



Owner – User Guide

Maintaining Company Details

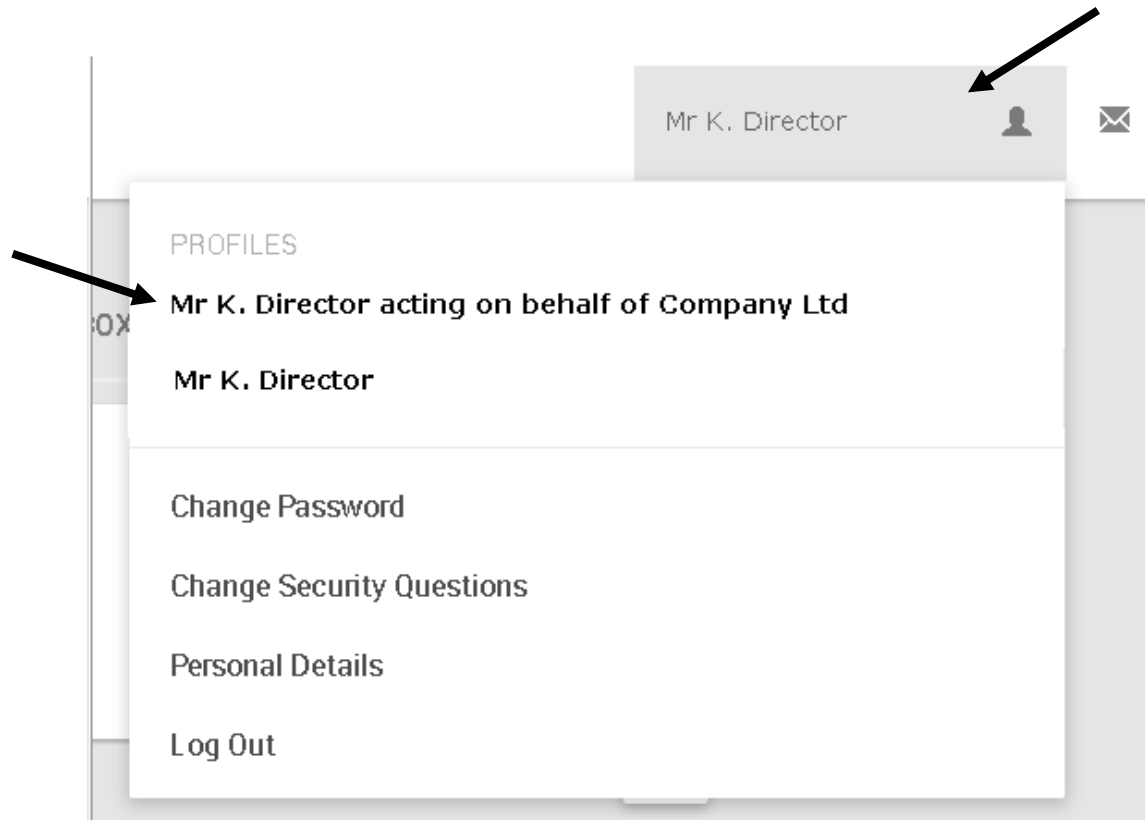
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1. Logging in as your Company

- Access the New Racing Admin Site (NRAS) using www2.racingadmin.co.uk and enter your log in details as provided upon approval of your application. This will be your email address that was entered on application and the password you chose.
- If you are a registered racehorse owner, you will be able to access various menu options once you have logged in. However, to access the menu options on behalf of your Company you will need to click your name in the top right hand corner.

