



Trainer – User Guide Register Sponsorship

10th April 2017
v.1

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User Guide – Register Yard Sponsorship

1. Check Sponsorships

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

The screenshot shows the BHA website's navigation menu. The 'TRAINER' menu is expanded, showing various options. The 'SPONSORSHIPS' link is circled in red. Below it, 'Trainer Sponsorships' is also visible.

BHA FIXTURES & RACES ▾ **TRAINER ▾** OWNER ▾ INFORMATION ▾

NAMES & PASSPORTS
Check Name Availability
Purged Names
My Reserved Names
My Name Registrations
My Applications
Applications for Others

RACES TO CLOSE
Races to Close
Early Closing Races
Foreign Races
2nd/Supplementary Entries
Reopened Races

MY ACCOUNT
Account Subject Enquiry

STABLE EMPLOYEES
Stable Employees List

MY ENTRIES
All Engagements
Still Open for Entries
Open for Scratchings
Open for Confirmations
Open for Declarations
Runners
Entries for Foreign Races
Activity Report

MY YARD
Horses
Owners
Horses in Training Totals
My Ratings
Online Gallops
Screen Redirect External url
Add Horse into Training

SPONSORSHIPS
Trainer Sponsorships

AUTHORITY TO ACT
Agents
Authorised By
Register Authority to Act

LICENSING
My Licences/Permits

RCNS
Register RCN

- Select ‘Trainer Sponsorships’.

The screenshot shows the BHA website's Sponsorships page. The 'REGISTER NEW SPONSORSHIP' button is circled in red. Below it, a table titled 'Current Sponsorship Agreement' lists several sponsors with their start and end dates.

BHA FIXTURES & RACES ▾ **TRAINER ▾** OWNER ▾ INFORMATION ▾

Sponsorships

YOUR SPONSORSHIP AGREEMENT YOUR OWNERS' SPONSORSHIPS

REGISTER NEW SPONSORSHIP

Current Sponsorship Agreement

Sponsor Name	Start Date	End Date	
Business Forms Express	27/06/2016	26/06/2021	+
TRAVIS PERKINS LTD	23/06/2016	22/06/2017	+
HAMILTON LITESTAT GROUP (R HAMILTON & CO	22/06/2016	21/06/2017	+
HIGHLAND SPRING	22/06/2016	21/06/2018	+

- Select ‘Register New Sponsorship’

2. Registering a Yard agreement with an existing Sponsor

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

Sponsorship Type: Yard Sponsorship

Enter Sponsor: Enter sponsor name

CANCEL

- Enter Sponsor Name.

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

Sponsorship Type: Yard Sponsorship

Enter Sponsor: Eddie Stobart

⚠ 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

Sponsor Name	Nature of Business	Address
EDDIE STOBART GROUP	TRANSPORT AND STORAGE	
EDDIE STOBART LIMITED	TRANSPORT & STORAGE	

Showing 1 to 2 of 2 entries

CANCEL

User Guide – Register Yard Sponsorship

- Select the Sponsor from the list
 - 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

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

Nature of Business: TRANSPORT & STORAGE

Start Date: 15/04/2017

End Date: dd/mm/yyyy

Agreement Type: Yard Agreement

Value: £ Enter Amount

Number of horses: 0

Add all owners Search owner:

Owner	Horse
<input type="checkbox"/> Mr A Smith	Mine's A Winner
<input type="checkbox"/> Mrs A B Willis	My Horse
<input type="checkbox"/> The Lost Nine	One of My Horses
<input type="checkbox"/> All or Nothing Partnership	Smile
<input type="checkbox"/> Miss D Sutton	Over The Last
<input type="checkbox"/> Mr B Davies	The Final Furlong
<input type="checkbox"/> Mr and Mrs F J Major	Jeremy Beagle
	Flat Horse
	Horse One
	Poppy
	Snapshot

User Guide – Register Yard Sponsorship

- Option to Add 'All Owners' in your yard and include all horses.
- Option to select individual owners and all their horses.

Add all owners Search owner:

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Horse
<input checked="" type="checkbox"/>	Mr A Smith	<input type="checkbox"/>	Mine's A Winner
<input checked="" type="checkbox"/>	Mrs A B Willis	<input type="checkbox"/>	My Horse
<input checked="" type="checkbox"/>	The Lost Nine	<input type="checkbox"/>	One of My Horses
<input checked="" type="checkbox"/>	All or Nothing Partnership	<input type="checkbox"/>	Smile
<input checked="" type="checkbox"/>	Miss D Sutton	<input type="checkbox"/>	Over The Last
<input checked="" type="checkbox"/>	Mr B Davies	<input type="checkbox"/>	The Final Furlong
<input checked="" type="checkbox"/>	Mr and Mrs F J Major	<input type="checkbox"/>	Jeremy Beagle
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Flat Horse
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Horse One
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Poppy
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Snapshot
<input checked="" type="checkbox"/>	Mrs D Doobie	<input type="checkbox"/>	Front Runner
<input checked="" type="checkbox"/>	Mr T J Townsend	<input type="checkbox"/>	Leader

Showing 1 to 80 of 80 entries

- 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 2. Add Horses 3. Review Details 4. Receipt

? 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 £45.80.
Agreements initially covering more than 25 horses £91.50.
A BHA fee of £45.80 will also be applied to the account 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.

