



# Owner – User Guide

## Registering a Syndicate

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V.1

# User Guide – Registering a Syndicate

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# User Guide – Registering a Syndicate

## 1. Starting the Application

- To register a Syndicate, you must have first registered as a Racehorse Owner. Once you have done this, you will be issued with log in details for the New Racing Administration Service ([www2.racingadmin.co.uk](http://www2.racingadmin.co.uk)).
- Log in using your user name and password.
- Click the “Owner” tab from the main menu at the top of the screen.

The screenshot shows the BHA website navigation menu. At the top, there is a header with the BHA logo and four main menu items: **FIXTURES & RACES**, **OWNER**, and **INFORMATION**. Below this, there are three columns of sub-menu items. The first column is titled **NAMES & PASSPORTS** and includes: Check Name Availability, Purged Names, Enquire Name Reservations, Enquire Name Registrations, My Applications, and Other Reservation Applications. The second column is titled **ACCOUNTS** and includes: Invoice Enquiry. The third column is titled **OWNERSHIP DETAILS** and includes: My Horses, My Ownerships, Partnership Registration, Syndicate Registration, and Club Registration. Below these are two more sections: **VAT** (Enquire VAT Registration) and **SPONSORSHIP ENQUIRIES** (My Sponsorships). The **AUTHORITY TO ACT** section includes: Your Agents, Authorised by, and Register Authority to Act. Annotations include an arrow pointing to the **OWNER** menu item with the text "Click to expand menu", and another arrow pointing to the **Syndicate Registration** link with the text "Click to open application".

- This will expand the menu, from here click “Syndicate Registration” from the Ownership Details section.

## 2. Syndicate Registration

- This is the launch page for Syndicate Registration which details all the information required and the associated costs.

# User Guide – Registering a Syndicate

Ownership Details

MY HORSES

MY OWNERSHIPS

PARTNERSHIP REGISTRATION

**SYNDICATE REGISTRATION**

CLUB REGISTRATION

## SYNDICATE REGISTRATION

A syndicate is for a group of people coming together to own a horse, but who do not have to be sole owners in their own right. The ownership is managed and set up by a syndicator who is responsible for the syndicate.

### You will need

- The name, address, email address and date of birth for any additional syndicators and all syndicate members.
- To name your syndicate
- To decide if you wish to purchase an ownership package

For more information on how to complete the application and for guidance notes, please click [here](#)

Note: This will open in a new window.

### The fees for this registration are

Syndicate Registration	£363
Ready to Race Package (optional)	£427
Complete Racing Package (optional)	£538

CONFIRM AND CONTINUE

- You can access the other ownership applications from the top right hand corner of the screen.
- Click “Confirm and Continue” to begin the application for your Syndicate.

## 3. Syndicate Details

- This is the first step of seven in the Syndicate registration process.
- You will be asked to enter the details for your Syndicate including:
  - Syndicate Name
  - Contact address

## User Guide – Registering a Syndicate

- Your member status
- Horse(s) which you intend to race under the Syndicate name

1. Syndicate details   2. Select members   3. Add members   4. Accounting   5. Ownership extras   6. Review   7. Receipt

**Syndicate details**

What would you like the name of this syndicate to be?

Syndicate name: \*

What are the correspondence / contact details for this syndicate?

Use my contact details    Use alternative contact details

In addition to managing this syndicate, are you also a member? \*

Yes, I am a member of this syndicate  
 No, I am not a member of this syndicate

Please provide the name of any horse(s) (if known) that you intend to race in this syndicate:

Please state pedigree if horse is unnamed

**CONTINUE**   **CANCEL**

### 3.1 Syndicate Name

- Click in the Syndicate Name field and type in your Syndicate name
- There are some rules regarding your Syndicate name:
  - It must be unique – it cannot match the name of an ownership which has already been registered
  - It must be no longer than 40 characters

## User Guide – Registering a Syndicate

- It must not contain any invalid characters e.g.!?
- To view the tool tips for the Syndicate name, hover your mouse over the question mark to the right of the Syndicate name field.

What would you like the name of this syndicate to be?

Syndicate name: \*

What are the correspondence / contact details for this syndicate?

Use my contact details

Please enter your Syndicate name as you would like it to appear on the racecard. This should be unique and no more than 40 characters long.

- If your entered name does not meet the criteria, a warning will be displayed and you will not be able to continue until the name has been amended.

SYNDICATE REGISTRATION

1. Syndicate details 2. Select members 3. Add members 4. Accounting 5. Ownership extras 6. Review 7. Receipt

Please review the fields highlighted below.