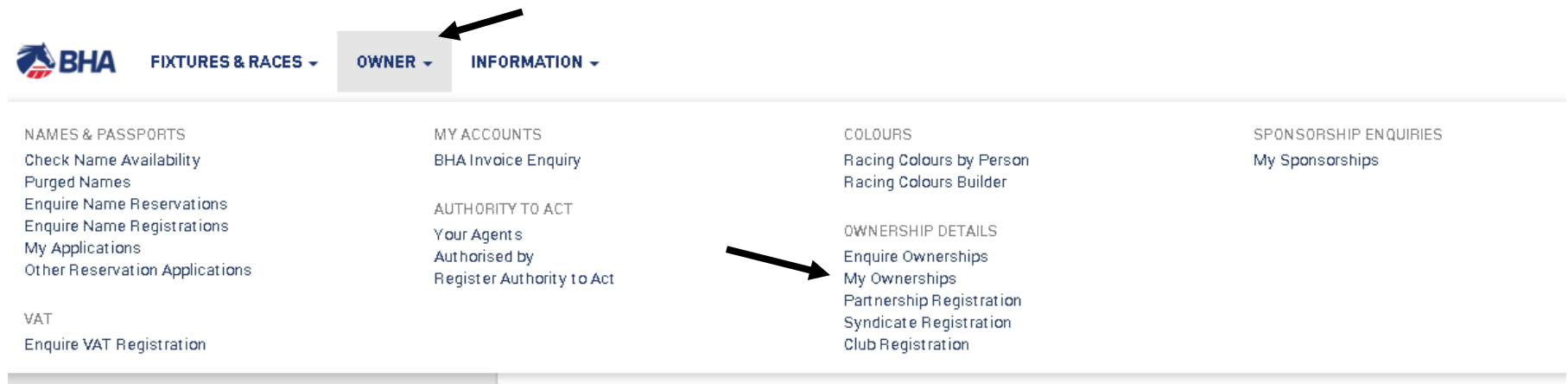


- You will then be able to select to switch your menus to working on behalf of your Company.

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2. Owner Menu

- To view your Company ownership details, click on the Owner menu at the top of the screen.
- My Ownerships will be available under the Ownership details menu. This screen will provide you with the Company Ownership details and all associated Ownerships for that Company.



- From this menu, you can perform a variety of actions on behalf of your Company, including registering colours, names and sponsorships in addition to registering new ownership entities which your Company is involved in.

2.1 My Ownerships

- This screen will show you details on your Company Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Company is involved in.
- You can view any recent applications that have not yet been reviewed by the BHA by clicking on the “Pending” tab.
- This screen will display the name of your Company and the colours which are registered to it (if any). The HIT badge will be green if the Company has horses in training, and red if not. 
- Click on your Company to view more details, it will always appear at the top of the list if the Company is a registered Owner.

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REGISTERED

PENDING

✓ Sole

✓ Partnership

✓ Syndicate

✓ Company

✓ Club

Q: Input all or part of an ownership name

REFRESH

Ownership Name	Date Registered	Type	
Company Limited DARK GREEN, ORANGE sleeves, DARK GREEN diamonds, ORANGE cap	16/04/1997	COMPANY	HIT ✓
Syndicate 1 No colours regist ered.	17/11/2008	SYNDICATE	HIT ✗
Syndicate 2 No colours regist ered.	30/07/2011	SYNDICATE	HIT ✗

1.1. Company Details

- This screen will show you details on the Company relating to their Ownership status including:
 - Ownership type – *this will display as “Company” in a red/brown box.*
 - Racing Name
 - Registered Owner status
 - Registration Date
 - ROA Membership status, start and end date
 - Renewal date – *this will display the date that your registrations e.g. Colours etc. will be renewed*
 - Racing Package, to and from date and the outstanding products remaining for registration – *this will only be seen if you have selected a ready to race or complete package during the application.*
 - Directors
 - Company Secretary

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- Colours registered to the Company
- It is possible to access the menus for horses owned, colours, VAT, Authority to Act, sponsorships, and names via this screen.
- To select one of these options just click on the name in the menu and you will be taken to that respective screen. For further help on how to navigate and register each individual registration, please see the relevant user guide.

