



Owner – User Guide

Maintaining Racing Club Details

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v.1

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User Guide – Maintaining Racing Club Details

1. Selecting your Racing Club

- Click “Owner” on the menu at the top of the screen, this will display a list of options.
- Then click “My Ownerships”

Click to expand the Owner menu



FIXTURES & RACES

OWNER

INFORMATION

NAMES & PASSPORTS

Check Name Availability
Purged Names
Enquire Name Reservations
Enquire Name Registrations
My Applications
Other Reservation Applications

VAT

Enquire VAT Registration

MY ACCOUNTS

BHA Invoice Enquiry

COLOURS

Racing Colours by Person
Racing Colours Builder

SPONSORSHIP ENQUIRIES

My Sponsorships

OWNERSHIP DETAILS

My Horses
My Ownerships
Partnership Registration
Syndicate Registration
Club Registration

Click to open

AUTHORITY TO ACT

Your Agents
Authorised by
Register Authority to Act

1.1 My Ownerships

- This screen will display all your current registrations.
- You can use the filters at the top of the screen to display only certain ownership types, e.g. Clubs.
- Select the ownership type and then click “Refresh” to filter your ownerships.

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REGISTERED

PENDING

Click to select Ownership type

☐ Sole ☐ Partnership ☐ Syndicate ☐ Company ☒ Club

Click to display results

REFRESH

Q: Input all or part of an ownership name

Ownership Name	Date Registered	Type	
Club 101 ROYAL BLUE, WHITE Cross of Lorraine, WHITE and ROYAL BLUE halved sleeves.	22/04/2017	CLUB	HIT ✖
Club 102 BLACK, YELLOW hoops, checked sleeves, striped cap.	22/04/2017	CLUB	HIT ✖

2 ownerships found, displaying all ownerships

- You will be able to see if the ownership has any horses in training from the HIT badge, this will be red if no horses in the ownership are in training and will display as green if they are.
- You can also see the first set of colours registered to the ownership here.
- To select a Racing Club to view more details, click anywhere on the row of the desired Racing Club.

1.2 Owner's Details

- This screen allows you to see further information regarding your Club including:
 - Ownership type – Club (displayed as a green badge)
 - Registered owner status, start and end dates
 - Racing Name
 - ROA membership status, start and end dates
 - Fee alignment date

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- Current Racing Club Managers
- From this screen, you can access the “show more” button in the top right hand corner, clicking here will provide you with a list of options including “Maintain Club Details”

Racing Club 1
A1XXXXX XXXXX XXXXXXXX, A2X XXXXXXXX XXXX, A3XXXXXXXXX, Suffolk, CB8 8DW

DETAILS HORSES OWNED OWNERSHIPS COLOURS AUTHORITY TO ACT VAT SPONSORSHIPS

Owner details

Ownership type: CLUB

Racing name: Racing Club 1

Registered owner: Yes

End date:

Registration date: 26/05/2017

End date:

ROA member: No

End date:

Start date:

Fee Alignment Date: 26/05/2018

Club manager(s)

Mr C. Manager

Mrs C. Manager

⋮

Contact details

Add Racing Club Managers

Remove Racing Club Managers

2. Maintaining Your Racing Club Contact Details

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

🗑

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2.1 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.

