



Hunter Keeper/Owner – User Guide

Making a Declaration

18th December 2018
v.1.0

Hunter Keeper/Owner – Making a Declaration

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Hunter Keeper/Owner – Making a Declaration

1. Making a Declaration

- Declarations open 4 days before the race is due to take place.
- For Jump races they decs generally close at 10am 1 day before the race date.
NOTE: Except for racing on Sundays, when the declaration stage is on the preceding Friday.

1.1 Finding your Entry

- Click HUNTER CHASE then All and find your Entry.

Click to expand the menu



FIXTURES & RACES

HUNTER CHASE

INFORMATION

MY ENTRIES

Declarations

Confirmations

Scratch E/C

Entries

Runners

All ← Click to see all Entries/Declarations/Confirmations

Hunter Keeper/Owner – Making a Declaration

- This will display all of your Entries regardless of which stage the Race is at.
- Find the entry you wish to declare by either scrolling down the list or using the search function at the top of the screen if it is easier.
- Then click on the Show More button (the blue ball with 3 dots) and select 'Declare'

🔍 Search by entry ref, race number, horse, race name or racecourse...

Enter search criteria if required

CLOSING TODAY

STILL TO CLOSE

CLOSED

ALL

Warwick / Thursday 13 December 2018

00476 3.45pm Willoughby de Broke Open Hunters' Chase (Class 6)

3m

5YO+

£3,000

SF/MF FSL

18 0 0 48

in

Click to show more options

Open for declarations

Declare by 10:00 on Wednesday 12th December 2018

Entered

Oor Babby (IRE)

LPVL

Book/remove rider

Click to declare horse in race

Declare

Hunter Keeper/Owner – Making a Declaration

1.2 Make Declaration

- You will now be in the Make Declaration screen where you can see details of your Entry.
- You can declare the wearing details (if any) that you are planning to run your horse in by using the sliders next to the relevant option.
- You can then either:
 - DECLARE – declare horse to run in the race specified along with wearing details (if any)
OR
 - DECLARE & BOOK RIDER - declare horse to run in the race specified along with wearing details (if any) and then immediately book the Rider.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7
00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6) Going: --
3m / 5YO+ / £3,000 SF/MF: 18 FSL: 0 Seq: 0 Entries: 48 Last in: --

MAKE DECLARATION

Entry ref	Horse / Rider	Age / Sex	Rating / Weight	Trainer / Owner
LPVL	Oor Babby (IRE) Miss Becky Smith	5 G	-- 11 st 7lb	Miss T. Tonks Mr Hickory Binks

Wearing

Previously Worn: None

Blinkers Visor Hood Eyeshield

Eyecover Tongue Strap Sheepskin C/P

Click the sliders to select wearing details

Click here to declare →

Click here to cancel out of declaration and return to My Entries

Click to declare in race and immediately book rider

Hunter Keeper/Owner – Making a Declaration

1.3a Declare

- Clicking on DECLARE takes you back to the My Entries screen.
- The entry should be displayed in green and show a green DECLARED badge too.
- Any wearing details that have been declared can be seen next to the horse name.

🔍 Search by entry ref, race number, horse, race name or racecourse...

CLOSING TODAY

STILL TO CLOSE

CLOSED

ALL

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF	FSL	Seq	Ents	Last in	
						18	0	0	48		

Open for declarations

Declare by 10:00 on Wednesday 12 December 2018

Declared

Oor Babby (IRE) Blinkers

← Wearing details

LPVL



Declared badge

Hunter Keeper/Owner – Making a Declaration

- You will also have been sent a receipt that can be viewed in your Communications Hub.
- You can see the receipt by clicking on the 'Page' icon in the top right hand corner of your screen.
NOTE : Both the Owner and the Authorised Keeper of the horse will get a receipt if they are registered to use the Racing Administration site

Miss T. Tonks

13

4

RECEIPTS

Declaration Made - Warwick-13/12 - 00476 -
Oor Babby (IRE) - LPVL

Click here to view receipts

Click on the receipt summary to view

Declaration Made - Warwick-13/12 - 00476 - Oor Babby (IRE) - LPVL

To: Miss T. Tonks
From: RO Operators



The following declaration has been made :

