



Customer User Guide

Reservations and Purged Names

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v.1

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1. Check Name Availability

- Check Name is available in the 'Trainer Menu' and under the Menu Heading of 'Names & Passports'. For Owners, please select the Owner Menu where the same options will be available.
- From here you can enter names to check provisional availability. In the event a name is returned as unavailable a list of suggested names will be shown. You can choose to select one of these suggested names to reserve, or input a new choice of name.
- If a name clears the provisional checks and is returned as available you will have the option to reserve the name, or continue checking for further availability.

1.1 Check Name Availability Screenshots

From the Trainer or Owner Menu – select Horse Name Availability under the Names & Passport Menu



FIXTURES & RACES TRAINER OWNER INFORMATION

MY OWNERSHIPS

My Ownerships
My Horses
Register Partnership
Register Syndicate
Register Club

AUTHORITY TO ACT

My Agents
Appoint Agent

RACING COLOURS

My Racing Colours
Racing Colours Builder

SPONSORSHIP

My Sponsorships

ACCOUNT SERVICES

BHA Invoices
VAT Registration

NAMES & PASSPORTS

Horse Name Availability ←
Recently Purged Names
My Name Reservations
My Applications
Applications for Others



User Guide - Reserve Names

Enter a horse name to check for availability

[HORSE NAME AVAILABILITY](#)

[RECENTLY PURGED NAMES](#)

[MY NAME RESERVATIONS](#)

[MY APPLICATIONS](#)

[APPLICATIONS FOR OTHERS](#)

Check Name Availability

Please enter your preferred choice of new horse name and click the button to check its availability

MISTER MAN



Names must be no more than 18 characters long and must not include Roman Numerals, numbers or country suffixes (e.g. (IRE)).

× Unfortunately the name MISTER MAN is not available. Please select one of our suggestions or search again using the form above.

MISTER MANDARINO

MISTER MANE MAN

MISTER MANX

MISTER MARAN

MISTER MARINER

MISTER MARJU

MISTER MARQUETRY

MISTER MARS

MISTER MARTI GRAS

MISTER MARTLIM

MISTER MASON

MISTER MASSAGOT

MISTER MAT

Alternative name options will display in the event a name is not available. Select to reserve a name.

Important notice

When a name is cleared on the system as "available", this means the name is not, at that moment, registered to another horse or protected by virtue of previous animal's performances. Any name shown as "available" will be subject to further checks at the reservation stage to ensure it is free of implications arising from COMMERCIALISM, PHONETIC SIMILARITIES, POLITICAL CORRECTNESS OR POLITENESS.

When a name appears available, the option to 'Reserve' is displayed

Check Name Availability

Please enter your preferred choice of new horse name and click the button to check its availability

WAITING FOR SPRING



Names must be no more than 18 characters long and must not include Roman Numerals, numbers or country suffixes (e.g. (IRE)).

✓ The name WAITING FOR SPRING appears to be available.

RESERVE



Important notice

When a name is cleared on the system as "available", this means the name is not, at that moment, registered to another horse or protected by virtue of previous animal's performances. Any name shown as "available" will be subject to further checks at the reservation stage to ensure it is free of implications arising from COMMERCIALISM, PHONETIC SIMILARITIES, POLITICAL CORRECTNESS OR POLITENESS.

2. Reserving a Name

- To reserve a name simply select the 'Reserve' option, or, in the event your name was unavailable you can select a suggested name.
- You will now be required to enter some details for the reservation.
 - The meaning of the name – this is mandatory, you will be unable to continue until this is entered.
 - The pronunciation of the name – this is an optional field.
 - The type of reservation you wish to apply for.
 - Reserve for 90 days - this is a temporary reservation and the fee is only payable in the event the name is not registered within this period of time.
 - Reserve for one Year - this is an annual reservation, where the name is held for 12 months. The fee is payable on approval of the name.
- Option to Add Breeding to a reservation application
- Once the above details have been added/selected you will be able to continue with the reservation by selecting - 'Submit'

Example of a reservation screen



Name Reservation

Name Details

Proposed name: **WAITING FOR SPRING**

If name is incorrect, please enter new name.

Enter new name:

Please state the meaning of the proposed name: *
(this will aid the turnaround of the approval process)

If you feel that there is any likelihood that the name will be mispronounced please indicate the desired pronunciation:

Please select one of the following options:

Reserve for 90 days (£44.20 only payable if the name is not registered within this period)

Reserve for one Year (£132.90 payable on approval)

To reserve the name "WAITING FOR SPRING" against an unnamed horse [click here](#) Select to add specific breeding to the reservation record

2.1 Reserving a Name – Selecting a Registrant

- Details of the name, reservation type and, if applicable, breeding are in the top panel for review.
- A registrant must be selected, this is the person/entity that you wish to reserve the name for, and who will be charged for the reservation. As a default, the registrant will always show as you. This can be changed by clicking on the line which will display further options as applicable.
- Trainers will have the option of selecting an owner that they have an Authority to Act for
- Owners will be able to select ownership entities that they are linked to
- From this screen, you also have the option to return to the Application should you wish to make any changes
- The Fees payable for your selected reservation type are detailed to the right hand side of the screen
- To proceed simply select 'Continue'
- If you no longer wish to continue with the reservation, select 'Cancel'