MY OWNERSHIPS / CONTACT DETAILS

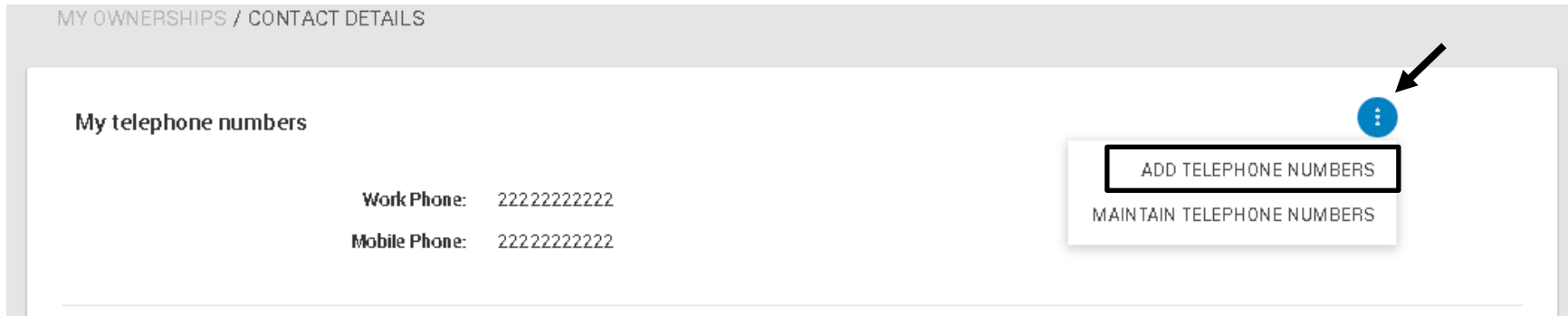
My telephone numbers

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

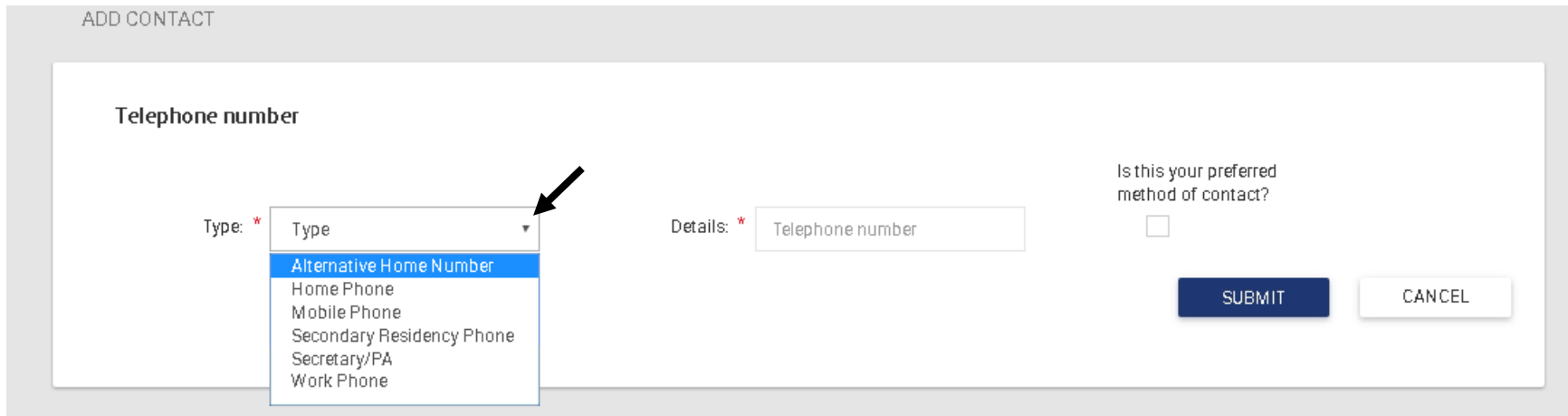
Telephone number

Type: * Type

Details: * Telephone number

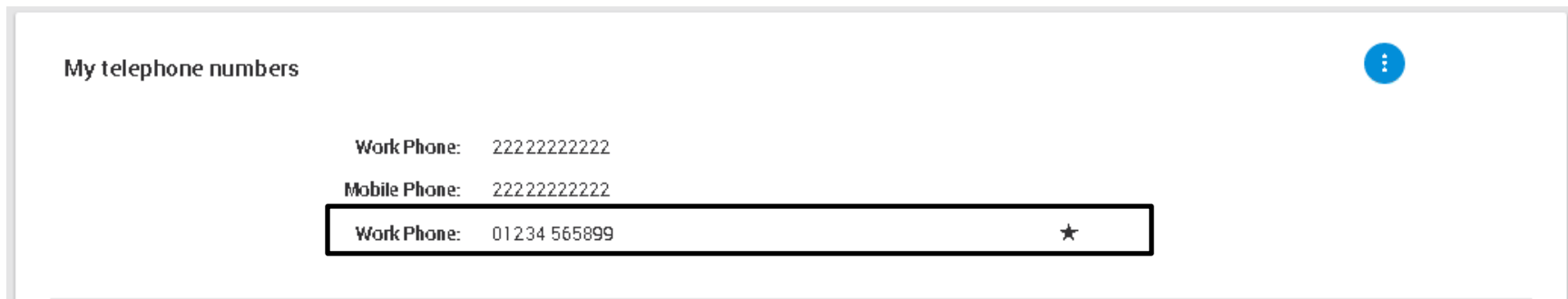
Is this your preferred method of contact?

