menu > My Ownerships > and select the required Ownership from the list
- Select the colours tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Share'
- Step 1 – Share my colours screen displayed
- Blue alert banner informing colours will be able to be carried by any horse owned by the ownership the colours are being shared to
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select the required Ownership from a drop down. This will list all applicable Ownerships available for selection
- Rules and validation on sharing colours from Ownership entities is as follows
- Option to cancel with no changes made
- Option to Continue, progress to Step 2, Review details

#### 12.1 Share Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Ownership – displays the selected Ownership from the previous step
  - Option to navigate back and amend by clicking on 'Share my colours'
- Option to cancel with no changes made

- Option to submit, completes the process and shares the colours
- There will be no change to the original colours registration, this will still display as normal in the list of current registrations
- The shared colours registration can be viewed against the selected entity, which can be seen via My Ownerships and by selecting the required ownership and viewing the colours tab
- A communication will also be sent to confirm the colours have been shared

### 13. Trainer Shares Colours for an Owner

***Note: an Authority to Act must be in place between the owner/entity and the trainer to authorise this process)***

- Select the Trainer menu > My Yard > Owners
- Select required Owner from the list
- Owner Details screen displayed
- Select Colours Tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Share'
- Step 1 – Share my colours screen displayed
- Blue alert banner informing colours will be able to be carried by any horse owned by the ownership the colours are being shared to
- The following information is displayed for review
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select the required Ownership from a drop down. This will list all applicable Ownerships available for selection
- Rules and validation on sharing colours from Ownership entities is as follows
- Option to cancel with no changes made
- Option to Continue, progress to Step 2, Review details

### 13.1 Share Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert requesting details are checked and confirmed
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Ownership – displays the selected Ownership from the previous step
  - Option to navigate back and amend by clicking on 'Share my colours'
- Option to cancel with no changes made
- Option to submit, completes the process and shares the colours
- There will be no change to the original colours registration, this will still display as normal in the list of current registrations
- The shared colours registration can be viewed against the selected entity, which can be seen via My Ownerships and by selecting the required ownership and viewing the colours tab
- A communication will also be sent to confirm the colours have been shared

### 14. Rules & Validation for Sharing Colours

- Colours must be registered as an annual registration in order for them to be permitted for sharing
- There is currently no option for a Partnership to be able to share colours
- Syndicates and Clubs can only share colours to a Partnership that they are involved in

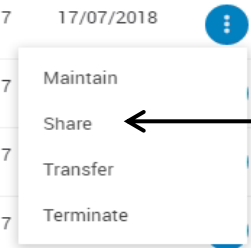
## 15. Share Colours – Screens and Communication Examples

### Select to share colours

CURRENT		HISTORIC		
Set	Colours	Registration	Registered	Renewal
1	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018
2	LIGHT GREEN, BLACK chevrons, RED and BLACK chevrons on sleeves, WHITE cap, BLACK spots.	Annual	15/07/2017	
3	MAROON, BLACK spots, LIGHT BLUE sleeves and cap.	Annual	15/07/2017	
4	WHITE, BEIGE chevrons on sleeves.	Annual	20/07/2017	

4 items found, displaying all items

1



### Step 1 – Share my colours

1. Share my colours

2. Review details

PLEASE NOTE, that the ownership that you are about to share your colours to will be able to use these colours on any horse that is under this ownership. This will not however terminate these colours from your own name.

Set	Colours	Registration	Registered	Renewal
1	WHITE, BEIGE striped sleeves.	Annual	17/07/2017	17/07/2018

Ownership :

Select ownership that colours are to be shared to

CONTINUE CANCEL

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### Step 2 – Share my colours

1. Share my colours 2. Review details

Please check the information below. If the details are correct, click "Submit". If any of the information is incorrect, please click "1. Share my colours" to amend the details.

Colours: WHITE, BEIGE striped sleeves. Registered: 17/07/2017

Registration: Annual Renewal: 17/07/2018

Ownership: Partnership Two ← Selected ownership from step 1 displayed

SUBMIT CANCEL

### Example of Communication on completion of sharing colours

Dear Mr Owner

Our records indicate that you have shared the Racing Colours of WHITE, BEIGE chevrons on sleeves, that are registered in your name to the ownership of Partnership One that you are a part of. This will permit these Colours to be used for any horse running in the name of Partnership One to carry these Colours.