Warwick Thursday, 13 Dec 2018

00476 / 3:45PM / THE WILLOUGHBY DE BROKE OPEN HUNTERS' STEEPLE
CHASE (CLASS 6)
3m / 5YO+ / £3000

Oor Babby (IRE)

Wearing: Blinkers

Entry Ref: LPVL
Owned by: Mr Hickory Binks
Rider name: Miss Becky Smith
Weight : 11st 7lb

Hunter Keeper/Owner – Making a Declaration

1.3b Declare & Book Rider

- Clicking on Declare & Book Rider takes you into the Book/Remove Rider screen.
- From here you can search for a Rider.
- To find a Rider enter their Surname in the box and click SEARCH.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7
00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6) Going: 18 0 0
3m / 5Y0+ / £3,000 SF/MF FSL Seq

Book/Remove Rider

Horse / Rider	Trainer / Owner	
Oor Babby (IRE) 5 G Mr Ryan Smith (7)	Miss T. Tonks Mr Hickory Binks	REMOVE RIDER

SEARCH RIDERS BOOKING HISTORY

smith SEARCH

↑
Enter Rider's surname

↑
**Click to find eligible
Riders with this surname**

Hunter Keeper/Owner – Making a Declaration

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon

Stabling capacity: 117 Maximum races: 7

00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6)

Going:

3m / 5YO+ / £3,000

18 **0** **0**
SF/MF FSL Seq

Book/Remove Rider

Horse / Rider

Trainer / Owner

Oor Babby (IRE) 5 G

Miss T. Tonks
Mr Hickory Binks

SEARCH RIDERS

BOOKING HISTORY

SEARCH

Rider	Type	Weight	Wins
Miss Becky Smith	Cat B	9st 2lb	40
Mr Ryan Smith	Cat A Jump	10st	0
Miss Sophie Smith	Cat A Dual	7st 10lb	2
	Cat B	11st 1lb	0

Click on the name of the
Rider you want to book

Hunter Keeper/Owner – Making a Declaration

- This will return you to the My Entries screen and your entry should now display in green text to show it has been declared and there should be a green DECLARED badge.
- Your selected Rider should also show along with their claim (displayed in brackets), if they have one.
NOTE – If the Rider you select has any conflicting bookings, the system will advise you and ask you to confirm the booking before returning you to this screen.

🔍 Search by entry ref, race number, horse, race name or racecourse...

ALL

CLOSED

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF	FSL	Seq	Ents	Last	
						18	0	0	48	in	

Open for declarations

Declare by 10:00 on Wednesday 12 December 2018

Declared

Oor Babby (IRE) Blinkers
Mr Ryan Smith (7)

← Wearing details

LPVL



Declared badge

Rider

Hunter Keeper/Owner – Making a Declaration

- You will also have been sent a receipt that can be viewed in your Communications Hub.
- You can see the receipt by clicking on the 'Page' icon in the top right hand corner of your screen
NOTE : Both the Owner and the Authorised Keeper of the horse will get a receipt if they are registered to use the Racing Administration site

Miss T. Tonks

RECEIPTS

Declaration Made - Warwick-13/12 - 00476 -
Oor Babby (IRE) - LPVL

Click here to view receipts

Click on the receipt summary to view

Declaration Made - Warwick-13/12 - 00476 - Oor Babby (IRE) - LPVL

To: Miss T. Tonks
From: RO Operators



The following declaration has been made :

Warwick Thursday, 13 Dec 2018

00476 / 3:45PM / THE WILLOUGHBY DE BROKE OPEN HUNTERS' STEEPLE
CHASE (CLASS 6)
3m / 5YO+ / £3000

Oor Babby (IRE)

Wearing: None

Entry Ref: LPVL
Owned by: Mr Hickory Binks
Rider name: Mr Ryan Smith
Weight : 11st 7lb

Hunter Keeper/Owner – Making a Declaration

2. Redeclaring

- Once you have declared, as long as the race is still 'Open for Declarations' you can update the wearing details by selecting to Redeclare.

