



WEATHERBYS

RACING BANK

Trainer – User Guide

Submitting a Monthly Gallops Return

26th September 2017

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User Guide – Monthly Gallops Return

1. Accessing the New Monthly Online Gallops System

- To access the system you must hold a trainer licence or be someone authorised on behalf of a trainer and have log in details for the New Racing Administration Service (www2.racingadmin.co.uk).
- Log in using your username and password.
- Click the Trainer tab from the main menu at the top of the screen, followed by Gallops Return.
- This will take you to the Gallops Homepage. Only a Trainer using a gallop administered by Weatherbys Racing Bank will have access to this page.

The screenshot shows the BHA website navigation menu. At the top left is the BHA logo. To its right are the menu items: **FIXTURES & RACES**, **TRAINER**, **OWNER**, and **INFORMATION**. An arrow points from the **TRAINER** menu item down to the **GALLOPS RETURN** link in the central column of the page. Below the navigation menu, the page content is organized into three columns. The left column contains sections for **RACES TO CLOSE** (with links: Races to Close, Early Closing Races, Foreign Races, 2nd/Supplementary Entries, Re-opened Races) and **MY ENTRIES** (with links: Declarations, Confirmations, Scratch E/C, Entries, Runners, Foreign, All, Activity Report). The middle column contains sections for **MY YARD** (with links: Horses in Training Totals, My Ratings, Add Horse into Training, Register Partnership), **SPONSORSHIP** (with link: Yard Agreements), **GALLOPS RETURN** (with link: Gallops Return), and **STABLE EMPLOYEES** (with link: Stable Employees). The right column contains sections for **AUTHORITY TO ACT** (with links: Agents, Authorised by, Appoint Sub-agent), **LICENCES** (with link: My Licences/Permits), and **NAMES & PASSPORTS** (with links: Horse Name Availability, Recently Purged Names, My Name Reservations, My Applications, Applications for Others, Register RCN).

Records Found: 2

2. Submitting a Gallops Return

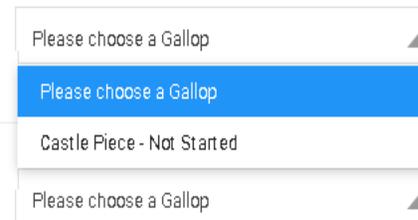
- **PLEASE NOTE ALL MONTHLY RETURNS SHOULD BE SUBMITTED BY THE 3RD WORKING DAY OF THE MONTH.**
- The Gallops Homepage screen will be displayed.
- Choose the relevant gallop from the New Monthly Gallops Return dropdown menu and click GO.

Gallops Returns

New Monthly Gallops Return

Choose this option if you wish to complete your Gallops return for the previous month. You may only submit one return per Gallop for a particular month.

August 2017



The screenshot shows a user interface for submitting Gallops Returns. It features two main sections: 'New Monthly Gallops Return' and 'Previous Gallops Return'. The 'New Monthly Gallops Return' section includes a dropdown menu with the text 'Please choose a Gallop' and a 'GO >' button. The dropdown menu is open, showing three options: 'Please choose a Gallop' (highlighted in blue), 'Castle Piece - Not Started', and 'Please choose a Gallop'. The 'Previous Gallops Return' section also includes a 'GO >' button. Arrows point to the dropdown menu and the 'GO >' buttons.

Previous Gallops Return

Choose this option to view a previously submitted Gallops return.

User Guide – Monthly Gallops Return

- This will display the list of horses in your care under 2 tabs: Horses In Training and Horses Not In Training. Both tabs will need to be completed in order to submit your return.
- Use the scroll bar on the right hand side to move through your list of horses.

1. Select Horses

2. Review

3. Receipt



The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

HORSES IN TRAINING

HORSES NOT IN TRAINING

✓ Select All / None Select a non-charge reason... SET

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
126 Animal (IRE)	2011	G	128 Animal (GB)	127 Animal (GB)	Partnership 11, A. N. Owner 7, A. Trainer, Mr A. N. Owner 17, Mrs A. N. Owner 18, Syndicate 15, A. N. Owner 20	Both	✓	Select a reason...
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	✓	Select a reason...
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	✓	Select a reason...
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	✓	Select a reason...
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	✓	Select a reason...
168 Animal (GNY)	2010	G	170 Animal (GB)	169 Animal (GNY)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	✓	Select a reason...

