



**WEATHERBYS**  
RACING BANK

Trainer – User Guide

Submitting a Newmarket Special Gallops Return

26<sup>th</sup> September 2017

# Contents

- 1. Accessing the New Online Special Gallops System .....3
- 2. Submitting a Newmarket Special Gallops Return .....4
- 3. Viewing a Previous Submitted Newmarket Special Gallops Return .....10
- 4. Contact Details .....12

**THIS IS ONLY APPLICABLE TO NEWMARKET TRAINERS**

# User Guide – Newmarket Special Gallops Return

## 1. Accessing the New Online Special 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](http://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.

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

---

<b>RACES TO CLOSE</b> Races to Close Early Closing Races Foreign Races 2nd/Supplementary Entries Re-opened Races	<b>MY YARD</b>  Horses in Training Totals My Ratings Add Horse into Training Register Partnership	<b>AUTHORITY TO ACT</b> Agents Authorised by Appoint Sub-agent
<b>MY ENTRIES</b> Declarations Confirmations Scratch E/C Entries Runners Foreign All Activity Report	<b>SPONSORSHIP</b> Yard Agreements	<b>LICENCES</b> My Licences/Permits
	<b>GALLOPS RETURN</b> Gallops Return	<b>NAMES &amp; PASSPORTS</b> Horse Name Availability Recently Purged Names My Name Reservations My Applications Applications for Others Register RCN
	<b>STABLE EMPLOYEES</b> Stable Employees	

Records Found: 2

## 2. Submitting a Newmarket Special Gallops Return

- **ALL SPECIAL GALLOPS RETURNS SHOULD BE SUBMITTED BY 4PM ON THE DAY OF USE.**
- The Gallops Homepage screen will be displayed.
- Choose the relevant date from the New Special Gallops Return dropdown then choose the relevant Special Gallop 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 >

---

**New Special Gallops Return**  
Choose this option if you wish to complete your Special Gallops return.

26/09/2017

Please choose a Gallop

- Please choose a Gallop
- Limekilns Golden Mile
- Limekilns Round Gallop
- Watered Gallop

GO >

---

**Previous Gallops Return**  
Choose this option to view a previously submitted Gallops return.

Please choose a Gallop

GO >

---

**Previous Special Gallops Return**  
Choose this option to view a previously submitted Special Gallops return.

Please choose a Gallop

GO >

## User Guide – Newmarket Special Gallops Return

- This will display the list of horses in your care under 2 tabs: Horses In Training and Horses Not In Training.
- All horses are set to not charge by default. Select the horses to charge, noting these may be found in either tab.
- 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 Limekilns Golden Mile on 26/09/2017, ensuring that the ownership information is correct.

**HORSES IN TRAINING**

**HORSES NOT IN TRAINING**

Select All / None

Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge
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"/>
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 checked="" type="checkbox"/>
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"/>
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 checked="" type="checkbox"/>
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"/>
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"/>

## User Guide – Newmarket Special Gallops Return

- Make all the necessary charges by ticking the relevant horses and click CONTINUE to move to the next step.

HORSES IN TRAINING						HORSES NOT IN TRAINING	
Animal	YOF	Sex	Sire	Dam	Owner	Status	Charge
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"/>
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 checked="" type="checkbox"/>
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"/>
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 checked="" type="checkbox"/>
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"/>
168 Animal (GNV)	2010	G	170 Animal (GB)	169 Animal (GNV)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	<input type="checkbox"/>
172 Animal (GB)	2012	F	7 Animal (GB)	173 Animal (GB)	Mrs A. N. Owner 14	Jump	<input type="checkbox"/>

Select All / None

RESET
SAVE
CANCEL
CONTINUE

- 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.

## User Guide – Newmarket Special Gallops Return

- Clicking CONTINUE will take you to the REVIEW screen. If before submitting, you want to go back to make any amendments, click on the select horses at the top of the screen. This will take you back to do any amendments.