#### Ownership Desk

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### 16. Transfer My Colours to a family member

- From the main menu select Owner and under the Racing Colours menu select 'My Racing Colours'
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Transfer'
- Step 1 – Transfer my colours screen displayed
- Blue alert banner informing colours will no longer be able to be used under the original ownership
- Following details displayed;
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select from dropdown: For transferring to a family member please select from one of the following options - Spouse, Parent, Son or Daughter
- Following details need to be completed
  - Title
  - Surname
  - First Name
  - Date of Birth
  - E-mail address
  - Phone number
  - Address – via postcode lookup: Enter the postcode and select the magnify glass
  - Select the applicable address from the drop down
    - Or
  - Enter address manually by selecting the option 'Enter address manually'
  - Complete the fields and select 'Continue', progress to Step 2, Review details
- Option to cancel with no changes made

### 16.1 Transfer My Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert banner informing colours will no longer be able to be used under the original ownership
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Relationship – displays the selected relationship from the previous step
  - Title – displays the persons title
  - First Name – displays the persons first name
  - Surname – displays the persons surname
  - Date of Birth – displays the persons date of birth
  - Phone number – displays the persons phone number
  - E-mail Address – displays the persons e-mail address
  - Option to navigate back and amend by clicking on ‘Transfer my Colours’ on Step 1. Transfer my Colours tramline
- Option to cancel with no changes made
- Option to submit, completes the application
- Application to Transfer the colours has been sent to Weatherbys Ownership
- Colours will remain registered and show in the current list of colours until the transfer has been actioned by the Ownership Team
- Upon successful completion of the transfer application by the Ownership Team, the colours are cancelled from the original registrant and registered to the selected family member
- Communication are generated to;
  - Original registrant stating colours have been Terminated
  - Original registrant stating colours have been Transferred
  - New Registrant (family member) stating colours have been Registered
- Colours will display in the historic tab of the original registrant

### 16.2 Transfer My Colours - Step 3

- Step 3 – Receipt details screen is displayed with the following information

- Green success banner informing colours have been successfully sent to Weatherbys for processing
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Relationship – displays the selected relationship from the previous step
  - Title – displays the persons title
  - First Name – displays the persons first name
  - Surname – displays the persons surname
  - Date of Birth – displays the persons date of birth
  - Phone number – displays the persons phone number
  - E-mail Address – displays the persons e-mail address
- Option to return to Racing Colours page by selected 'Return to My Racing Colours'

### 17. Transfer Colours to one of my Ownership's

- From the main menu select Owner and under the Racing Colours menu select 'My Racing Colours'
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Transfer'
- Step 1 – Transfer my colours screen displayed
- Blue alert banner informing colours will no longer be able to be used under the original ownership
- Following details displayed;
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal



## User Guide – Maintain, Terminate, Transfer, Share

- Option to select ownership from dropdown: Applicable Ownerships will display for selection (if selected colours are already shared to an ownership the ownership will not be available to select)
- Option to Cancel with no changes made
- Option to Continue – progress to step 2

### 17.1 Transfer My Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert banner informing colours will no longer be able to be used under the original ownership
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
  - Relationship – displays the selected ownership from the previous step
  - Option to navigate back and amend by clicking on ‘Transfer my Colours’
- Option to cancel with no changes made
- Option to submit, completes the application
- Application to Transfer the colours has been sent to Weatherbys Ownership
- Colours will remain registered and show in the current list of colours until the transfer has been actioned by the Ownership Team
- Upon successful completion of the transfer application by the Ownership Team, the colours are cancelled from the original registrant and registered to the selected ownership
- Communication are generated to;
  - Original registrant stating colours have been Terminated
  - Original registrant stating colours have been Transferred
  - New Registrant (selected ownership) stating colours have been Registered
- Colours will display in the historic tab of the original registrant

### 18. Trainer Transfers Colours on behalf of an Owner

**Note: an Authority to Act must be in place between the owner/entity and the trainer to authorise this process)**

- Select the Trainer menu > My Yard > Owners
- Select required Owner from the list
- Owner Details screen displayed
- Select Colours Tab
- Current registrations will display
- Select the 3 blue dots next to the required registration
- Select the option 'Transfer'
- Step 1 – Transfer my colours screen displayed
- Blue alert banner informing colours will no longer be able to be used under the original ownership
- Following details displayed;
  - Set – this is the set number for the selected colours
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal
- Option to select family member or ownership from dropdown: Applicable Ownerships will display for selection (if selected colours are already shared to an ownership the ownership will not be available to select).
- Option to Cancel with no changes made
- Option to Continue – progress to step

#### 18.1 Transfer My Colours - Step 2

- Step 2 – Review details screen is displayed with the following information
- Blue alert banner informing colours will no longer be able to be used under the original ownership
  - Colours – colour description
  - Registration – type of registration (Annual, 5yr, 10yr, 20yr)
  - Registered – date of registration
  - Renewal – date of renewal

