



# Owner – User Guide Register Sponsorship

10<sup>th</sup> April 2017  
v.1

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# User Guide – Register Owner Sponsorship

## 1. Check Sponsorships

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

BHA FIXTURES & RACES **OWNER** INFORMATION

<b>NAMES &amp; PASSPORTS</b> Check Name Availability Purged Names Enquire Name Reservations Enquire Name Registrations My Applications Other Reservation Applications	<b>MY ACCOUNTS</b> BHA Invoice Enquiry	<b>OWNERSHIP DETAILS</b> My Horses My Ownerships Partnership Registration Syndicate Registration Club Registration
<b>VAT</b> Enquire VAT Registration	<b>COLOURS</b> Racing Colours by Person Racing Colours Builder	<b>AUTHORITY TO ACT</b> Your Agents Authorised by Register Authority to Act
	<b>SPONSORSHIP ENQUIRIES</b> My Sponsorships	

- Select 'My Sponsorships'.
- Select 'Register New Sponsorship'

YOUR SPONSORSHIP AGREEMENT YOUR RACING PARTNERSHIP AGREEMENT **REGISTER NEW SPONSORSHIP**

Current Sponsorship Agreement					
Sponsor Name	Agreement Type	Start Date	End Date	Linked To	
CARLSBERG-TETLEY	Yard	27/03/2017	26/03/2019	Tom Dascombe	✍ +
AHP Photo	Yard	26/03/2017	25/03/2018	Tom Dascombe	✍ +
White Horse Bloodstock Ltd	All horses	25/03/2017	24/03/2018	Tom Dascombe	✍ +
Ideal Recruit	Yard	06/05/2016	05/05/2018	Tom Dascombe	✍ +

## 2. Registering an Owner agreement with an existing Sponsor

1. Find Sponsor      2. Add Horses      3. Review Details      4. Receipt

Sponsorship Type: Owner Sponsorship

Enter Sponsor: Enter sponsor name

CANCEL

- Enter Sponsor Name.

1. Find Sponsor      2. Add Horses      3. Review Details      4. Receipt

Sponsorship Type: Owner Sponsorship

Enter Sponsor: travis perkin

**Potential Matches Found**  
Potential matches have been found based on the identifying features input above. Please select the required person from the list, or click the button below if no one is a match.

ADD NEW SPONSOR

↕ Sponsor Name	↕ Nature of Business	↕ Address
TRAVIS PERKINS LTD	BUILDING SUPPLIES	

Showing 1 to 1 of 1 entries

CANCEL

## User Guide – Register Owner Sponsorship

- Select the Sponsor from the list
  - 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.

1. Find Sponsor      2. Add Horses      3. Review Details      4. Receipt

Sponsorship Agreement For: MRT. Dascombe

Sponsor: EDDIE STOBART GROUP [Change sponsor](#)

Nature of Business: TRANSPORT AND STORAGE

Start Date: 15/04/2017

End Date: dd/mm/yyyy

Agreement Type: Specific Horses

Value: £ Enter Amount

Number of horses: 0

Add all horses      Search horse:

↑↓ Horse

- Mine's A Winner
- One of My Horses
- Smile

Showing 1 to 3 of 3 entries

**CONTINUE**      CANCEL

## User Guide – Register Owner Sponsorship

- 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.

## User Guide – Register Owner Sponsorship

1. Find Sponsor      2. Add Horses      3. Review Details      4. Receipt

**Please check the information below. If the details are correct click "Submit".**  
Please note, a BHA fee of £45.80 will be applied to your account on approval of this sponsorship agreement. If any of the information is incorrect, please select the relevant step above and amend the details.

Sponsorship Agreement For: Mr T. Dascombe  
Sponsor: EDDIE STOBART GROUP  
Nature of Business: TRANSPORT AND STORAGE  
Start Date: 15/04/2017  
End Date: 14/04/2018  
Agreement Type: All Horses  
Value: £ 1,500  
Number of horses: 3

Horse Name

- Mine's A Winner
- One of My Horses
- Smile

Showing 1 to 3 of 3 entries

**SUBMIT**    CANCEL

- 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.

# User Guide – Register Owner Sponsorship

1. Find Sponsor ✓ 2. Add Horses ✓ 3. Review Details ✓ 4. Receipt ✓

✓ **New Sponsorship Agreement has been created successfully.**  
Please review any Alerts or Notifications listed below.

Sponsorship Agreement For: MrT. Dascombe  
Sponsor: EDDIE STOBART GROUP  
Nature of Business: TRANSPORT AND STORAGE  
Start Date: 15/04/2017  
End Date: 14/04/2018  
Agreement Type: All Horses  
Value: £1,500  
Number of horses: 3

[← RETURN TO SPONSORSHIPS](#)

- 'Return To Sponsorship' will take you back to you 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.