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 Limekilns Golden Mile on 26/09/2017, ensuring that the ownership information is correct.

EXPORT

### HORSES IN TRAINING

### HORSES NOT IN TRAINING

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

## User Guide – Newmarket Special Gallops Return

- You can add any comments, if necessary, in the COMMENTS BOX. These will be viewed by Jockey Club Estates.
- 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.

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	✓
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 : 7

**Comments** (Maximum 250 characters in length)

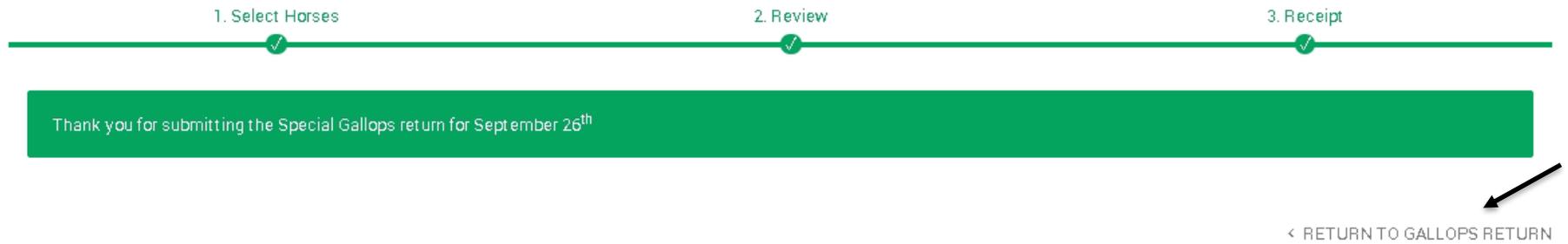
Comments

CANCEL

SUBMIT

## User Guide – Newmarket Special 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 Newmarket Special Gallops Return

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

#### Gallops Returns

<b>New Monthly Gallops Return</b> 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 >
<b>New Special Gallops Return</b> Choose this option if you wish to complete your Special Gallops return.	Please choose a Return Date	Please choose a Gallop	GO >
<b>Previous Gallops Return</b> Choose this option to view a previously submitted Gallops return.		Please choose a Gallop	GO >
<b>Previous Special Gallops Return</b> Choose this option to view a previously submitted Special Gallops return.		<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Please choose a Gallop</div><div style="background-color: #007bff; color: white; padding: 2px;">Please choose a Gallop</div><div style="padding: 2px;">Limekilns Golden Mile - 26/09/2017</div></div>	GO >

## User Guide – Newmarket Special 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).
- 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
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	
130 Animal (GB)	2013	F	23 Animal (GB)	131 Animal (GB)	Partnership 5, Mrs A. N. Owner 22, Mr A. N. Owner 3	Jump	✓
149 Animal (FR)	2012	G	151 Animal (FR)	150 Animal (FR)	Syndicate 10, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	
153 Animal (IRE)	2012	G	155 Animal (USA)	154 Animal (IRE)	Syndicate 13, Mr A. N. Owner 13, Mrs A. N. Owner 12	Jump	✓
161 Animal (FR)	2013	G	163 Animal (FR)	162 Animal (FR)	Syndicate 11, Mr A. N. Owner 26, Mr A. N. Owner 27	Jump	
168 Animal (GNY)	2010	G	170 Animal (GB)	169 Animal (GNY)	Syndicate 15, Mr A. N. Owner 17, Mrs A. N. Owner 18	Both	
172 Animal (GB)	2012	F	7 Animal (GB)	173 Animal (GB)	Mrs A. N. Owner 14	Jump	✓

### 4. Contact Details

- If you have any issues submitting the Newmarket Special Gallops Return please contact Weatherbys Racing Bank Team
- Tel: +44 (0)1933 304777
- Email: [gallops@weatherbys.co.uk](mailto:gallops@weatherbys.co.uk)

