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1. Check Sponsorships

- Check Trainer Sponsorship is available in the ‘Owner Menu’ and under the Menu Heading of ‘Sponsorship Enquiries’

- Select ‘My Sponsorships’.
- Select ‘Register New Sponsorship’
2. Registering an Owner agreement with an existing Sponsor

- Enter Sponsor Name.

**Potential Matches Found**
Potential matches have been found based on the identifying links in the step above. Please select the required person from the list and click the button below if none are a match.

ADD NEW SPONSOR

- TRANSERKINS LTD
  - Nature of Business: BUILDING SUPPLIES
  - Address: 

Showing 1 of 1 entries
• Select the Sponsor from the list

  o User can update Sponsorship agreement field if setting up a sponsorship for a partnership the owner is in.
  o End date is a mandatory field and must be greater than today but not greater than 5 years.
  o Sponsorship Value is a mandatory field.
• Option to Add ‘All Horses’ in your Ownership.
• Option to select individual horses.

• When your horses have been selected you can ‘Continue’ or ‘Cancel’.
• ‘Cancel’ will take you back to see your Sponsorships without saving
• ‘Continue’ will take you to a review page.
When reviewing your application ‘Submit’ or ‘Cancel’.
‘Cancel’ will take you back to see your Sponsorships without saving
‘Submit’ will take you to a receipt page to show your completed application.
‘Return To Sponsorship’ will take you back to your sponsorship dashboard. Your agreement will display in the Pending Sponsorship section until the agreement start date is reached and it will then show as current.
2.1 Registering an Owner agreement with a new Sponsor

- Check Owner Sponsorship is available in the ‘Owner Menu’ and under the Menu Heading of ‘Sponsorship Enquiries’

- Select ‘My Sponsorships’.

- Select ‘Register New Sponsorship’.

- Search for a sponsor. If no Sponsor found user is required to add a new one.
• Complete name and address fields
When the Sponsor details have been added you can ‘Continue’ or ‘Cancel’.

‘Cancel’ will take you back to see your Sponsorships without saving

‘Continue’ will take you to the select Owners section.

- User can update Sponsorship Agreement field if setting up a sponsorship for a partnership the owner is in.
- End date is a mandatory field and must be greater than today but not greater than 5 years.
- Sponsorship Value is a mandatory field.
• Option to Add ‘All Horses’ or specific horses.
• When the horses have been selected you can ‘Continue’ or ‘Cancel’.
• ‘Cancel’ will take you back to see your Sponsorships without saving
• ‘Continue’ will take you to a review page.

When reviewing your application ‘Submit’ or ‘Cancel’.
• ‘Cancel’ will take you back to see your Sponsorships without saving
• ‘Submit’ will take you to a receipt page to show your completed application.
Receipt will confirm the Sponsorship has been sent to Weatherbys for new Sponsor agreement.

- ‘Return To Sponsorship’ will take you back to your sponsorship dashboard. Your agreement will display in the Pending Sponsorship section once Weatherbys have approved your new application, when the start date is reached and it will then show as current.
2.2 Registering an agreement if the Owner is also a Trainer

- Once you have selected your sponsor and continued, if the user is both a Owner and a Trainer different options will be available. The Default is set to ‘Owner Sponsorship’ when entered from the Owner menu.

Trainer sponsorship can be done from this screen but please see separate document for Trainer Sponsorship applications.