



Owner – User Guide
Syndicate Members List

11th June 2017
v.1

User Guide – Syndicate Members List

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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.

The screenshot shows the NRAS Communications page. At the top left is the BHA logo and navigation links: FIXTURES & RACES, TRAINER, OWNER, INFORMATION. At the top right, the user is logged in as 'Mr A. Owner' with icons for profile, notifications, mail, and menu. Below the navigation is a breadcrumb 'Communications' and a list of tabs: ANNOUNCEMENTS (0), INBOX (0), RECEIPTS (0), DELETED (393). A search form is present with a 'Title' input field, a 'RESET' button, and a 'SUBMIT' button. Below the search form is an 'ACTIONS' dropdown menu. A table displays the search results:

Priority	Title	Category	Status	Effective Date
<input type="checkbox"/>	Handicappers' Contact Details	Updated General Announcement	Active	13/03/2017 00:00

Below the table, it says 'One item found.'

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.

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FIXTURES & RACES

TRAINER

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

AUTHORITY TO ACT

Your Agents
Authorised by
Register Authority to Act

- 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.

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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
Syndicate 1 BLACK and WHITE CHECK, WHITE sleeves, BLACK cap.	09/12/1994	SYNDICATE HIT ✓

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.

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- 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**

Registered owner: Yes

Registration date: 23/12/1996

ROA member: No

Start date:

Renewal date:

Racing package: None

Package from:

Racing name: Syndicate 1

End date:

End date:

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.

The screenshot displays the 'Members List' interface. At the top, there are tabs for 'CURRENT' (selected) and 'HISTORIC'. A search bar is located below the tabs. On the right side, there are 'REFRESH' and 'Download' buttons. The main area contains a table with the following columns: Name, Start date, End date, Syndicator, and Registered owner. The table lists five members:

Name	Start date	End date	Syndicator	Registered owner
Mrs H. Owner No Colours Registered				RO ✓
Mrs G. Owner YELLOW, PINK diamonds, YELLOW sleeves and cap				RO ✓
Mr A. Owner No Colours Registered				RO ✓
Mr B. Owner BLACK stars, YELLOW sleeves and cap			5	RO ✓
Mrs O. Owner No Colours Registered				

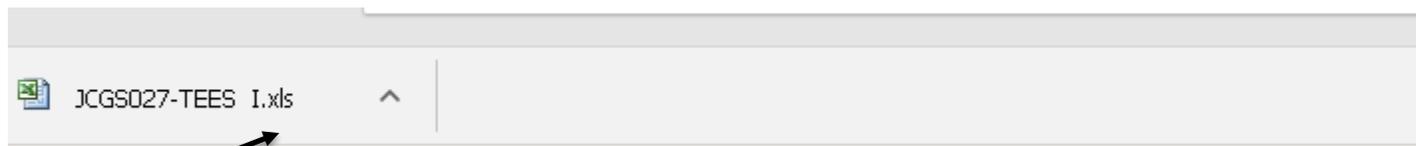
At the bottom left, there is a pagination control showing '1' of 5 members. At the bottom right, a status message reads '5 members found, displaying all members'.

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- 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 is a registered owner and red if not.
- You can use the search bar at the top of the list to search for specific members.

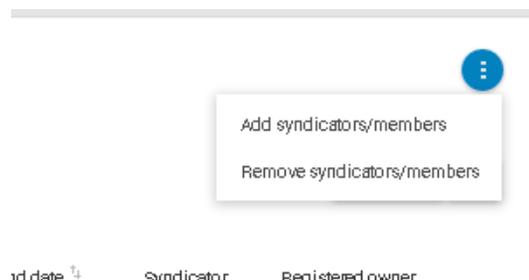
The screenshot shows the 'Syndicate Members List' interface. At the top, there are two tabs: 'CURRENT' (selected) and 'HISTORIC'. An arrow points to the 'HISTORIC' tab with the text 'Click to view historic members'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. An arrow points to the search bar with the text 'Enter members name here to search'. To the right of the search bar, there are two buttons: 'REFRESH' and an export icon (a document with a download arrow). An arrow points to the 'REFRESH' button with the text 'Click to refresh list'. Another arrow points to the export icon with the text 'Click to export list'. Below the search bar and buttons is a table with the following columns: 'Name', 'Start date', 'End date', 'Syndicator', and 'Registered owner'. The first row of the table shows 'Mrs H. Owner' under the 'Name' column and a green 'RO' icon with a checkmark under the 'Registered owner' column. Below the table, it says 'No Colours Registered'.

- It is possible to export and print the list of members by clicking the export button. An excel file will be produced, 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.

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- If you need help with the add and remove processes, please see the relevant user guides.