Syndicate details

What would you like the name of this syndicate to be?

Syndicate name: \*

Please re-enter

- Name contains invalid character(s).

### 3.2 Correspondence/Contact Details

- Here you can choose to use your own address for the Syndicate or you can enter a new address.
- The application will default to using your own contact details, if you wish to continue with this, you do not need to do anything for this section.
- If you wish to use a different address, click the “Use alternative contact details”.


Click to enter a new address

## User Guide – Registering a Syndicate


What are the correspondence / contact details for this syndicate?

Use my contact details  Use alternative contact details

Name: \*

Country: \*  

Enter post code: \*    Click to expand drop down list

Address: \*  

- You must enter the name of the person that correspondence will be going care of, click in the “Name” field to type.
- Next, select the country for the address, the application will default to Great Britain.
- Click the arrow on the right of the country field to expand the drop down and select a new country.
- Selecting a new country e.g. France, will then prompt you to manually enter the foreign address.

Name: \*

Address: \*

Country: \*

- If it is a GB address, you can then type the post code for the address, and click “Find Address”. This will populate the drop down list underneath the post code, allowing you to select one of the address options.
- Alternatively, you can type the address by clicking “Enter Address Manually”.

## User Guide – Registering a Syndicate

Name: \* Mr Fred Smith

Country: \* Great Britain

Enter postcode: \* NN8 4BX

Address: \* Please Select...

Weatherbys Thoroughbred Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH

Click to display list of related addresses

Click to manually type address

FIND ADDRESS

ENTER ADDRESS MANUALLY

Click to expand drop down list

### 3.3 Member Status

- As the applicant, you will automatically be registered as a Syndicator.
- This will allow you to administer and manage the Syndicate.
- In addition, you will need to indicate whether you also have a share in the horse(s) run in the Syndicate name.
- If yes, please select “Yes I am a member of this Syndicate”.
- If you only intend to manage the Syndicate and not have an interest in the ownership of the horse(s), please select No.
- You must select an option to progress the application.

In addition to managing this syndicate, are you also a member? \*

- Yes, I am a member of this syndicate
- No, I am not a member of this syndicate

Click to select option

### 3.3 Horse(s) owned by the Syndicate

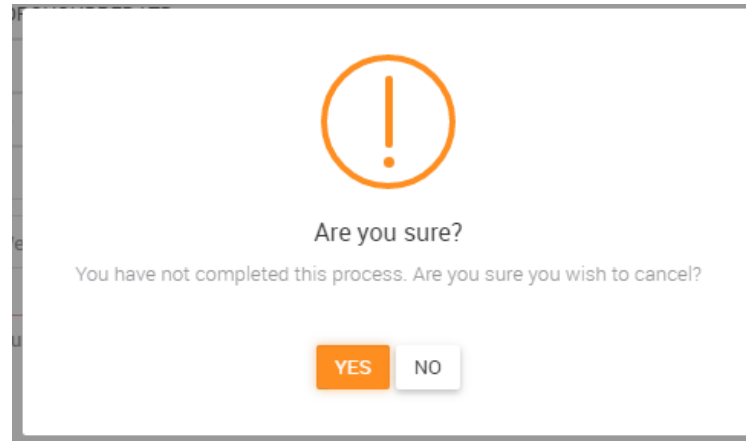
- This is a free text field where you can enter the names of any horses which the Syndicate owns, or has intentions of owning once registered.
- Multiple horses can be entered. If the horse is currently unnamed, you can enter the year of foaling and dam and/or sire.

## User Guide – Registering a Syndicate

Please provide the name of any horse(s) (if known) that you intend to race in this syndicate:

Please state pedigree if horse is unnamed

- Please ensure you have completed all fields marked with an \*.
- If you wish to abandon the application and return to the home screen, please click “Cancel”. A pop up will be displayed and you will be asked to confirm your decision:
  - Click “Yes” to abandon the application
  - Click “No” to return to the current screen



- If you are happy with the details entered, click “Continue” to proceed to Step 2.

### 4. Select Members/Syndicators

- This is step two of the Syndicate application process, here you can add additional Syndicators and Members who you are already linked to through other ownerships, Authority to Act, or if you are trainer, through horses which reside in your yard.
- If you wish to return to the previous step, click “1. Syndicate Details” on the progress bar.

## User Guide – Registering a Syndicate

Click to return to Step 1.