User Guide – Monthly Gallops Return

- The Horses In Training tab has all animals set to charge by default. Make any amendments, ensuring you select a reason against any horse you do not want to charge.
- The Horses Not In Training tab will include all horses listed under your Care and Control but not officially recorded in training. These are set to not charge by default. Either tick them to charge or set a non-charge reason against each by selecting from the dropdown.

1. Select Horses 2. Review 3. Receipt

i The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

HORSES IN TRAINING **HORSES NOT IN TRAINING**

Select All / None Select a non-charge reason... SET

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
114 Animal (IRE)	2010	G	116 Animal (IRE)	115 Animal (IRE)	Syndicate 2, Mr A. N. Owner 15, Mr A. N. Owner 4	At Grass	<input type="checkbox"/>	At Grass
133 Animal (GB)	2015	F	135 Animal (GB)	134 Animal (IRE)	Partnership 8, Mr A. N. Owner 3, A. N. Owner 28	Resting	<input checked="" type="checkbox"/>	Select a reason...
191 Animal (USA)	2006	G	193 Animal (USA)	192 Animal (USA)	A. Trainer	At Grass	<input type="checkbox"/>	Select a reason...

RESET SAVE CANCEL

Search: []
Apprentice Ride
Dead
Left Yard
At Grass
Changed Yards

User Guide – Monthly Gallops Return

- Make all the necessary amendments to the return, ensuring all horses are either charged (ticked) or not charged (un-ticked) with a non-charge reason against them.

HORSES IN TRAINING						HORSES NOT IN TRAINING		
Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
202 Animal (IRE)	2013	F	132 Animal (IRE)	203 Animal (USA)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	<input checked="" type="checkbox"/>	Select a reason...
205 Animal (IRE)	2015	F	207 Animal (IRE)	206 Animal (GB)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	<input type="checkbox"/>	Sent Home
209 Animal (IRE)	2012	G	62 Animal (GB)	210 Animal (IRE)	A. Trainer	Jump	<input checked="" type="checkbox"/>	Select a reason...
211 Animal (IRE)	2015	C	213 Animal (IRE)	212 Animal (IRE)	Owner Not Registered	Flat	<input checked="" type="checkbox"/>	Select a reason...
41 Animal (IRE)	2011	G	43 Animal (GB)	42 Animal (IRE)	Mr A. N. Owner 5	Jump	<input type="checkbox"/>	Left Yard
76 Animal (IRE)	2010	G	78 Animal (IRE)	77 Animal (IRE)	Syndicate 4, Mr A. N. Owner 13, Mr A. N. Owner 16	Jump	<input checked="" type="checkbox"/>	Select a reason...
81 Animal (IRE)	2007	G	83 Animal (GB)	82 Animal (IRE)	Mrs A. N. Owner 9	Flat	<input checked="" type="checkbox"/>	Select a reason...

Select All / None Select a non-charge reason... SET

- The RESET button will undo all amended data to reset the return to the original format.
- The SAVE button will save any changes to allow you to continue the return at another time.
- The CANCEL button will return you to the Gallops Homepage.
- The CONTINUE button will take you onto the next step once the return has been completed.

User Guide – Monthly Gallops Return

- If you have clicked CONTINUE and the information supplied is not complete you will get an error message. Complete the details before clicking the CONTINUE button again.

1. Select Horses
2. Review
3. Receipt

i The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

⊘ Please correct the following:
1 animal (s) neither charged nor reason selected in Horses In Training Tab

HORSES IN TRAINING

HORSES NOT IN TRAINING

✓ Select All / None

Select a non-charge reason... ▲

SET

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
126 Animal (IRE)	2011	G	128 Animal (GB)	127 Animal (GB)	Partnership 11, A. N. Owner 7, A. Trainer, Mr A. N. Owner 17, Mrs A. N. Owner 18, Syndicate 15, A. N. Owner 20	Both	✓	Select a reason... ▲
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	✓	Select a reason... ▲
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	✓	Select a reason... ▲
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	✓	Select a reason... ▲
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	✓	Select a reason... ▲

User Guide – Monthly Gallops Return

- The next screen will allow you review your progress. If you are happy with the data press SUBMIT. Please note that once submitted you will not be able to change any of the information. If anything is incorrect after this point you will need to contact the Weatherbys Racing Bank Team.
- You can add any comments, if necessary, in the COMMENTS BOX. These will be viewed by the Gallop Authority.