2.1 Finding your Entry

- Click HUNTER CHASE then All and find your Entry.

Click to expand the menu



FIXTURES & RACES

HUNTER CHASE

INFORMATION

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Scratch E/C

Entries

Runners

All ← Click to see all Entries/Declarations/Confirmations

Hunter Keeper/Owner – Making a Declaration

- This will display all of your Entries regardless of which stage the Race is at.
- Find the entry where you wish to replace the current booked Rider by either scrolling down the list or using the search function at the top of the screen if it is easier.
- Then click on the Show More button (the green ball with 3 dots) and select 'Redeclare'

🔍 Search by entry ref, race number, horse, race name or racecourse...

CLOSING TODAY

STILL TO CLOSE

CLOSED

ALL

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF FSL	Seq	Ents	Last in	
						18	0	0	48	

Open for declarations

Declare by 10:00 on Wednesday 12 December 2018

Declared	Oor Babby (IRE)	Blinkers	LPVL	
	Mr Ryan Smith	(7)		

Click to redeclare

Book/remove rider

Redeclare

Cancel declaration

Hunter Keeper/Owner – Making a Declaration

1.2 Make Declaration

- You will now be in the Make Declaration screen again where you can see details of your Entry.
- You can change the wearing details that you are planning to run your horse in by using the sliders next to the relevant option.
- You can then either:
 - DECLARE – declare horse to run in the race specified along with wearing details (if any).
 - OR
 - DECLARE & BOOK RIDER - declare horse to run in the race specified along with wearing details (if any) and then immediately book the Rider.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7
00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6) Going: --
3m / 5YO+ / £3,000 18 SF/MF 0 FSL 0 Seq 48 Entries -- Last in

MAKE DECLARATION

Entry ref	Horse / Rider	Age / Sex	Rating / Weight	Trainer / Owner
LPVL	Oor Babby (IRE) Miss Becky Smith	5 G	-- 11st 7lb	Miss T. Tonks Mr Hickory Binks

Wearing

Previously Worn: None

Blinkers Visor Hood Eyeshield

Eyecover Tongue Strap Sheepskin G/P

Click the sliders to select wearing details

Click here to cancel out of declaration and return to My Entries

Click here to redeclare →

Click to redeclare in race and immediately book rider

Hunter Keeper/Owner – Making a Declaration

- Each option will take you through the same process as declaration and eventually back to the My Entries screen where you should see the different wearing details displayed.
NOTE: The entry should still be displayed in green text with the green DECLARED badge.
- Another declaration receipt is generated with the updated details and can be viewed from the 'Page' icon in the top righthand corner of your screen as before.

🔍 Search by entry ref, race number, horse, race name or racecourse...

CLOSING TODAY
STILL TO CLOSE
CLOSED
ALL

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF	FSL	Seq	Ents	Last	
										in	
						18	0	0	48		

Open for declarations Declare by 10:00 on Wednesday 12 December 2018

Declared	Oor Babby (IRE)	Blinkers, Tongue Strap	←	Updated wearing details	LPVL	
	Mr Ryan Smith (7)					

Hunter Keeper/Owner – Making a Declaration

3. Cancelling a declaration

- If the Race is still Open for Declarations, but you no longer wish to declare your horse you can cancel your declaration

3.1 Finding your Entry

- Click HUNTER CHASE then All and find your Entry.

Click to expand the menu



FIXTURES & RACES

HUNTER CHASE

INFORMATION

MY ENTRIES

Declarations

Confirmations

Scratch E/C

Entries

Runners

All ← **Click to see all Entries/Declarations/Confirmations**

Hunter Keeper/Owner – Making a Declaration

- This will display all of your Entries regardless of which stage the Race is at.
- Find the entry where you wish to cancel the declaration by either scrolling down the list or using the search function at the top of the screen if it is easier.
- Then click on the Show More button (the green ball with 3 dots) and select 'Cancel declaration'

Search by entry ref, race number, horse, race name or racecourse... **Enter search criteria if required**