SYNDICATE REGISTRATION

1. Syndicate details 2. Select members 3. Add members 4. Accounting 5. Ownership extras 6. Review 7. Receipt

**i** This is a list of people and companies that you have ownership links with. Please select from the list provided by ticking the correct box. Please note, any additional syndicators will be jointly and severally liable and will have full administrative powers. If the syndicator or member you wish to add is not in this list, please add them manually in the next step.

Enter search text here

Indicators to be added

Search: Enter all or part of the name

Name	Current ownerships (max 2 displayed)	Member	Syndicator
Mr A. Owner	(One Syndicate)	<input type="checkbox"/>	<input type="checkbox"/>
Sir Testing	(One Syndicate)	<input type="checkbox"/>	<input type="checkbox"/>
Mrs B. Someone	(One Syndicate)	<input type="checkbox"/>	<input type="checkbox"/>
Mr A. Winner	(Ready to Race Club; VAT Syndicate)	<input type="checkbox"/>	<input type="checkbox"/>

Click to select as Member

Click to select as Syndicator

CONTINUE CANCEL


- This list will display individuals and companies whom you have a connection with.
- You can use the search bar to find people, companies or even ownerships that the individuals are involved in.
- You can select a person as a:
  - Syndicator
  - Member
  - Both

## User Guide – Registering a Syndicate

- Click the box next to the individual or company to select them as a Syndicator or Member, if you wish to add them as both, please click both boxes.
- You must have at least two members (this can include yourself if you have indicated that you are a member on step 1.) before you can continue. Members do not have to be registered owners.
- You only need a minimum of one Syndicator (this can be yourself). All Syndicators MUST be registered owners, you will not be able to select someone who is not a registered owner.
- There are no upper limits for members or Syndicators.
- If you make a mistake and wish to amend your selection, click the tick to remove it.

Name	Current ownerships (max 2 displayed)	Member	Syndicator
Mr A. Owner	(One Syndicate)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sir Testinn	(One Syndicate)	<input type="checkbox"/>	<input type="checkbox"/>

Click to un-select



- If you have no associated people or you do not wish to add anyone on this screen, you can skip this and proceed to the next screen by clicking “Continue”.
- As with the previous screen, you can use the “Cancel” button to abandon the application.
- If you have entered a selection, please click “Continue” to progress to step three.

### 5. Add Members/ Syndicators

- This is step three of the application, here you can enter details for individuals or companies which are not yet linked to you.
- As with Step two, you can use the progress bar at the top of the screen to return to Step one or two.
- First, select whether the person or company is a member, syndicator or both.

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SYNDICATE REGISTRATION

1. Syndicate details  2. Select members  3. Add members  4. Accounting  5. Ownership extras  6. Review  7. Receipt

**i** Please enter the details of the people or companies you wish to add to the syndicate. Select the role they have and press 'ADD' to include them in the list. Click 'CONTINUE' once all members/syndicators have been added.

**Click to select**

Add members/syndicators

I wish to add the following as:

\*  A member  A syndicator  Both

Title: \*  OR Company name: \*

All forenames: \*

Surname: \*

Date of birth:

Email address:

**Address:**

Country: \*

Enter postcode: \*

Address: \*

**Click to expand title list**

- If you are entering details for an individual, please select their title using the drop down list, and then enter:
  - Forenames
  - Surname

## User Guide – Registering a Syndicate

- You can also add the date of birth and email address, if you know them, however, these are not mandatory fields.
- If you are entering details for a Company, please enter the company name in the field on the right.
- For both an individual and company, you will need to enter an address.
- As with the Step 1, the address can be entered manually or by using the post code look up. If a foreign country is selected, manual address entry will be displayed.
- If you make an error, you can click “Clear” to wipe all the fields.
- Once you have entered the details, please click “Add”, this will then add the person to the list of Syndicators/Members at the bottom of the screen. This list will also contain any people added from Step two.