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
202 Animal (IRE)	2013	F	132 Animal (IRE)	203 Animal (USA)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	✓	
205 Animal (IRE)	2015	F	207 Animal (IRE)	206 Animal (GB)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	✓	
209 Animal (IRE)	2012	G	62 Animal (GB)	210 Animal (IRE)	A. Trainer	Jump	✓	
211 Animal (IRE)	2015	C	213 Animal (IRE)	212 Animal (IRE)	Owner Not Registered	Flat	✓	
41 Animal (IRE)	2011	G	43 Animal (GB)	42 Animal (IRE)	Mr A. N. Owner 5	Jump		Left Yard
76 Animal (IRE)	2010	G	78 Animal (IRE)	77 Animal (IRE)	Syndicate 4, Mr A. N. Owner 13, Mr A. N. Owner 16	Jump	✓	
81 Animal (IRE)	2007	G	83 Animal (GB)	82 Animal (IRE)	Mrs A. N. Owner 9	Flat	✓	

Total Horses Charged : 21

Comments (Maximum 250 characters in length)

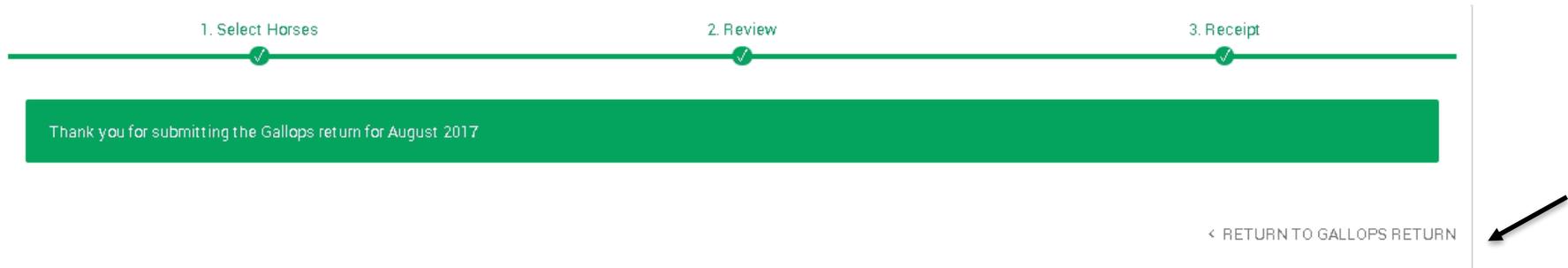
Comments

CANCEL

SUBMIT

User Guide – Monthly Gallops Return

- Once submitted you will see the RECEIPT screen. Click on RETURN TO GALLOPS RETURN to go back to the Homepage.



3. Viewing a Previous Submitted Gallops Return

- You can view a Gallops Return that you have previously submitted from the gallops Homepage. Select the return you want to view from the Previous Gallops Return dropdown and Click GO.

Gallops Returns

New Monthly Gallops Return

Choose this option if you wish to complete your Gallops return for the previous month. You may only submit one return per Gallop for a particular month.

August 2017

Please choose a Gallop

GO >

Previous Gallops Return

Choose this option to view a previously submitted Gallops return.

Please choose a Gallop

GO >



Please choose a Gallop

Castle Piece - August 2017

Castle Piece - July 2017

Castle Piece - June 2017



User Guide – Monthly Gallops Return

- This will display the horses you have charged (with a green tick) and the horses that have not been charged (without a tick), which will also detail the non-charge reason.
- The blue EXPORT button can be used to download a copy of this return into Excel.

EXPORT

HORSES IN TRAINING

HORSES NOT IN TRAINING

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
202 Animal (IRE)	2013	F	132 Animal (IRE)	203 Animal (USA)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	✓	
205 Animal (IRE)	2015	F	207 Animal (IRE)	206 Animal (GB)	Syndicate 16, Mr A. N. Owner 24, Mr A. N. Owner 25	Flat	✓	
209 Animal (IRE)	2012	G	62 Animal (GB)	210 Animal (IRE)	A. Trainer	Jump	✓	
211 Animal (IRE)	2015	C	213 Animal (IRE)	212 Animal (IRE)	Owner Not Registered	Flat	✓	
41 Animal (IRE)	2011	G	43 Animal (GB)	42 Animal (IRE)	Mr A. N. Owner 5	Jump		Left Yard
76 Animal (IRE)	2010	G	78 Animal (IRE)	77 Animal (IRE)	Syndicate 4, Mr A. N. Owner 13, Mr A. N. Owner 16	Jump	✓	
81 Animal (IRE)	2007	G	83 Animal (GB)	82 Animal (IRE)	Mrs A. N. Owner 9	Flat	✓	