## User Guide – Maintain, Terminate, Transfer, Share

- Relationship – displays the selected ownership from the previous step or selected family relationship
- Option to navigate back and amend by clicking on ‘Transfer my Colours’
- Option to cancel with no changes made
- Option to submit, completes the application
- Application to Transfer the colours has been sent to Weatherbys Ownership
- Colours will remain registered and show in the current list of colours until the transfer has been actioned by the Ownership Team
- Upon successful completion of the transfer application by the Ownership Team, the colours are cancelled from the original registrant and registered to the selected ownership
- Communication are generated to;
  - Original registrant stating colours have been Terminated
  - Original registrant stating colours have been Transferred
  - New Registrant (selected ownership) stating colours have been Registered
- Colours will display in the historic tab of the original registrant

### 19. Transfer Colours - Screen and Communication Examples

#### Select Transfer Option

CURRENT		HISTORIC		
Set	Colours	Registration	Registered	Renewal
1	WHITE, BEIGE stars on sleeves.	Annual	31/07/2017	31/01/2018
2	WHITE, WHITE and BEIGE checked sleeves	Annual	16/02/2011	31/01/2018
2 items found, displaying all items				

1

Maintain

Share

Transfer

Terminate

## User Guide – Maintain, Terminate, Transfer, Share

### Example of Transfer my Colours – Step 1

1. Transfer my colours

2. Review details

PLEASE NOTE, that by transferring these colours you will not be able to use them any longer under their original ownership. The charge for these colours will also be transferred so that they will be paid for by the registrant that they are being transferred to. If you cannot see the required transfer option in the drop down list, please complete a Transfer of Colours Application Form (C03) which can be found in the Forms and Guides section, accessible from the Information Menu and under the heading of Help & Support.

Warning! You have horses in training.

Warning! This colour set is shared.

Set	Colours	Registration	Registered	Renewal
2	WHITE, BEIGE stars on sleeves	Annual	31/07/2017	31/07/2018

Relationship :

Please select

Please select

Spouse

Parent

Son or Daughter

Partnership One

Select applicable family member option or Ownership entity

CONTINUE

CANCEL

***If a family member is selected, more details are required such as name and address***

## User Guide – Maintain, Terminate, Transfer, Share

1. Transfer my colours

2. Review details

PLEASE NOTE, that by transferring these colours you will not be able to use them any longer under their original ownership. The charge for these colours will also be transferred so that they will be paid for by the registrant that they are being transferred to. If you cannot see the required transfer option in the drop down list, please complete a Transfer of Colours Application Form (CO3) which can be found in the Forms and Guides section, accessible from the Information Menu and under the heading of Help & Support.

Warning! You have horses in training.

Warning! This colour set is shared.

Set	Colours	Registration	Registered	Renewal
2	WHITE, BEIGE stars on sleeves	Annual	31/07/2017	31/07/2018

Relationship :

Surname:

Postcode: \*

Enter address manually

### Step 2 - Review Details

1. Transfer my colours

2. Review details

PLEASE NOTE, that by transferring these colours you will not be able to use them any longer under their original ownership. The charge for these colours will also be transferred so that they will be paid for by the registrant that they are being transferred to. If you cannot see the required transfer option in the drop down list, please complete a Transfer of Colours Application Form (CO3) which can be found in the Forms and Guides section, accessible from the Information Menu and under the heading of Help & Support.

Colours: WHITE, BEIGE stars on sleeves

Registered: 31/07/2017

Registration: Annual

Renewal: 31/07/2018

Relationship: Son or Daughter

This will display the family member relationship, or the ownership selected in the previous step

Example of Communication stating Colours have been transferred

Mr A. N Owner  
Address Line 1  
Address Line 2  
County  
Postcode

**31 July 2017**

Ref: ANOBA3

Dear Mr Owner

Colours transferred

Our records indicate that you have transferred the Colours of WHITE, BEIGE stars on sleeves to <family member> and these are now no longer available for you to use in your own name. Please note that the charge for these Colours will also now be charged to the registrant that they have been transferred to.

Yours sincerely

Ownership Desk  
Racing Services

## 20. Warnings on Transfer Colours

- If a horse is in training an Amber warning will display but allow the process to continue
- If a horse has entries then a red warning will display and the process cannot be completed. In the event that this occurs please contact the Ownership Desk for assistance

### *Examples of warnings on Colour Transfer*

## User Guide – Maintain, Terminate, Transfer, Share

1. Transfer my colours

2. Review details

PLEASE NOTE, that by transferring these colours you will not be able to use them any longer under their original ownership. The charge for these colours will also be transferred so that they will be paid for by the registrant that they are being transferred to. If you cannot see the required transfer option in the drop down list, please complete a Transfer of Colours Application Form (CD3) which can be found in the Forms and Guides section, accessible from the Information Menu and under the heading of Help & Support.

Warning! You have horses in training.

A Horse is in training with entries for these colours, please contact Weatherbys Ownership Desk for further assistance on 01933 440077.

Set	Colours	Registration	Registered	Renewal
1	WHITE, BEIGE stars on sleeves.	Annual	31/07/2017	31/01/2018

GO BACK