**Address:**

Country: \*

Enter postcode: \*

Address: \*

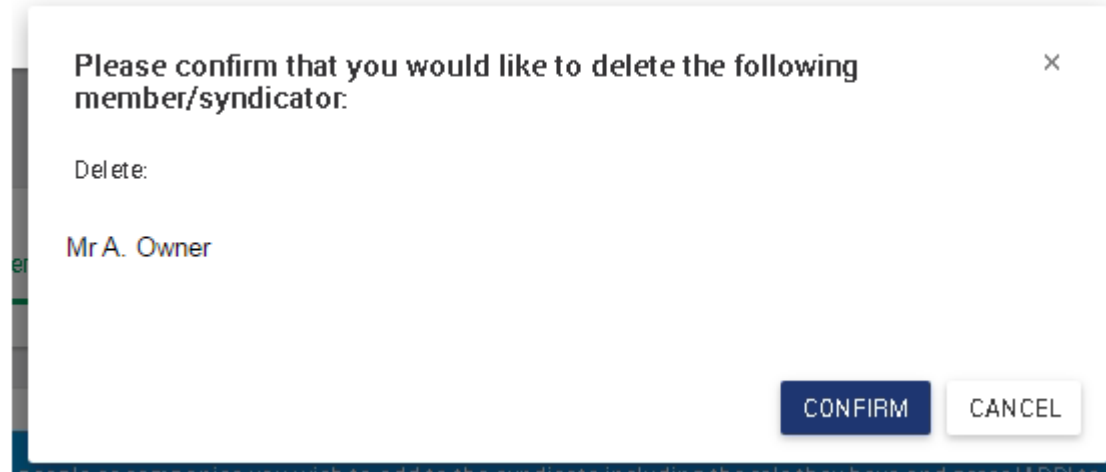
Members/syndicators

Name	Address	Date of birth	Email	Current ownerships (max 2 displayed)	Member	Syndicator	
Mr A. Owner				(One Syndicate)	✓		
Mr A. Winner				(Racing Club 3; VAT Syndicate)	✓	✓	

Click to remove person

## User Guide – Registering a Syndicate

- You will be able to remove any of the listed people by clicking on the bin icon on the right of the person’s details.
- You will not be able to remove yourself.
- A pop up will be displayed asking you to confirm that you wish to remove the person, click “Yes” to remove them, and “No” to return to the current screen without making changes.



- Once you are happy with the members and additional Syndicators, click “Continue” to move to Step four.
- As with previous screens you can click “Cancel” to abandon the application.

### 6. Ownership Packages

- Here, you can select your charging option for your Syndicate.
- There are three options to choose from, you can choose from two packages:
  - Ready to Race – Syndicate registration fee and annual colours
  - Complete – Syndicate registration fee, annual colours and VAT registration
  - Syndicate Registration only
- You must select an option to continue. To select, click add on one of the racing packages, or alternatively, click on the circle (radio button) to select Syndicate registration only.
- If you select a package, you will be able to claim your additional registrations once your Syndicate has been approved.

#### Ownership packages

In addition to registering, many owners make a number of other purchases before racing their horse(s). These include registering their own racing colours, an authority to act and even reclaim VAT on their racing expenses. In order to simplify this process, the BHA offers two upfront packages for new owners, including the Ownership Registration fee.

#### Ready to Race Package

<b>Ready to Race Package:</b>	<b>£427.76</b>
ROA Members pay:	£342.21

Includes Syndicate Registration fee and Colours registrations.

ADD

#### Complete Racing Package

<b>Complete Racing Package:</b>	<b>£538.66</b>
ROA Members pay:	£430.93

Includes Syndicate Registration fee, Colours and VAT registrations.

ADDED

Click to  
select an  
option

Continue without adding an ownership package

CONTINUE

CANCEL

## User Guide – Registering a Syndicate

- You can only select one option and you must select an option to proceed with the application.
- As with previous screens, you can click “Cancel” to abandon the application
- Once you have made your selection, click “Continue” to proceed to the next step.

### 7. Accounting

- You will need to set up accounting arrangements to handle the racing transactions for your Syndicate.
- This step allows you to set up a direct debit arrangement with the BHA.
- You can decide later to change to a Weatherbys Bank account if you wish by contacting the Bank once your Syndicate application is approved.
- You can navigate to previous steps via the progress bar. Just click on the step you wish to return to.

Click to return  
to a previous  
step

The screenshot shows a progress bar at the top with seven steps: 1. Syndicate details, 2. Select members, 3. Add members, 4. Ownership extras, 5. Accounting, 6. Review, and 7. Receipt. Steps 1-4 are completed, and step 5 is the current step. An arrow points from the text 'Click to return to a previous step' to step 4 in the progress bar.

**SYNDICATE REGISTRATION**


1. Syndicate details 2. Select members 3. Add members 4. Ownership extras 5. Accounting 6. Review 7. Receipt

In accordance with Rule B30, as an Owner you must open an accounting facility before being able to commence your racing activities. Such facilities enable the British Horseracing Authority to pay prize money due to you in an efficient, secure and timely manner and also allow for automatic payment of entry fees, jockey fees and future registration fees.

