Owner – User Guide

Syndicate Members List

11th June 2017

v.1

Contents

1. Logging into the New Racing Admin Site

- Firstly, you must log into the New Racing Admin site (NRAS) using your email and password. Once you have logged into NRAS you will have several menus displayed.
- Please note, you must be a Syndicator to amend and maintain a Syndicate.

2. Owner Menu

- To view your Syndicate 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 Syndicate Ownership details and all other associated Ownerships.

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

3. My Ownerships

- This screen will show you details on your Syndicate Ownerships as well as showing all the details for all the entities e.g. Partnerships, Syndicates, and Clubs that your Syndicate 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 Syndicate and the colours which are registered to it (if any). The HIT badge will be green if the Syndicate has horses in training, and red if not.
- Click on your Syndicate to view more details.

3.1 Syndicate Details

- This screen will show you details on the Syndicate relating to their Ownerships status including:
  - Ownership type – *this will display as "Syndicate" in a purple 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*.
  - Colours registered to the Syndicate

- It is possible to access the menus for horses owned, colours, VAT, 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.

- From the Syndicate 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 Syndicators/ Members
  - Remove Syndicators/ Members
  - Members List

Owner details

Ownership type:	SYNDICATE	Racing name:	Syndicate 1
Registered owner:	Yes		
Registration date:	23/12/1996	End date:	
ROA member:	No		
Start date:		End date:	
Renewal date:			
Racing package:	None		
Package from:		To:	

Maintain contact details
Add syndicators/members
Remove syndicators/members
Members list

Syndicator(s)

Mr A. Owner

Miss B. Owner

Racing colours

BLACK and WHITE check, WHITE sleeves, BLACK cap

4. Members List

- This screen will allow you to view all the members for the Syndicate.

- This screen will display:
  - Member's Name
  - 1st Set of Colours
  - Start date and end date (if applicable)
  - Historic tab – this will display the members which are no longer with the syndicate
  - Syndicator Indicator – this will display if the member is also a Syndicator
  - Registered Owner indicator – this will display in green if the member if a registered owner and red if not.
- You can use the search bar at the top of the list to search for specific members.

- It is possible to export and print the list of members by clicking the export button. An excel file will be produce, to open this, click the file on the tool bar at the bottom of your browser.
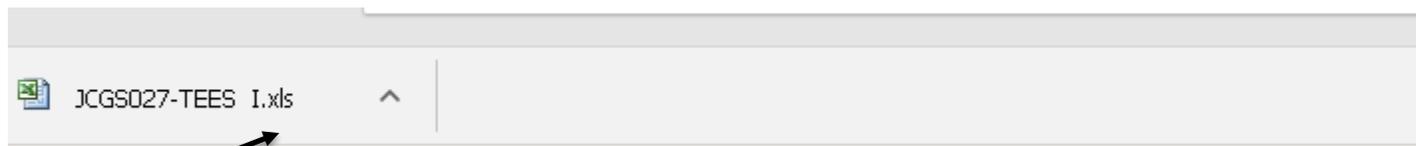
- The show more button at the top left hand side of the members list, from here you can access the add and remove members/syndicators flows.
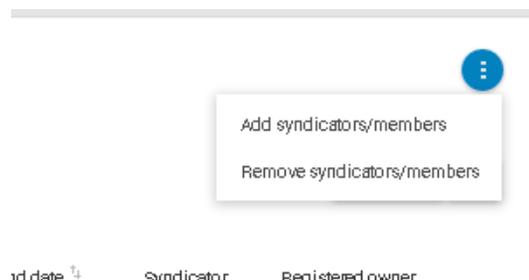
- If you need help with the add and remove processes, please see the relevant user guides.