REGISTER NEW SPONSORSHIP

Current Sponsorship Agreement				
Sponsor Name	Start Date	End Date		
CARLSBERG-TETLEY	27/03/2017	26/03/2019	<input checked="" type="checkbox"/>	+
AHP Photo	26/03/2017	25/03/2018	<input checked="" type="checkbox"/>	+
Ideal Recruit	06/05/2016	05/05/2018	<input checked="" type="checkbox"/>	+

Records found: 3

Pending Sponsorship Agreement				
Sponsor Name	Start Date	End Date		
EDDIE STOBART LIMITED	15/04/2017	14/04/2018		+

Records found: 1



# User Guide – Register Owner Sponsorship

## 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’

BHA FIXTURES & RACES TRAINER OWNER INFORMATION

**NAMES & PASSPORTS**  
Check Name Availability  
Purged Names  
Enquire Name Reservations  
Enquire Name Registrations  
My Applications  
Other Reservation Applications

**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

**VAT**  
Enquire VAT Registration

**AUTHORITY TO ACT**  
Your Agents  
Authorised by  
Register Authority to Act

- Select ‘My Sponsorships’.

YOUR SPONSORSHIP AGREEMENT YOUR RACING PARTNERSHIP AGREEMENT

REGISTER NEW SPONSORSHIP

Current Sponsorship Agreement

Sponsor Name	Agreement Type	Start Date	End Date	Linked To		
CARLSBERG-TETLEY	Yard	27/03/2017	26/03/2019	Tom Dascombe	☑	+
AHP Photo	Yard	26/03/2017	25/03/2018	Tom Dascombe	☑	+
White Horse Bloodstock Ltd	All horses	25/03/2017	24/03/2018	Tom Dascombe	☑	+
Ideal Recruit	Yard	06/05/2016	05/05/2018	Tom Dascombe	☑	+

- Select ‘Register New Sponsorship’
- Search for a sponsor. If no Sponsor found user is required to add a new one.

## User Guide – Register Owner Sponsorship

1. Find Sponsor      2. Add Horses      3. Review Details      4. Receipt

Sponsorship Type:

Enter Sponsor:

✔ **No Potential Matches Found**  
No potential matches have been found based on the identifying features input above. Please click the button below to continue.

- Complete name and address fields

## User Guide – Register Owner Sponsorship

1. Find Sponsor ✓ 2. Add Sponsor ○ 3. Add Horses ○ 4. Review Details ○ 5. Receipt ○

Name  
Sponsor321

Nature of Business  
Sponsors of horses

Logo Description  
Blue horse on a white background

Address  
CB8 0TL  ENTER ADDRESS MANUALLY  
1 Townsend Cottages, Cambridge Road, NEWMARKET  
Great Britain


E-mail address  
sponsor@sponsor.com

Telephone number  
07888123456

- 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.

## User Guide – Register Owner Sponsorship



1. Find Sponsor    2. Add Sponsor    3. Add Horses    4. Review Details    5. Receipt



Sponsorship Agreement For:  

Sponsor: Sponsor0321 [change sponsor](#)

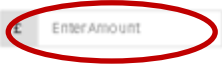
Nature of Business: Sponsor

Logo Description: Sponsor logo


Start Date:   

End Date:   

Agreement Type: Specific Horses

Value:  

Number of horses: 0

Add all horses    Search horse:  

⇅ Horse

- Mine's A Winner
- One of My Horses
- Smile

Showing 1 to 3 of 3 entries

- Option to Add 'All Horses' or specific horses.

## User Guide – Register Owner Sponsorship

- 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.

The screenshot shows a progress bar at the top with five steps: 1. Find Sponsor, 2. Add Sponsor, 3. Add Horses, 4. Review Details (current step), and 5. Receipt. Below the progress bar is a blue information box with a warning icon and the text: "Please check the information below. If the details are correct click 'Submit'." Below this is a list of sponsorship details: Sponsorship Agreement For: MRT, Dascombe; Sponsor: Sponsor021; Nature of Business: Sponsor; Logo Description: Sponsor logo; Start Date: 16/04/2017; End Date: 15/04/2018; Agreement Type: All Horses; Value: £1,500; Number of horses: 3. Below the details is a dropdown menu for "Horse Name" with three options: "Mine's A Winner", "One of My Horses", and "Smile". Below the dropdown is the text "Showing 1 to 3 of 3 entries". At the bottom right are two buttons: "SUBMIT" and "CANCEL".

- 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.

## User Guide – Register Owner Sponsorship

- Receipt will confirm the Sponsorship has been sent to Weatherbys for new Sponsor agreement.

The screenshot shows a progress bar at the top with five steps: 1. Find Sponsor, 2. Add Sponsor, 3. Add Horses, 4. Review Details, and 5. Receipt. All steps are marked with a green checkmark. Below the progress bar is a green confirmation message: "✓ This application has been sent to Weatherbys for processing. Please review any Alerts or Notifications listed below." The main content area displays the following details:

- Sponsorship Agreement For: Mr T. Dascombe
- Sponsor: Sponsor321
- Nature of Business: Sponsor
- Logo Description: Sponsor logo
- Start Date: 16/04/2017
- End Date: 15/04/2018
- Agreement Type: All Horses
- Value: £1,500
- Number of horses: 3

At the bottom right, there is a button labeled "< RETURN TO SPONSORSHIPS" which is circled in red.

- 'Return To Sponsorship' will take you back to you 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.

The screenshot shows a progress bar at the top with four steps: 1. Find Sponsor (active), 2. Add Horses, 3. Review Details, and 4. Receipt. Below the progress bar, the 'Sponsorship Type' dropdown menu is highlighted with a red circle and displays 'Owner Sponsorship'. Underneath, there is a search field labeled 'Enter Sponsor:' with the placeholder text 'Enter sponsor name' and a search icon. A 'CANCEL' button is positioned at the bottom right of the form.

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