During this registration, you must open the following account:

- British Horseracing Authority Direct Debit Arrangement

If you wish to open a Weatherbys Bank account after completing this application, please contact the bank directly on 01533 304777.



This account is a simple monthly invoice arrangement.  
It is restricted solely to your racing transactions (entry fees, rider fees, prize money, gallop fees and RQA Membership).  
This type of account does not extend to your payment of training fees.

To set up this arrangement you are required to provide Direct Debit details. Do the bank account details you intend to supply belong to this applicant?

Yes  
 No

**CONTINUE** **CANCEL**

## User Guide – Registering a Syndicate

- You will be asked to confirm if you are using your own bank account details for the direct debit arrangement.
- If you are using someone else's e.g. another Syndicator's details, please select no; you will then be asked to complete a paper Direct Debit mandate.
- This will need to be sent to Weatherbys within two weeks of registering the Company as a racehorse owner.

To set up this arrangement you are required to provide direct debit details. Do the bank account details you intend to supply belong to the applicant?

- Yes  
 No

To use alternative bank details you will need the bank account holder to complete and sign a direct debit mandate and return to us as soon as possible via post or email to the addresses listed on the form.

Please click [here](#) to download and print the Direct Debit Mandate.

Please click continue to progress with your application.


- If you are using your own account details, select yes by clicking on the radio button.
- You will then be prompted to enter the sort code, account number and account name.
- These details will be checked to ensure they are valid account details.
- If any details are incorrect there will be a message shown in red asking you to reenter the details.

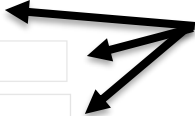
## User Guide – Registering a Syndicate

To set up this arrangement you are required to provide direct debit details. Do the bank account details you intend to supply belong to the applicant?

Yes  
 No


Please provide your Direct Debit details:



Sort code:     Enter bank details here

Account number:

Account name:

**The Direct Debit Guarantee**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit The British Horseracing Authority will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request The British Horseracing Authority to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by The British Horseracing Authority or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a fund you are not entitled to, you must pay it back when The British Horseracing Authority asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

- Once the information is entered, click “Continue” to proceed.
- As with the previous steps, you can cancel at any point.

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## 8. Review Screen

- This step allows you to review all the information entered in the application. You can return to any previous step to amend the information using the progress bar.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates seven steps: 1. Syndicate details, 2. Select members, 3. Add members, 4. Ownership extras, 5. Accounting, 6. Review (current step), and 7. Receipt. Below the progress bar is a blue instruction box: "Please check the information below. If the details are correct, please click 'SUBMIT'. If any of the information is incorrect, please click on the relevant numbered step in the progress bar above to amend."

The main content area is divided into several panels:

- Syndicate members/syndicators:** A table with columns for Name, Address, DOB, Email, Current ownership, Member, and Syndicator.

Name	Address	DOB	Email	Current ownership	Member	Syndicator
Mr A. Member					✓	
Mr Syndicator				[XFL Ownership]	✓	✓
- Syndicate details:** Fields for Syndicate name (Example Syndicate), Address (A1 2000 300000 3000000000, A 2000 3000, A 3000000000, Dunfermline, Scotland, FK9 8LH), and Horse(s) (None specified).
- Ownership extras:** Chosen package: Complete racing package.
- Accounting:** Account type: BVA Account, Account holder: No, Sort code, Account number, and Account name.
- Fees payable:** A table showing fees: Complete Syndicate Registration Fee (448.88), VAT (89.78), and Total (538.66).
- Declaration:** A text box with a warning: "All owners wishing to be registered with the British Horseracing Authority must confirm their understanding of, and compliance with, the Declaration. The full wording can be found [here](#)." Below are two checkboxes: "I have read and understood the Declaration and to the best of my knowledge and belief the information provided as part of this application is accurate and true." and "I have communicated the contents of the declaration to all Syndicators who agree to be bound in all respects by the BVA Rules of Racing in force from time to time." A text field for "Name of person completing form" contains the word "Surname".

At the bottom right, there are "SUBMIT" and "CANCEL" buttons.

- Each panel on this screen will display details from each step of the application:

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- Syndicate Details – this will display the name and address of the Syndicate you wish to register, and any horse(s) you are intending to run under this Syndicate.
- Syndicate members/Syndicators – you can see all the members and any additional syndicators that you have added or selected. If you have added the person you will be able to see all the details you entered including the name, date of birth and email address. If you selected them from your list of associated people, you will see their name and any current ownerships they are involved in with you.