CLOSING TODAY STILL TO CLOSE CLOSED **ALL**

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF F:	Click to show more options
						18 0 0 48	
Open for declarations		Declare by 10:00 on Wednesday 12 December 2018					
Declared	Oor Babby (IRE)	Blinkers, Tongue Strap			LPVL		⋮
	Mr Ryan Smith (7)						
							Book/remove rider
							Redeclare
							Click to cancel declaration → Cancel declaration

Hunter Keeper/Owner – Making a Declaration

3.2 Cancel Declaration

- You will now be in the Cancel Declaration screen where you can see details of your Entry.
- Check the information displayed to ensure you are in the correct Entry.
- To cancel the declaration, click on SUBMIT.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7
00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6) Going: --
3m / 5YO+ / £3,000 SF/MF FSL Seq Entries Last in
18 0 0 48 --

CANCEL DECLARATION

Review details Receipt

Please check the information below. If the details are correct, click "Submit". This declaration will only be cancelled if the submit button is clicked and the receipt page is displayed.

Entry ref	Horse / Rider	Age / Sex	Rating / Weight	Trainer / Owner
LPVL	Oor Babby (IRE) Mr Ryan Smith (7)	5 G	-- 11st 7lb	Miss T. Tonks Mr Hickory Binks

SUBMIT CANCEL



Click to cancel declaration

Hunter Keeper/Owner – Making a Declaration

- This will display a receipt screen, confirming that the declaration has been cancelled.
- You can return to the My Entries screen by clicking on RETURN TO ENGAGEMENTS.

Warwick / Thursday 13 December 2018 Jump / Turf / Afternoon Stabling capacity: 117 Maximum races: 7
00476 / **3.45pm** / Willoughby de Broke Open Hunters' Chase (Class 6) Going: --
3m / 5YO+ / £3,000 18 0 0 48 --
SF/MF FSL Seq Entries Last in

CANCEL DECLARATION

Review details Receipt

The following entry is no longer declared.

Entry ref	Horse / Rider	Age / Sex	Rating / Weight	Trainer / Owner
LPVL	Oor Babby (IRE) Mr Ryan Smith (7)	5 G	-- 11st 7lb	Miss T. Tonks Mr Hickory Binks

RETURN TO ENGAGEMENTS



Return to My Entries

Hunter Keeper/Owner – Making a Declaration

- The entry can still be seen in the My Entries screen and while the race is still Open for Declarations, it will allow you to declare.

Search by entry ref, race number, horse, race name or racecourse...

CLOSING TODAY **STILL TO CLOSE** CLOSED ALL

Warwick / Thursday 13 December 2018

00476	3.45pm	Willoughby de Broke Open Hunters' Chase (Class 6)	3m	5YO+	£3,000	SF/MF	FSL	Seq	Ents	Last in	
						18	0	0	48		
Open for declarations		Declare by 10:00 on Wednesday 12 December 2018									
Entered	Oor Babby (IRE) Mr Ryan Smith (7)					LPVL					

Click to declare →

Book/remove rider
Declare

Hunter Keeper/Owner – Making a Declaration

- A receipt for the cancellation will also be generated and can be viewed by clicking on the 'Page' icon in the top right hand corner of the screen.

Miss T. Tonks

ANNOUNCEMENTS (0)

RECEIPTS

Declaration Canceled - Warwick-13/12 -
00476 - Oor Babby (IRE) - LPVL
20/12/2018 17:06

Click on the receipt summary to view

Click here to view receipts

Declaration Canceled - Warwick-13/12 - 00476 - Oor Babby (IRE) - LPVL

To: Miss T. Tonks
From: RO Operators



The following declaration has been made :

Warwick Thursday, 13 Dec 2018

00476 / 3:45PM / THE WILLOUGHBY DE BROKE OPEN HUNTERS' STEEPLE
CHASE (CLASS 6)
3m / 5YO+ / £3000

Oor Babby (IRE)

Entry Ref: LPVL
Owned by: Mr Hickory Binks

Racing Services

Weatherbys Ltd
Sanders Road, Wellingborough NN8 4BX