Sponsor: EDDIE STOBART 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: 126

Owner	Animal Name
Mr A Smith	Mine's A Winner
Mrs A B Willis	My Horse One of My Horses
The Lost Nine	Smile
All or Nothing Partnership	Over The Last
Miss D Sutton	The Final Furlong
Mr B Davies	Jeremy Beagle
Mr and Mrs F J Major	Flat Horse Horse One Poppy Snapshot
Mrs D Doobie	Front Runner
Mr T J Towsend	Leader

SUBMIT **CANCEL**

User Guide – Register Yard Sponsorship

- 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.

The screenshot shows a progress bar at the top with four steps: 1. Find Sponsor, 2. Add Horses, 3. Review Details, and 4. Receipt. All steps are marked with a green checkmark. Below the progress bar is a green success message: 'New Sponsorship Agreement has been created successfully. Please review any Alerts or Notifications listed below.' The main content area lists the following details:

Sponsor:	EDDIE STOBART 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:	126

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 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.

User Guide – Register Yard Sponsorship

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

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'

 **FIXTURES & RACES** ▾ **TRAINER** ▾ **OWNER** ▾ **INFORMATION** ▾

NAMES & PASSPORTS Check Name Availability Purged Names My Reserved Names My Name Registrations My Applications Applications for Others	STABLE EMPLOYEES Stable Employees List	MY YARD Horses Owners Horses in Training Totals My Ratings Online Gallops Screen Redirect External url Add Horse into Training	AUTHORITY TO ACT Agents Authorised By Register Authority to Act
RACES TO CLOSE Races to Close Early Closing Races Foreign Races 2nd/Supplementary Entries Reopened Races	MY ENTRIES All Engagements Still Open for Entries Open for Scratchings Open for Confirmations Open for Declarations Runners Entries for Foreign Races Activity Report	SPONSORSHIPS Trainer Sponsorships	LICENSING My Licences/Permits
MY ACCOUNT Account Subject Enquiry		RCNS Register RCN	

User Guide – Register Yard Sponsorship

- Select 'Trainer Sponsorships'.

Sponsorships

YOUR SPONSORSHIP AGREEMENT YOUR OWNERS' SPONSORSHIPS

REGISTER NEW SPONSORSHIP

Current Sponsorship Agreement

Sponsor Name	Start Date	End Date	
Business Farms Express	27/06/2016	26/06/2021	+
TRAVIS PERKINS LTD	23/06/2016	22/06/2017	+
HAMILTON LITESTAT GROUP (R HAMILTON & CO	22/06/2016	21/06/2017	+
HIGHLAND SPRING	22/06/2016	21/06/2018	+

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

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

Sponsorship Type: Yard Sponsorship

Enter Sponsor: Sponsor321

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

ADD NEW SPONSOR

CANCEL

User Guide – Register Yard Sponsorship

- Complete name and address fields

The screenshot shows a multi-step registration process with five steps: 1. Find Sponsor (checked), 2. Add Sponsor (active), 3. Add Horses, 4. Review Details, and 5. Receipt. The 'Add Sponsor' form includes the following fields:

- Name:** Sponso1321
- Nature of Business:** Sponsors of horses
- Logo Description:** Blue horse on a white background
- Address:** CB8 0TL (with a search icon and 'ENTER ADDRESS MANUALLY' text), 1 Townsend Cottages, Cambridge Road, NEWMARKET, Great Britain
- E-mail address:** sponsor@sponsor.com
- Telephone number:** 07888123456

At the bottom right, there are two buttons: 'CONTINUE' (dark blue) and 'CANCEL' (light grey).

- 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.

User Guide – Register Yard Sponsorship

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

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

Nature of Business: TRANSPORT & STORAGE

Start Date: 15/04/2017

End Date: dd/mm/yyyy

Agreement Type: Yard Agreement

Value: £

Number of horses: 0

Add all owners Search owner:

Owner	Horse
<input type="checkbox"/> Mr A Smith	Mine's A Winner
<input type="checkbox"/> Mrs A B Willis	My Horse
<input type="checkbox"/> The Lost Nine	One of My Horses
<input type="checkbox"/> All or Nothing Partnership	Smile
<input type="checkbox"/> Miss D Sutton	Over The Last
<input type="checkbox"/> Mr B Davies	The Final Furlong
<input type="checkbox"/> Mr and Mrs F J Major	Jeremy Beagle
	Flat Horse
	Horse One
	Poppy
	Snapshot

- Option to Add 'All Owners' in your yard and include all horses.
- Option to select individual owners and all their horses.