SUBMIT CANCEL



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- 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.
- 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

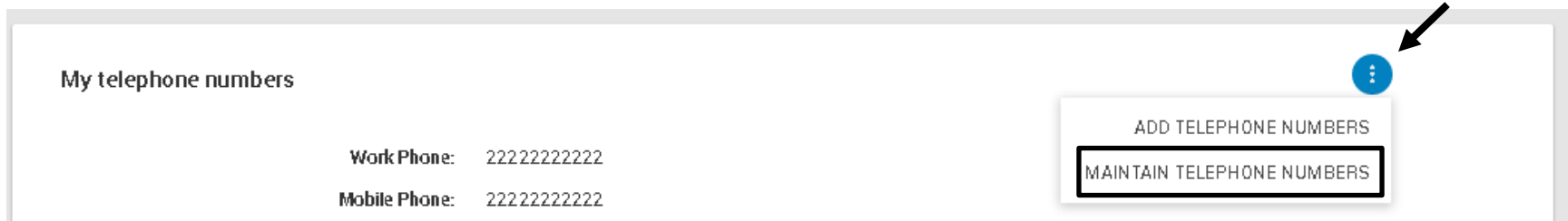
Work Phone: 2222222222

Mobile Phone: 2222222222

Work Phone: 01234 565899 ★

2.2 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”.

2.3 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

My fax numbers

Fax: 01234 568866

My addresses


Unknown: AXX XXXX
XX01 XXXX
XXXX XXXXXXXX
PO1 5ST

ADD EMAIL ADDRESS
MAINTAIN EMAIL ADDRESS


- 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.


User Guide – Maintaining Racing Club Details

Email address

Type: * Email 

Email
Work Email

Details: * Email address 

Is this your preferred method of contact?
☐ 

SUBMIT CANCEL

- 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".

2.4 Maintaining an Existing Email Address

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

User Guide – Maintaining Racing Club Details

The screenshot displays a user interface for maintaining contact details, organized into four horizontal sections, each with a blue circular menu icon 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, there is a button labeled 'ADD EMAIL ADDRESS' and a button labeled 'MAINTAIN EMAIL ADDRESS' which is highlighted with a black rectangular box. A black arrow points to the 'ADD EMAIL ADDRESS' button.
- My fax numbers:** Shows 'Fax: 01234 568866'.
- My addresses:** Shows 'Unknown: AXX XXXX', 'XX01 XXXX', 'XXXX XXXXXXXX', and 'PO1 5ST'. A small star icon is positioned to the right of the address details.

- 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.

User Guide – Maintaining Racing Club Details

MAINTAIN CONTACT DETAILS

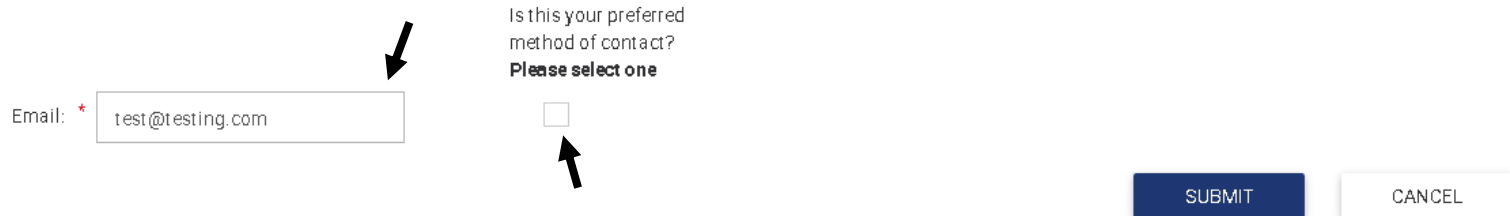
Email addresses

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.

2.5 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.

2.6 Adding a New Address

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

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- 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.

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1. Add Address 2. Review Details

Race address


NEW ADDRESS CARE OF AGENT

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

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.