Company Limited
A2X. XXX 000. A4XXXXXX, Wiltshire, SN10 4TE

DETAILS HORSES OWNED OWNERSHIPS COLOURS SPONSORSHIPS

Owner details

Ownership type: **COMPANY**

Registered owner: Yes

Registration date: 16/04/1997

ROA member: No

Start date: 22/02/2000

Racing name: Company Limited

End date:

End date: 31/03/2005

Renewal date:

Racing package:

Package from:

To:

Directors

Mr. A. Director

Mrs. B. Director

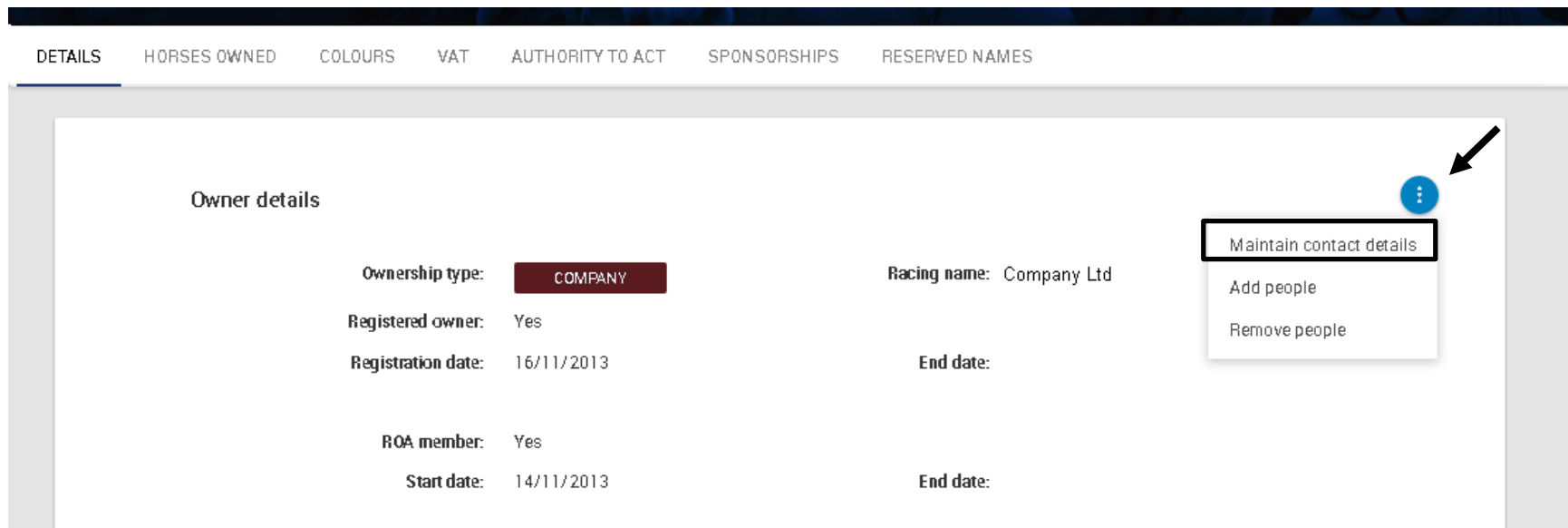
Company Secretary

Mr. A. Director

Example of Owners Details screen

2. Maintaining Company Details

- From the Company details screen, you will also be able to access several options from the “Show More” button.
- Clicking on this button will display a list of options including:
 - Maintain Contact Details
 - Add People
 - Remove People



The screenshot shows a web application interface for maintaining company details. At the top, there is a navigation bar with tabs: DETAILS, HORSES OWNED, COLOURS, VAT, AUTHORITY TO ACT, SPONSORSHIPS, and RESERVED NAMES. The 'DETAILS' tab is selected. Below the navigation bar, the main content area is titled 'Owner details'. It contains two columns of information. The left column includes: 'Ownership type: COMPANY' (with 'COMPANY' in a red box), 'Registered owner: Yes', 'Registration date: 16/11/2013', 'ROA member: Yes', and 'Start date: 14/11/2013'. The right column includes: 'Racing name: Company Ltd', 'End date:', and another 'End date:'. A blue circular button with three vertical dots (the 'Show More' button) is located in the top right corner of the main content area. An arrow points to this button, and a dropdown menu is open, showing three options: 'Maintain contact details', 'Add people', and 'Remove people'.