Syndicate members/syndicators						
Name	Address	DOB	Email	Current Ownership	Member	Syndicator
Added Person 1	Weatherbys Thoroughbred Ltd Sanders Road Northamptonshire NN8 4BX	01/01/1950	j@gmail.com		✓	
Member 1				Horse Syndicate 1	✓	✓
Member 2				White Horse Syndicate	nal	✓
Member 3				Hamish and Sons	✓	
Member 4					✓	
Member 5					✓	
Member 6					✓	✓

- Ownership Extras – here you can see which racing package you selected
- Accounting – this panel will display any details you have entered for the direct debit arrangement
- Fees payable – here you can see the breakdown of your fees, including the registration fee/racing package, VAT and total amount due. There is no upfront fee for this registration but it will be placed on your new Syndicate account and collected via direct debit.
- Declaration – You will need to complete this section in order to submit your application. To progress, you must click the checkboxes to show that you agree with the declaration and rules of racing. You must also type your name in the box. This will be held as an electronic signature. You can also view the Rules of Racing by clicking on the link.

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**Declaration**

All owners wishing to be registered with the British Horseracing Authority must confirm their understanding of, and compliance with, the Declaration. The full wording can be found [here](#).

Click to check boxes

I agree to be bound in all respects by the [Rules of Racing](#). \*

I have read and understood the Declaration and, to the best of my knowledge and belief, the details I have provided throughout my application are accurate and true. \*

**Signed** Type your electronic signature here

Signature

Click to open links

A screenshot of a web form titled 'Declaration'. At the top, there is a paragraph of text in an orange box explaining that owners must confirm their understanding and compliance with the Declaration, with a blue link 'here'. Below this, there are two checked checkboxes with their respective text. The first checkbox text includes a blue link 'Rules of Racing'. Below the checkboxes, there is a 'Signed' section with a text input field labeled 'Signature' and the instruction 'Type your electronic signature here'. Three black arrows point to specific elements: one to the left margin, one to the 'Rules of Racing' link, and one to the 'here' link in the orange box. Labels 'Click to check boxes' and 'Click to open links' are placed near these arrows.

- Once you have completed the declaration, click “Submit” to complete your application.
- If you do not wish to proceed, you can click “Cancel” to abandon the application.

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## 9. Receipt

- This is the final step of the application. This screen will show you the same information as the review page with the addition of “What Happens Next...”.
- The Declaration box will also show the electronic signature that was entered on the previous step.
- You will not be able to navigate back to any previous steps at this point. You can return to the home screen by clicking the link at the bottom of the receipt or using the main menu to navigate to another area of the site.

1. Syndicate details 2. Select members 3. Add members 4. Ownership extras 5. Accounting 6. Review 7. Receipt

Thank you.  
Your syndicate application has been submitted successfully.  
This will be forwarded to the British Horseracing Authority for consideration.  
All syndicators will be advised when the application has been processed.

### What happens next?

- You will receive an email confirming that your application has been submitted.
- If you have applied before 12pm the BHA will endeavour to consider your ownership application on the same day. Applications can take up to two working days to process, however and you will be contacted shortly with the outcome of your application.
- If you have purchased a racing package as part of your registration, you will be able to redeem this once the application has been approved.

### Syndicate members/ syndicators

NAME	Address	DOB	Email	Ownership	Member	Syndicator
K.A. Member					✓	
K. Syndicator				(N/A Ownership)	✓	✓

### Syndicate details

Syndicate name: Example Syndicate

Address: A1 0000 0000X 000000X 0000000X  
A2 0000 0000X  
A3 00000000X  
Bunfresshire  
Scotland  
N%66JH

Horse(s): (None spec #10)

### Ownership extras

Chosen package: Complete racing package

### Accounting

Account type: BHA Account

Account holder: No

Sort code:

Account number:

Account name:

### 10. Processing of your Application

- Once you have submitted your application it will be sent to Weatherbys for processing.
- Once Weatherbys have processed the application it will be sent to the BHA.
- The BHA will review the application and either approve or reject the application.
- During this time the Syndicate will show on the My Ownerships screen on the Pending tab.
- Once a decision is made, the all listed Syndicators will be contacted and informed of the outcome.
- When the Syndicate has been approved, you will then be able to claim your additional registrations if you purchased a racing package.
- If you need assistance with this, please see the relevant user guides for more help.