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ADD ADDRESS


1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

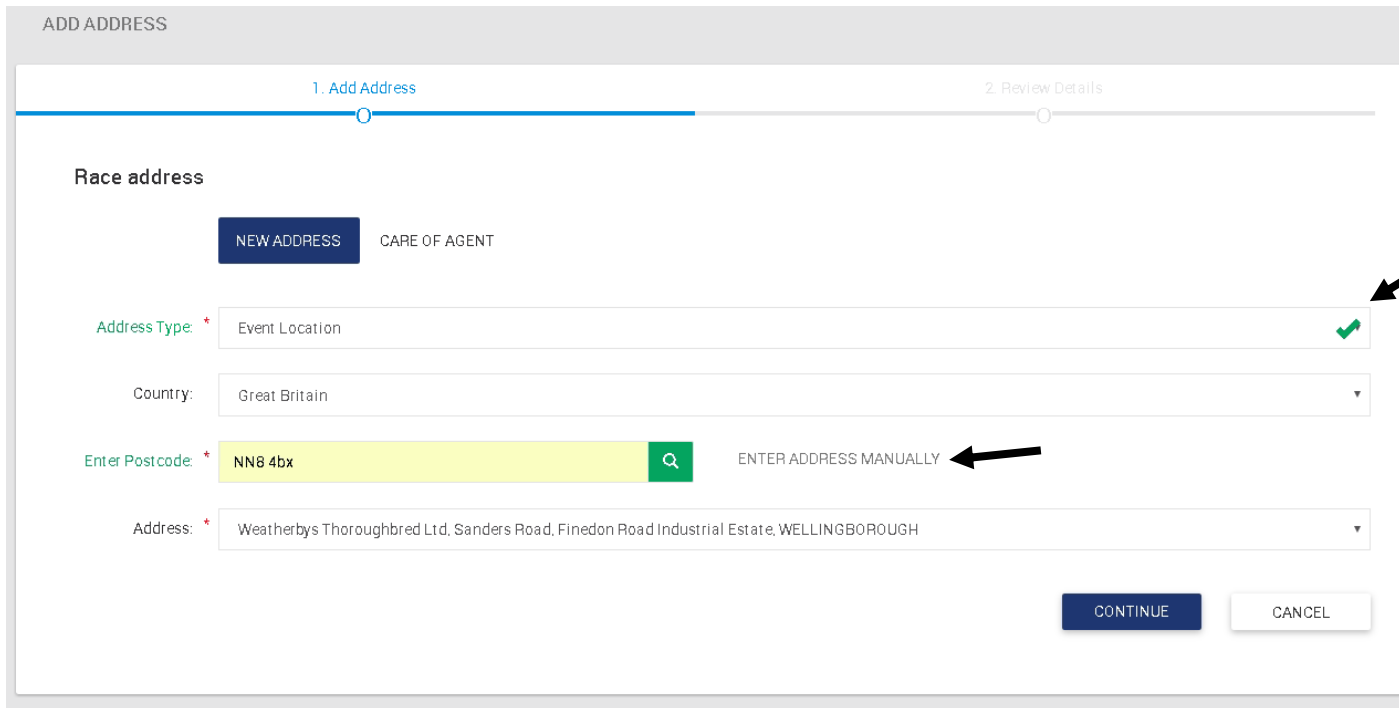
Address Type: * Event Location ✓

Country: Great Britain ▼

Enter Postcode: * NN8 4bx  ENTER ADDRESS MANUALLY

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

CONTINUE **CANCEL**



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- 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 web form for manually entering an address. The form is titled 'Address Type: *' with a dropdown menu set to 'Event Location' and a green checkmark icon. Below this is the 'Address: *' section, which consists of four stacked text input fields containing the following text: 'Weatherbys Thoroughbred Ltd', 'Sanders Road', 'Finedon Road Industrial Estate', and 'WELLINGBOROUGH'. To the right of these fields is a 'County: Northamptonshire' dropdown menu. Further right is the 'Enter Postcode: *' section with a text input field containing 'NN8 4BX'. At the bottom left is a 'Country: Great Britain' dropdown menu. At the bottom right are two buttons: a dark blue 'CONTINUE' button and a light grey 'CANCEL' button.