- Click maintain contact details to proceed to the contact details screen.


3. Maintaining Your Contact Details

- This screen will allow you to maintain the following contact details:
 - Telephone numbers


User Guide – Maintaining Company Details

- Email addresses
- Fax Numbers
- Addresses


MY OWNERSHIPS / CONTACT DETAILS


My telephone numbers 

Work Phone: 2222222222
Mobile Phone: 2222222222


My email addresses 

Email: email@testing.com

My fax numbers 

My addresses 

Principal Place of Business: UNIT 1
FARM LANE
COUNTY
PO5 1CO ★

Primary Residential (Home): LITTLE COTTAGE
STABLE TOWN
COUNTY
PO5 6TD 

5.1 Adding a Telephone Number

- To add a new telephone number, click the blue show more button. This will display two options, shown below.
- Click the first option to add a telephone number.

User Guide – Maintaining Company Details

MY OWNERSHIPS / CONTACT DETAILS

My telephone numbers

Work Phone: 2222222222

Mobile Phone: 2222222222

ADD TELEPHONE NUMBERS

MAINTAIN TELEPHONE NUMBERS

- You will then be directed to the add contact screen. You will need to select the phone number type from the drop down. To expand the drop down box, click the arrow on the right hand side of the box.

ADD CONTACT

Telephone number

Type: *

Type

Alternative Home Number
Home Phone
Mobile Phone
Secondary Residency Phone
Secretary/PA
Work Phone

Details: *

Telephone number

Is this your preferred
method of contact?

☐

SUBMIT

CANCEL

- Select a telephone number type by clicking on the option. You will then need to enter the telephone number; click on the telephone number box to enter the details.
- If you wish the new telephone number to be your preferred contact, please click the box to the right of the telephone number field.
- Once you have entered all the details, click "Submit" to save the changes.

User Guide – Maintaining Company Details

- If you no longer want to proceed with the changes, click “Cancel”. You will be asked to confirm your decision, if you click yes, you will be taken back to the contact details screen. If you click no, you will return to the add telephone number screen.



My telephone numbers

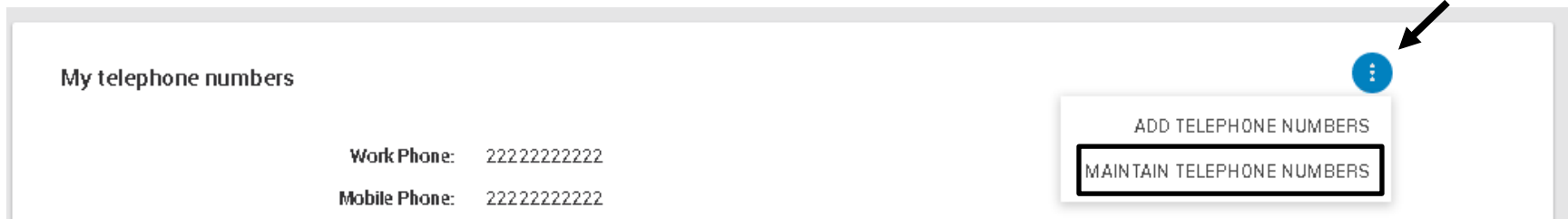
Work Phone: 2222222222

Mobile Phone: 2222222222

Work Phone: 01234 565899 ★

5.2. Maintaining a Phone Number

- To edit an existing phone number, click the show more button, and then select the second option.



My telephone numbers

Work Phone: 2222222222

Mobile Phone: 2222222222

ADD TELEPHONE NUMBERS




MAINTAIN TELEPHONE NUMBERS


- A screen will now display allowing you to edit the phone numbers. Click in the relevant phone number box to begin amending the number.