User Guide – Register Yard Sponsorship

Add all owners Search owner:

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Horse
<input checked="" type="checkbox"/>	Mr A Smith	<input type="checkbox"/>	Mine's A Winner
<input checked="" type="checkbox"/>	Mrs A B Willis	<input type="checkbox"/>	My Horse
<input checked="" type="checkbox"/>	The Lost Nine	<input type="checkbox"/>	One of My Horses
<input checked="" type="checkbox"/>	All or Nothing Partnership	<input type="checkbox"/>	Smile
<input checked="" type="checkbox"/>	Miss D Sutton	<input type="checkbox"/>	Over The Last
<input checked="" type="checkbox"/>	Mr B Davies	<input type="checkbox"/>	The Final Furlong
<input checked="" type="checkbox"/>	Mr and Mrs F J Major	<input type="checkbox"/>	Jeremy Beagle
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Flat Horse
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Horse One
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Poppy
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Snapshot
<input checked="" type="checkbox"/>	Mrs D Doobie	<input type="checkbox"/>	Front Runner
<input checked="" type="checkbox"/>	Mr T J Townsend	<input type="checkbox"/>	Leader

Showing 1 to 80 of 80 entries

- 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 2. Add Horses 3. Review Details 4. Receipt

? 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 £45.80.
Agreements initially covering more than 25 horses £91.50.
A BHA fee of £45.80 will also be applied to the account 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.

Sponsor: EDDIE STOBART 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: 126

Owner	Animal Name
Mr A. Smith	Mine's A Winner
Mrs A.B Willis	My Horse
The Lost Nine	One of My Horses Smile
All or Nothing Partnership	Over The Last
Miss D Sutton	The Final Furlong
Mr B Davies	Jeremy Beagle
Mr and Mrs F J Major	Flat Horse Poppy
	Horse One
	Snapshot

showing 1 to 80 of 80 entries

SUBMIT CANCEL

User Guide – Register Yard Sponsorship

- 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.

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

✓ **This application has been sent to Weatherbys for processing.**
Please review any Alerts or Notifications listed below.

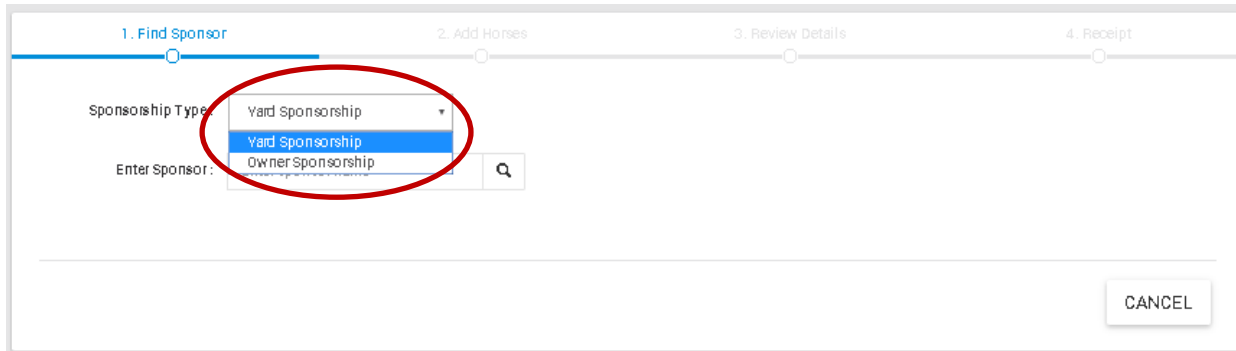
Sponsor: Sponsor321
Nature of Business: Sponsors of horses
Logo Description: Blue horse on a white background
Start Date: 15/04/2017
End Date: 14/04/2018
Agreement Type: Yard Agreement
Value: £1,500
Number of horses: 126

< RETURN TO SPONSORSHIPS

- '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 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.



The screenshot shows a multi-step process with four steps: 1. Find Sponsor, 2. Add Horses, 3. Review Details, and 4. Receipt. Step 1 is currently active. Below the progress bar, there is a 'Sponsorship Type' dropdown menu. The dropdown is open, showing two options: 'Yard Sponsorship' (which is highlighted in blue) and 'Owner Sponsorship'. A red circle is drawn around the dropdown menu. Below the dropdown is an 'Enter Sponsor:' text input field with a search icon to its right. At the bottom right of the form, there is a 'CANCEL' button.

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