Selecting a Registrant for the reservation

Reserve Name	Fees payable
You are about to apply to reserve the name WAITING FOR SPRING as a temporary (90-day) reservation. Date of Expiry: 14/11/2017	Temp Name Reservation: 37.58
Return to Application	VAT: 7.52
Customer Details	Total: 45.10
REQUESTED BY MR A. OWNER A1XXXXXXXX XXXX, A2XXXXXXXX XXXX, A3XXXXXXXXXXXX, A4XXXXXXXX, GLOUCESTERSHIRE GL54 4LL	
Registrant Details Mr A. Owner	
CONTINUE CANCEL	

Select the line to view further Registrant options

User Guide - Reserve Names

2.2 Reserving a Name – Confirmation Screen

- Once you have selected your registrant and continued, a confirmation screen will be displayed where you can review and check the details added.
- The top panel ‘Reserve Name’ shows details of the reserved name – with a link to return to the application to make any amendments.
- The bottom panel, ‘Customer Details’ shows the following detail.
 - Requested by – the person who is doing the application
 - Registered to – the person/entity the name is to be reserved for. There is an option to change this if required – simply select the ‘edit’ link.
 - Payment details – details where any associated charges will be progressed
 - Fees Payable – now the registrant has been confirmed, this will also show any ROA discount as applicable.
- If you no longer wish to continue, simply ‘Cancel’ and the application will be cancelled.
- Once you have reviewed the details, you can confirm to complete the application.
- Upon successful completion of the reservation a confirmation screen will outline details of the name that has been applied for.
- Note – at this stage the name has not been reserved as it is required to go through further checks.
- Once these checks have been completed a confirmation will be sent out to you in the form of an email, letter or system message. You can also track the status of your application via your Applications dashboard.

Confirmation Screen

Reserve Name
You are about to apply to reserve the name WAITING FOR SPRING as a temporary (90-day) reservation. Date of Expiry: 17/11/2017 Return to Application
Customer Details
REQUESTED BY MR A. OWNER (1: A1XXXXXXXXXX, A2XXXXXXXXXX, A3XXXXXXXXXX, HAMPSHIRE)
TO BE REGISTERED TO MR A. OWNER (1: A1XXXXXXXXXX, A2XXXXXXXXXX, A3XXXXXXXXXX, HAMPSHIRE) Edit
PAYMENT DETAILS MR A. OWNER A1XXXXXXXXXX, A2XXXXXXXXXX, A3XXXXXXXXXX, HAMPSHIRE
Review & Amend Please review and confirm that all the information provided is correct before submitting this application.
Data Protection By submitting this form you agree that any information you provide may be held by British Horseracing Authority Limited, or Weatherbys Limited, including in their computer records and, where applicable, also by Weatherbys Bank Limited for the purpose of client identity verification. You also agree that it may be properly disclosed to other agencies registered to receive such information in connection with the management, regulation and integrity of horseracing. In addition, you agree that details of horse ownership may be released to third parties if such details are already in the public domain (e.g. published in a list of entries, race results or on the British Horseracing Authority's Racing Administration website). For further information, please contact Weatherbys' Data Protection Officer / Company Secretary on 01933 440077.
CONFIRM CANCEL

Fees payable	
Temp Name Reservation:	37.58
ROA:	-7.52
VAT:	6.02
Total:	36.08

3. Reserving a Name - Tracking My Applications

- Applications that have been made with you selected as the registrant will show on 'My Applications' dashboard. These will also include applications that you have made via the Old Racing Admin site. This can be accessed from the Names & Passport Menu.
- Information shown is as follows;
 - Date – date the application was made
 - Time – time the application was made
 - Name – name applied for
 - Horse – breeding of the horse the reservation is intended to be used for (as applicable)
 - Type – type of reservation applied for
 - Status – current status of the reservation (the 'i' icon also provides more information)
 - Expiry – expiry date (displayed when name has been reserved)
 - Ref. No. – reservation reference number (displayed when name has been reserved)

My Applications Dashboard

HORSE NAME AVAILABILITY RECENTLY PURGED NAMES MY NAME RESERVATIONS <u>MY APPLICATIONS</u>							
My applications							
Date	Time	Name	Horse	Type	Status	Expiry	Ref. No.
21/06/2017	11:45	TUMBLE TOTS	E)	Temp	Received		
06/06/2017	09:58	TUMBLEWEED	2015 ex Miss Mary (USA)	Temp	Reserved	05/09/2017	111222
02/05/2017	11:09	TUMBLEWEED CHAPPLE		Temp	Reserved	03/08/2017	222111