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Telephone numbers

Is this your preferred method of contact?
Please select one

Home Phone: *	<input type="text" value="01234 567895"/>	<input type="checkbox"/>	
Home Phone: *	<input type="text" value="011112 1215165"/>	<input type="checkbox"/>	
Mobile Phone: *	<input type="text" value="07798 545866"/>	<input type="checkbox"/>	

- To change your preferred contact number, click the box next to the number.
- To delete a phone number, click the delete icon . A message will be displayed in a pop up box, asking you to confirm. Click confirm to remove the phone number or cancel to return.
- If you do not wish to save the changes, click cancel.
- Once you are happy with the changes that have been made and you wish to save them, click “Submit”.

5.3 Adding a New Email Address

- Click the show more button on the right of “My Email Addresses”.
- Then click “Add Email Address”.

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My telephone numbers

Home Phone: 01234 568866

My email addresses

Email: Test@email.co.uk

ADD EMAIL ADDRESS
MAINTAIN EMAIL ADDRESS

My fax numbers

Fax: 01234 568866

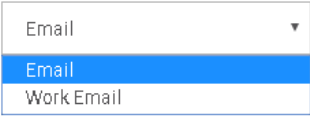
My addresses

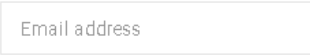
Unknown: AXX XXXX
XX01 XXXX
XXXX XXXXXXXX
PO1 5ST


- The “Add Contact” screen will be displayed which will allow you to add a new email address.
- Use the arrow on the right of the “Type” field to expand the drop down. This is a mandatory field and must be completed before changes can be saved.



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Email address

Type: * 

Details: * 

Is this your preferred method of contact? ☐ 

- Once you've selected the email type, click in the details box to enter the email address.
- You can also select if this is your preferred method of contact by clicking the box on the right.
- If you do not wish to save the changes, cancel, and confirm.
- If you wish to save the changes, click "Submit".

5.4 Maintaining an Existing Email Address

- To maintain an existing email address, click the show more button and "Maintain Email"

User Guide – Maintaining Company Details

The screenshot displays a user interface for maintaining contact details. It is divided into four main sections, each with a title and a blue circular icon with three dots in the top right corner:

- My telephone numbers**: Shows "Home Phone: 01234 568866".
- My email addresses**: Shows "Email: Test@email.co.uk". To the right of this section, there is a blue circular icon with three dots. An arrow points to a button labeled "ADD EMAIL ADDRESS". Below this button is another button labeled "MAINTAIN EMAIL ADDRESS", which is highlighted with a black rectangular box.
- My fax numbers**: Shows "Fax: 01234 568866".
- My addresses**: Shows "Unknown: AXX XXXX", "XX01 XXXX", "XXXX XXXXXXXX", and "PO1 5ST". To the right of this section, there is a blue circular icon with three dots and a small star icon.

- This will display the “Maintain Contact Details” screen.
- To amend the address, click in the box and begin typing.
- You can also click to select the email as your preferred contact in the same manner as when you added a new email address.

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MAINTAIN CONTACT DETAILS

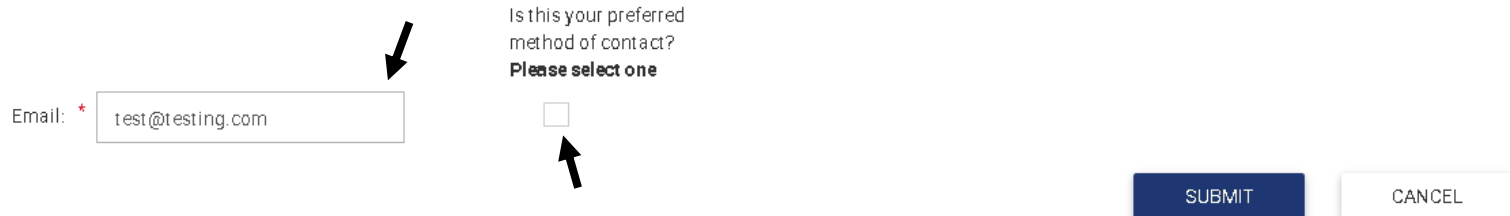
Email addresses

Warning! Maintaining an email address could invalidate your ability to log in to the system. If you wish to amend the email address you use to login in with please contact the Racing Administration Helpdesk on 01 933 304828

Email: *

Is this your preferred method of contact?
Please select one

☐



- If you do not wish to save the changes, click cancel, and confirm.
- To save the changes click “Submit”.
- Your changes will now be saved.