Address Type: * Event Location ✓

Address: * Weatherbys Thoroughbred Ltd

Sanders Road

Finedon Road Industrial Estate

WELLINGBOROUGH

County: Northamptonshire ▼

Enter Postcode: * NN8 4BX

Country: Great Britain ▼

CONTINUE CANCEL

- 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

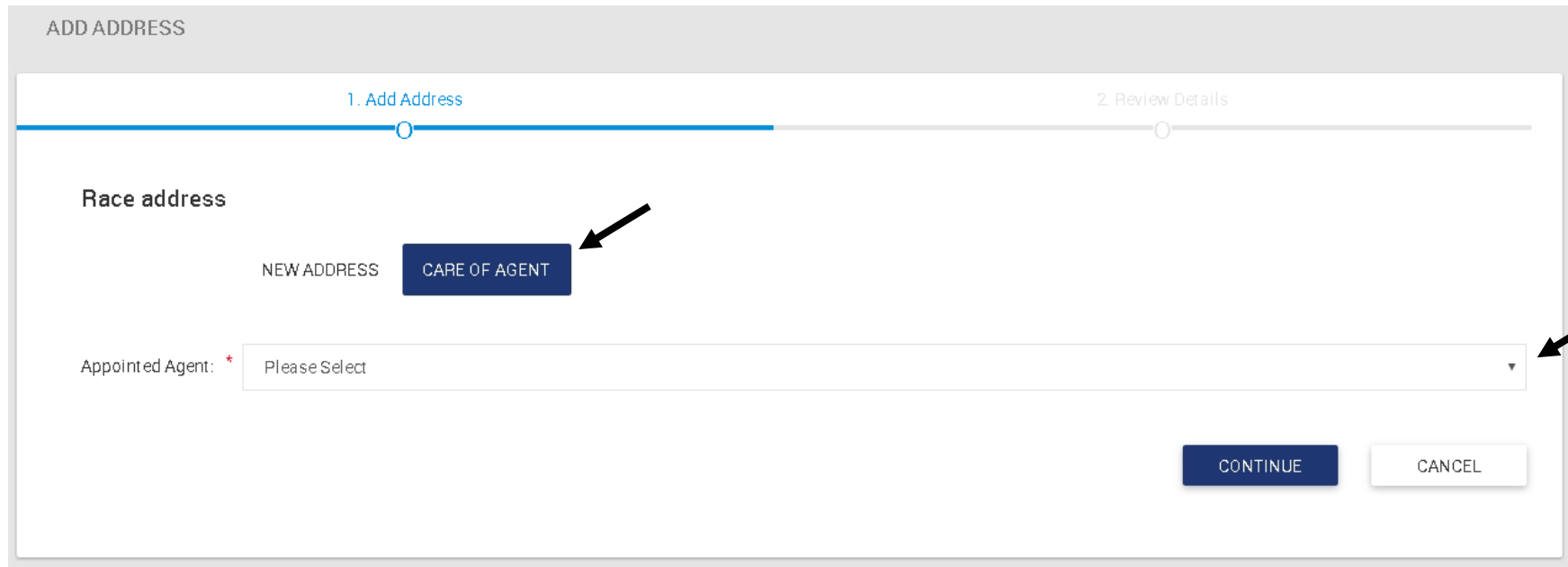
1. Add Address 2. Review Details

Race address

NEW ADDRESS CARE OF AGENT

Appointed Agent: * Please Select

CONTINUE CANCEL

The screenshot shows a web form titled 'ADD ADDRESS' with a progress bar at the top indicating two steps: '1. Add Address' (active) and '2. Review Details'. Under the 'Race address' section, there are two buttons: 'NEW ADDRESS' and 'CARE OF AGENT'. An arrow points to the 'CARE OF AGENT' button. Below these buttons is a dropdown menu labeled 'Appointed Agent: *' with the text 'Please Select' and a downward arrow. Another arrow points to this dropdown menu. At the bottom right of the form are two buttons: 'CONTINUE' and '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.

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ADD ADDRESS

1. Add Address 2. Review Details

Race address

NEW ADDRESS



Appointed Agent: * ✓

Address: * ✓


- 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”.

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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.

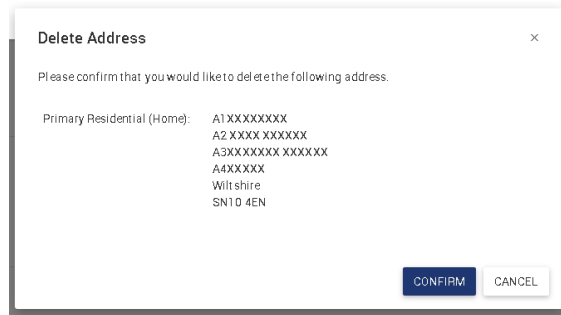
My addresses 

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 

2.7 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.