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4. For Langton Wold/Highfield Trainers – Additional Information

- It is recognised that a Trainer would often submit a return for one or other gallop, or a handful of horses for one of the gallops. However a return should be submitted by the Trainer for both gallops, even if usage has been nil or low. Therefore a specific function has been included within the new system to aid submission.
- Start to submit the return as above. However, should you wish to list the majority of horses as used the alternative gallop you can set this reason against all horses.
- You can de-select all the horses to set the no charge flag. Then select a non-charge reason from the box at the top of the list.

1. Select Horses

2. Review

3. Receipt



The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

HORSES IN TRAINING						HORSES NOT IN TRAINING	
Animal	YOF	Sex	Sire	Dam	Owner	Status	
126 Animal (IRE)	2011	G	128 Animal (GB)	127 Animal (GB)	Partnership 11, A. N. Owner 7, A. Trainer, Mr A. N. Owner 17, Mrs A. N. Owner 18, Syndicate 15, A. N. Owner 20	Both	<input type="checkbox"/> Select All / None
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	<input type="checkbox"/> Select a non-charge reason... SET Injured Other Resting Sent Home Used Another Gallop - Highfield <input type="checkbox"/> Select a reason...
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/> Select a reason...
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/> Select a reason...
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	<input type="checkbox"/> Select a reason...
168 Animal (GNY)	2010	G	170 Animal (GB)	169 Animal (GNY)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	<input type="checkbox"/> Select a reason...

User Guide – Monthly Gallops Return

- Click the SET button and this will add the same non-charge reason against all the horses. Ensure both the Horses In Training and Horses Not In Training tabs are completed.
- This will populate all horses with the same non-charge reason.

1. Select Horses 2. Review 3. Receipt

i The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

HORSES IN TRAINING

HORSES NOT IN TRAINING

Select All / None Used Another Gallop - Highfield **SET**

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
126 Animal (IRE)	2011	G	128 Animal (GB)	127 Animal (GB)	Partnership 11, A. N. Owner 7, A. Trainer, Mr A. N. Owner 17, Mrs A. N. Owner 18, Syndicate 15, A. N. Owner 20	Both	<input type="checkbox"/>	Used Another Gallop - Highfield
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
168 Animal (GNY)	2010	G	170 Animal (GB)	169 Animal (GNY)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	<input type="checkbox"/>	Used Another Gallop - Highfield

User Guide – Monthly Gallops Return

- You can then alter the information before submitting the return. This allows you to tick a horse to charge or alter the non-charge reason. Once you are happy with the information supplied SUBMIT the return as above.

1. Select Horses

2. Review

3. Receipt



The animals shown in the lists below display the horses listed in your care and control. For convenience these have been separated into two tabs, HORSES IN TRAINING and HORSES NOT IN TRAINING. Please check the lists and select those animals that have used the Gallops for August, ensuring that the ownership information is correct. For horses that have not used the Gallops, a non-charge reason must be selected. The deadline for submissions is 15:00pm on the 3rd working day of each month. If you have any questions please feel free to contact us.

HORSES IN TRAINING

HORSES NOT IN TRAINING

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge	Non-charge Reason
126 Animal (IRE)	2011	G	128 Animal (GB)	127 Animal (GB)	Partnership 11, A. N. Owner 7, A. Trainer, Mr A. N. Owner 17, Mrs A. N. Owner 18, Syndicate 15, A. N. Owner 20	Both	<input checked="" type="checkbox"/>	Select a reason...
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	<input type="checkbox"/>	Used Another Gallop - Highfield
168 Animal (GNY)	2010	G	170 Animal (GB)	169 Animal (GNY)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	<input type="checkbox"/>	Sent Home

- YOU WILL NEED TO SUBMIT A RETURN FOR BOTH LANGTON WOLD AND HIGHFIELD EVEN IF ONE OF THEM IS A NIL RETURN.**

5. Contact Details

- If you have any issues submitting the Monthly Gallop Return please contact Weatherbys Racing Bank Team
- Tel: +44 (0)1933 304777
- Email: gallops@weatherbys.co.uk