5.4 Adding and Maintaining Fax Numbers

- Click the show more button to the right of “My Fax Numbers”.
- You then select to add a new fax number or maintain an existing one.
- These use the same processes as maintaining an email address.

5.4 Adding a New Address

- Click the show more button to the right of “My Addresses”.
- Select “Change Address due to Move”

User Guide – Maintaining Company Details

- This will change your primary address. If you wish to add an additional alternative address, click “Add Additional Address”. This screen will work in the same way as shown below.

My addresses

Unknown:	A1 X.XXX 000 A2XXXXX A3XXX SN10 4EN	★
Primary Residential (Home):	A1 XXXXXXXX A2 XXXX XXXXXX A3XXXXXXXX XXXXXX A4XXXXX Wiltshire SN10 4EN	☒

⋮

CHANGE ADDRESS DUE TO MOVE

ADD ADDITIONAL ADDRESS

- From this screen you can either select a new address or set the address to that of one of your agents.
- For a new address, first select the address type using the drop down box and select an address type.

User Guide – Maintaining Company Details

1. Add Address 2. Review Details

Race address


NEW ADDRESS CARE OF AGENT

Address Type: *
Country: *
Enter Postcode: *
Address: *

Address Type dropdown options:
Care Of
Event Location
Other Residential
Primary Residential (Home)
Principal Place of Business

CONTINUE CANCEL

Select Address type

- The country will be defaulted to Great Britain, but can be changed by clicking the arrow to the right. This will expand the drop down list and allow you to select another country.
- If the address has a post code, you can enter this in the post code field. Click the magnifying glass icon . This will display another drop down list containing all the addresses linked to the entered post code.