3 applications found, displaying all applications

3.1 Tracking Applications made on behalf of others

- If you selected another person/entity as the registrant for a reservation then you can track the applications via the 'Applications for Others' dashboard. This can be accessed from the Names & Passport Menu
- Information shown is as follows;
 - Date – date the application was made
 - Time – time the application was made
 - Name – name applied for
 - Horse – breeding of the horse the reservation is intended to be used for (as applicable)
 - Type – type of reservation applied for
 - Status – current status of the reservation (the 'i' icon also provides more information)
 - Expiry – expiry date (displayed when name has been reserved)
 - On behalf of – this is the person/entity selected as the registrant
 - Ref. No. – reservation reference number (displayed when name has been reserved)

Applications for Others Dashboard

Applications made on behalf of others

Date	Time	Name	Horse	Type	Status	Expiry	On behalf of	Ref. No.
21/08/2017	09:40	BANSHEE CONNECTION		Temp	Received ⓘ		Mr A. Owner	
21/08/2017	09:40	BANSHEE KING		Year	Received ⓘ		Mr A. Owner	
21/08/2017	09:34	BANSHEE BREEZE		Temp	Received ⓘ		Mr A. Owner	

3 applications found, displaying all applications

4. Reserving a Name – Reservation Approved / Rejected

- Once you have completed the application to reserve a name, it will go through further checks both at Weatherbys and the BHA.
- The BHA has the final decision on if a name is approved or rejected.
- Once this decision is communicated back to the Names Team at Weatherbys the application will be updated and the name reserved or rejected.
- In either of the cases, you will receive a communication by letter to confirm the outcome
- You can also track the status as outlined above in the Applications tracking dashboards.

5. My Reserved Names

- Reserved names that have been applied for with yourself as the registrant can be viewed once approved via 'My Reserved Names'. This can be accessed from the Trainer Menu and is located in the Names & Passport menu.
- Information shown is as follows;
 - Name - name applied for
 - Horse – breeding of the horse the reservation is intended to be used for (as applicable)
 - Type – type of reservation applied for
 - Expiry – expiry date (displayed when name has been reserved)
 - Ref. No. – reservation reference number (displayed when name has been reserved)

My Reservations Dashboard

HORSE NAME AVAILABILITY		RECENTLY PURGED NAMES		MY NAME RESERVATIONS
My reservations				
Name ¹	Horse ¹	Type ¹	Expiry ¹	Ref. No. ¹
BOBALONG	2013 ex My Happy Path (IRE)	Temporary Reservation	05/09/2017	333222
				One name found

6. My Name Registrations

- Recently registered names can be viewed in the My Registered Names Dashboard. This can be accessed from the Names Menu and Information shown is as follows;
- Date – date the name was registered
- Name – name that was registered
- Breeding – the breeding detail of the horse the name was registered to

Recently Registered Names

Recently registered names Names registered in the past twelve months

Date ¹²	Name ¹²	Breeding ¹²
25/07/2017	Hero Anthem (IRE)	2015 Bay FILLY by Parson City (IRE) ex Sublime Recline (GB)
25/06/2017	Sunshine Bay (GB)	2014 Bay FILLY by Sun Heo (USA) ex Baluga Bay (IRE)
01/06/2017	Arctic Adder (IRE)	2014 Bay COLT by Arctic Blast (GB) ex Adder Surprise (GB)
20/05/2017	Vixen Belle (IRE)	2015 Grey FILLY by Memphis Belle (GB) ex Summer Mayhem (IRE)

7. Recently Purged Names

A list of recently purged name is available to view and can be found in the Names & Passport Menu

- On selection this provides a facility to search for names that may have recently become available – subject to further checks
- To use this facility simply enter a letter, or a number of letters in the search box to view some of the names recently purged
- You can view more by selecting 'More Purged Names'
- You can reserve a name directly from this list by selecting the name.

User Guide - Reserve Names

Newly purged names

In any one year, the British Horseracing Authority registers approximately 15 000 names and at any one time there are upwards of 250 000 names in use. Of course, over a period of time many names become removed from circulation. Horses die or attain such an advanced age in retirement that a duplication of name is not considered liable to cause confusion. For this reason, the BHA undertakes a monthly purge of names from the current file. The following list of names are comprised from the most recent monthly purge and should be seen primarily as a tool to help in the selection of possible names for your horse. In the vast majority of cases the names within this list will be re-available. However, in certain instances, this may not be the case as it may not now conform with the current restrictions as set out in (E) Schedule 1 - Registration of horse names 3.1.

Enter a letter in the box above and click the search button to prompt a list of newly purged names. Please do not include Roman Numerals, numbers or country suffixes (e.g. (IRE)).

ACKHURST >	ACROSS THE POND >	AFKAAR <←
AGUS ARIS >	AISTEOIR >	AIVILO
ALICE SPRINGZ >	ALLENDALÉ >	ALMANYAN >
ALONG THE NILE >	ALPHA'S ALEXANDRE >	ANANDA >

Select to reserve

🔍 MORE PURGED NAMES <← View more names