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1. Check Sponsorships

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

- Select ‘Trainer Sponsorships’.

- Select ‘Register New Sponsorship’
2. Registering a Yard agreement with an existing Sponsor

- Enter Sponsor Name.

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 none are a match.

ADD NEW SPONSOR

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Nature of Business</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDDIE STEWART LIMITED</td>
<td>TRANSPORT AND STORAGE</td>
<td>TRANSPORT &amp; STORAGE</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries
• Select the Sponsor from the list
  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 Owners’ in your yard and include all horses.
• Option to select individual owners and all their horses.

• When the owners 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.
Please check the information below. If the details are correct click "Submit".

Please note the appropriate BHA fee listed below will be applied to your account on approval of this sponsorship agreement.

Agreements initially covering up to and including 25 horses: £65.80.
Agreements initially covering more than 25 horses: £91.50.
A BHA fee of £46.90 will also be applied to the accounts of each owner included within this sponsorship agreement.
If any of the information is incorrect, please select the relevant step above and amend the details.

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>EDDIE STOBART LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Business</td>
<td>TRANSPORT &amp; STORAGE</td>
</tr>
<tr>
<td>Start Date</td>
<td>15/04/2017</td>
</tr>
<tr>
<td>End Date</td>
<td>14/04/2018</td>
</tr>
<tr>
<td>Agreement Type</td>
<td>Yard Agreement</td>
</tr>
<tr>
<td>Value</td>
<td>£1,500</td>
</tr>
<tr>
<td>Number of horses</td>
<td>126</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner</th>
<th>Animal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr A Smith</td>
<td>Mine’s A Winner</td>
</tr>
<tr>
<td>Mrs A B Willis</td>
<td>My Horse</td>
</tr>
<tr>
<td></td>
<td>One of My Horses</td>
</tr>
<tr>
<td>The Lost Nine</td>
<td>Smile</td>
</tr>
<tr>
<td>All or Nothing Partnership</td>
<td>Over The Last</td>
</tr>
<tr>
<td>Miss D Sutton</td>
<td>The Final Furlong</td>
</tr>
<tr>
<td>Mr B Davies</td>
<td>Jeremy Beagle</td>
</tr>
<tr>
<td>Mr and Mrs F J Major</td>
<td>Flat Horse</td>
</tr>
<tr>
<td></td>
<td>Horse One</td>
</tr>
<tr>
<td></td>
<td>Poppy</td>
</tr>
<tr>
<td></td>
<td>Snapshot</td>
</tr>
<tr>
<td>Mrs D Doobie</td>
<td>Front Runner</td>
</tr>
<tr>
<td>Mr T J Townsend</td>
<td>Leader</td>
</tr>
</tbody>
</table>

[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.

New Sponsorship Agreement has been created successfully.
Please review any alerts or notifications listed below.

- **SPONSOR:** EDDIE STORMART LIMITED  
  - **Nature of Business:** TRANSPORT & STORAGE  
  - **Start Date:** 15/04/2017  
  - **End Date:** 14/04/2018  
  - **Agreement Type:** Yard Agreement  
  - **Value:** £1,500  
  - **Number of Horses:** 120

‘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 a Yard agreement with a new Sponsor

- Check Trainer Sponsorship is available in the ‘Trainer Menu’ and under the Menu Heading of ‘Sponsorships’
• Select ‘Trainer 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

- Find Sponsor
- Add Sponsor
- Add Names
- Review Details
- Request

**Name:** Sponsor Co Ltd

**Nature of Business:** Sponsorships

**Logo Description:** Blue horse on white background

**Address:**

C&B 8TL

1 Townmead Cottages, Cambridge Road, NEW MARKET

Great Britain

**Email Address:** sponsor@spoonx.com

**Telephone Number:** 07488123456

- 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.
  - 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 Owners’ in your yard and include all horses.
Option to select individual owners and all their horses.
When the owners 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 Yard Sponsorship

#### 1. Find Sponsor

Please check the information below. If the details are correct click “Submit”.

- **Sponsor:** EDDIE STOBART LIMITED
- **Nature of Business:** TRANSPORT & STORAGE
- **Start Date:** 11/04/2017
- **End Date:** 14/04/2018
- **Agreement Type:** Yard Agreement
- **Value:** £1,500
- **Number of Horses:** 126

#### 2. Add Homes

<table>
<thead>
<tr>
<th>Owner</th>
<th>Animal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr A Smith</td>
<td>Mind's A Winner</td>
</tr>
<tr>
<td>Mrs A B Willis</td>
<td>My Horse</td>
</tr>
<tr>
<td>The Lost Nine</td>
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<tr>
<td>Mr and Mrs F J Major</td>
<td>Flat Horse</td>
</tr>
<tr>
<td></td>
<td>Pretty</td>
</tr>
<tr>
<td></td>
<td>Horse One</td>
</tr>
<tr>
<td></td>
<td>Snapshot</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 100 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.
• 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 Trainer is also an Owner

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

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