User Guide – Maintaining Company Details

ADD ADDRESS


1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

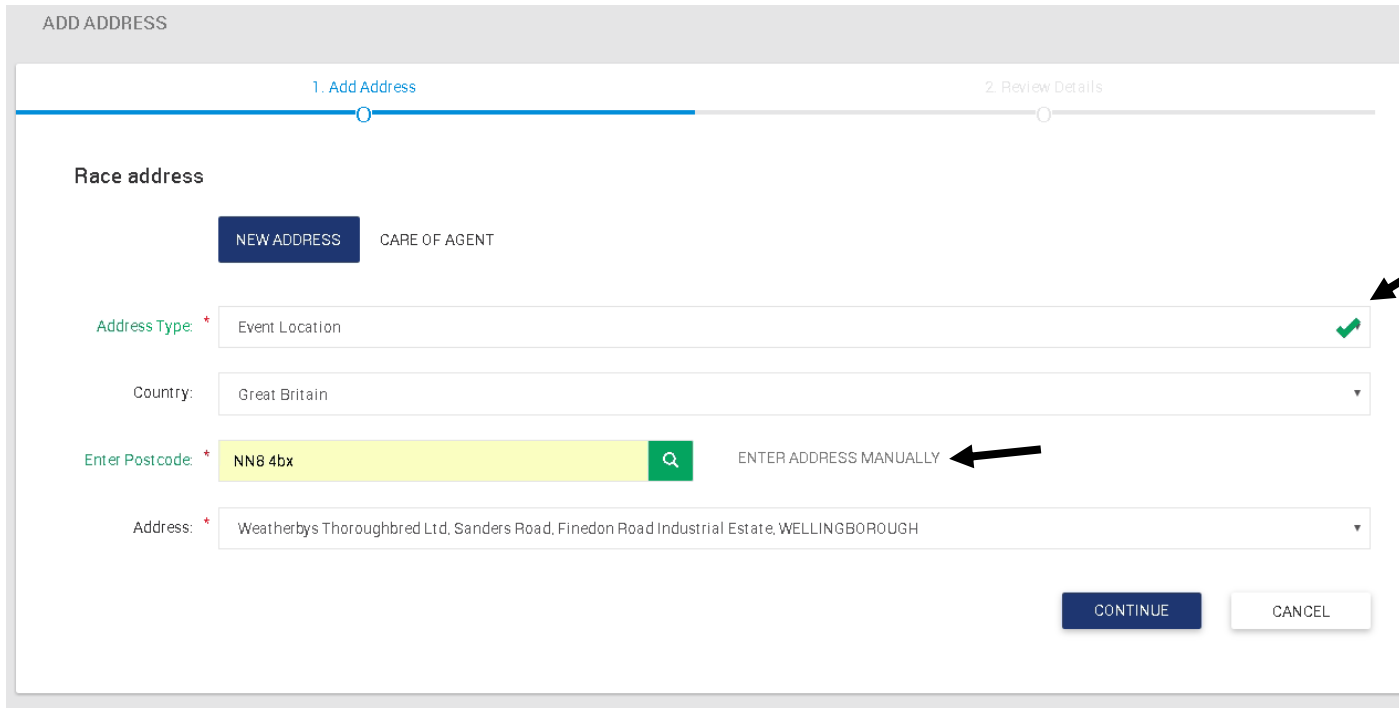
Address Type: * Event Location ✓

Country: Great Britain ▼

Enter Postcode: * NN8 4bx  ENTER ADDRESS MANUALLY

Address: * Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH ▼

CONTINUE **CANCEL**



User Guide – Maintaining Company Details

- If the address is foreign or not recognized by the post code search, you can also click “Enter Address Manually” to type in the address

The screenshot shows a form for manually entering an address. It includes the following fields and controls:

- Address Type:** A dropdown menu with "Event Location" selected. A green checkmark icon is visible on the right side of the field.
- Address:** A multi-line text area containing the following text:
 - Weatherbys Thoroughbred Ltd
 - Sanders Road
 - Finedon Road Industrial Estate
 - WELLINGBOROUGH
- County:** A dropdown menu with "Northamptonshire" selected.
- Enter Postcode:** A text field with "NN8 4BX" entered.
- Country:** A dropdown menu with "Great Britain" selected.
- Buttons:** "CONTINUE" (dark blue) and "CANCEL" (light grey) buttons are located at the bottom right of the form.

- You must complete all fields marked with an asterisk to continue.
- To add the address of one of your existing agents, click the “Care of Agent” tab.

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ADD ADDRESS

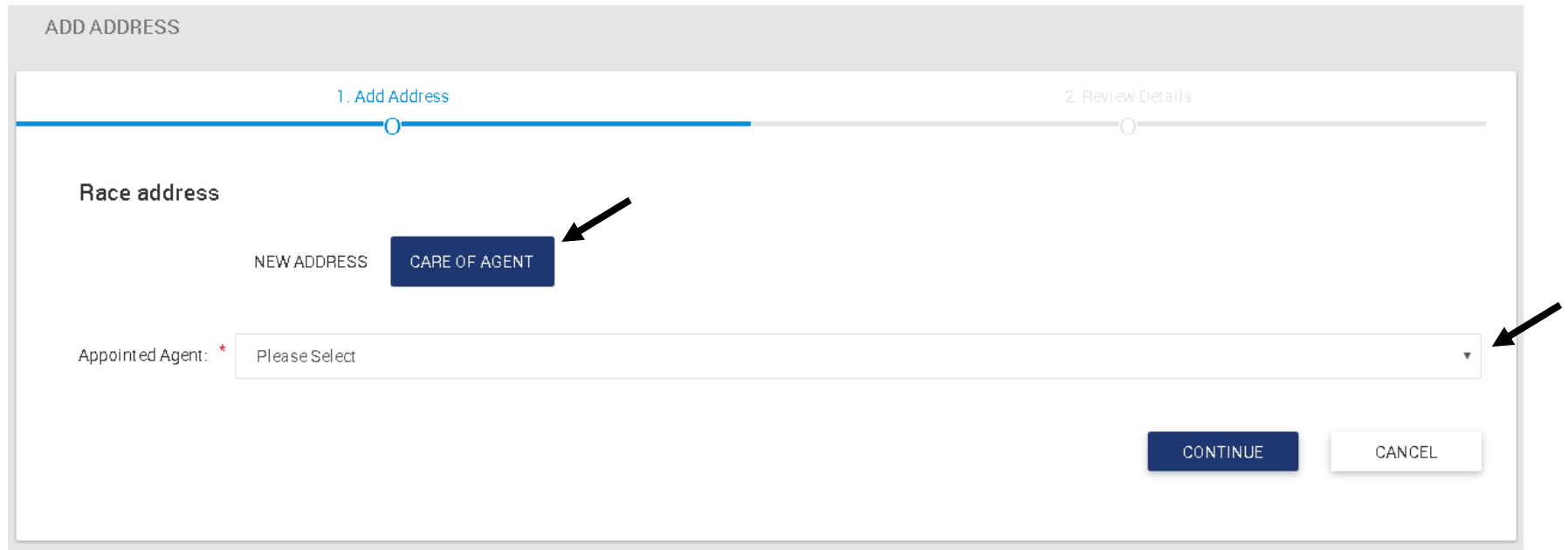
1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

Appointed Agent: * Please Select

CONTINUE CANCEL



- Click the arrow to the left of the “Appointed Agent” to expand the drop list.
- This list will display all the people who you have select previously to act as an agent on your behalf.
- A second drop list will then display and you will need to select an address for the agent, in some cases an agent may have more than one address.

User Guide – Maintaining Company Details

ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS

Appointed Agent: * Mr Alan King ✓

Address: * A2XXXXX XXXXXX XXXXXXXX, A3XXXXXXX, SN4 0QZ, Great Britain ✓


- As with previous changes, if you do not wish to save these changes, click cancel, and confirm.
- If you wish to save them, click “Continue.”
- You will then see the review screen which will allow you to review the new address.
- If you wish to make the changes, click “Submit”.

User Guide – Maintaining Company Details

ADD ADDRESS

1. Add Address ✓ 2. Review Details ○

Race address

 Please check the information below. If the details are correct, click "Submit". If any of the information is incorrect, please click "1. Add Address" to amend the details.

Address Type: Care Of


Country: Great Britain


Address: A2XXXXX XXXXXX XXXXXXXX
A3XXXXXXX
Wiltshire
SN4 0QZ

Please note that changes will appear in RED until approved by Weatherbys Ownership Desk

SUBMIT **CANCEL**

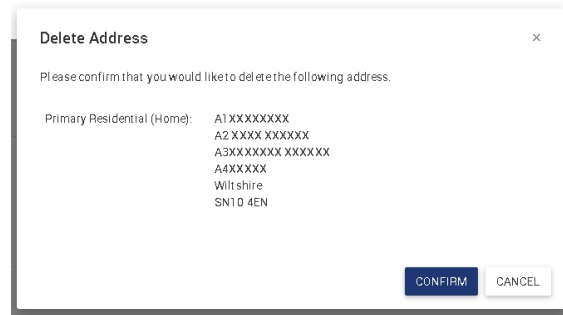
- Once you have submitted the changes, they will be sent to Weatherbys for processing. Until this has been completed, you will see the new pending address highlighted in red.
- This address will be shown in black once it has been added by Weatherbys.

My addresses 

Other Residential:	Weatherbys Thoroughbred Ltd Sanders Road Finedon Road Industrial Estate WELLINGBOROUGH Northamptonshire NN8 4BX (NEW)	★
Primary Residential (Home):	A1 XXXXXXXX A2 XXXX XXXXXX A3XXXXXXXX XXXXXX A4XXXXX Wiltshire SN10 4EN	

5.5. Removing an Address

- If you wish to remove an existing address, click the delete icon next to the address.
- You can only do this for addresses which are not pending.
- A pop up will display asking you to confirm.



- If you click cancel, you will return to the maintain contact details screen and no changes will be saved.
- If you click “confirm” the address will be deleted.